

Work Guideline

Corporate Ethics



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Preamble

What makes us successful?

Our success is not solely defined by our products.

Success demands more. It hinges on the unwavering integrity and accountability of every individual, fostering trust, credibility, and reliability. The path RB-Messwerkzeuge GmbH takes to achieve success is just as pivotal as the success itself.

These work guidelines aim to uphold corporate ethics. They represent the demand we set ourselves and at the same time our commitment to the world.

The work guidelines provide an overview of our values and the behavioral requirements for our employees, which are further specified by internal guidelines when necessary. The guidelines provide the necessary security and orientation in our everyday work.

However, this orientation alone is not sufficient. The work guidelines must be actively lived by the leaders to ensure that employees know and understand the requirements.

Only by consistently behaving ethically can we ensure our long-term success and viability. The work guidelines are therefore binding for all divisions and employees of RB-Messwerkzeuge GmbH.

Each of us can contribute to success by living the work guidelines.

Michael Gonser
CEO
Shareholder

Roland Kretz
Authorized Signatory
Quality Management

Ute Gonser
Authorized Signatory
Accounting & HR

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Conduct Within the Company

2. Conduct Within the Company

RB-Messwerkzeuge GmbH expects both its managers and employees to adhere to the principles outlined in this ethical work guideline.

Violations of ethical guidelines can have serious consequences not only for the individual but also for RB-Messwerkzeuge GmbH. Therefore, intentional misconduct will not be tolerated.

2.1 Preserving Identity

To raise awareness and address misconduct, we cultivate a culture free from fear of negative consequences for individuals.

If an employee of RB-Messwerkzeuge GmbH becomes aware of a potential violation of the company's ethical guidelines, we encourage them to report it. Reports are treated with strict confidentiality. Violations will be sanctioned in accordance with legal requirements, regardless of the rank or position of the individual involved. The identity of the person reporting will always be protected.

2.2 Protection Against Retaliation

Employees who, in good faith, report information about non-compliance with the company's ethical guidelines will not face any disadvantages.

RB-Messwerkzeuge GmbH ensures that all employees are protected from threats, harassment, or any other adverse actions within the company.

Whistleblowers do not need to fear termination.

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Interactions with Third Parties

3. Interactions with Third Parties

RB-Messwerkzeuge GmbH shares its core principles of ethical behavior with its business partners.

We communicate our guidelines to them and encourage them to follow the same standards in their actions.

Similarly, our business partners expect to be able to rely on RB-Messwerkzeuge GmbH as an ethically responsible company. This requires us to be familiar with our contractual obligations towards our business partners.

3.1 Conflicts of Interest

RB-Messwerkzeuge GmbH expects that the personal interests of its employees do not conflict with the company's interests.

Secondary employment must not conflict with the interests of RB-Messwerkzeuge GmbH. Employee equity stakes in competitors or business partners that allow for managerial influence are not in line with our principles.

Employees who are affected by a potential conflict of interest are required to inform their supervisors.

3.2 Corruption, Bribery, and Extortion

To maintain the trust of business partners and the public, RB-Messwerkzeuge GmbH rejects all forms of corrupt behavior.

Employees of RB-Messwerkzeuge GmbH must not offer advantages to public officials or decision-makers in private enterprises to influence their actions favorably.

To this end, we strictly adhere to national and international laws against bribery, extortion, and corruption.

3.3 Fair Competition and Antitrust Law

RB-Messwerkzeuge GmbH and its employees are committed to the principles of a free market economy and fair competition in all business relations. We ensure that we do not engage in any agreements with our customers, suppliers, or competitors that restrict competition.

RB-Messwerkzeuge GmbH does not spread false information about competitors' products and services nor does it seek competitive advantages through other abusive means.

We will refrain from any behavior that violates antitrust laws.

3.4 Export Controls and Economic Sanctions

RB-Messwerkzeuge GmbH is engaged in international exchange and supports free trade. We comply with relevant trade restrictions, international economic sanctions, and applicable import and export control regulations.

Non-compliance with these laws may result in fines, delays, confiscation of goods, or loss of licenses.

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Handling Information

4. Handling Information

Records of RB-Messwerkzeuge GmbH must be correct and properly maintained. We record and document all business transactions, assets, and liabilities in compliance with legal requirements.

To ensure proper documentation and retention of records, accuracy and completeness are essential.

Confidential information is not intended for internal dissemination or external publication. Discussing confidential information in public or disclosing it to unauthorized third parties constitutes a breach of confidentiality.

4.1 Financial Reporting

Financial responsibility and reporting are conducted in accordance with local and international accounting standards, accurately reflecting the true financial position, performance, and cash flows of RB-Messwerkzeuge GmbH.

4.2 Disclosure of Information

RB-Messwerkzeuge GmbH bases its decision-making processes on the accuracy and precision of its records. The confidential handling of personal data, economically sensitive information, and intellectual property is of particular importance.

Regardless of the medium used, we expect employees of RB-Messwerkzeuge GmbH to adhere to the rules for disclosure and business communication.

Publishing incorrect, incomplete, or misleading information can be illegal and may result in fines, sanctions, or criminal consequences.

4.3 Plagiarism

Plagiarism, as defined by copyright law, occurs when someone uses another person's intellectual property without complying with the rules of fair use. Every serious case of plagiarism must be reported.

4.4 Intellectual Property

Protecting intellectual property is of crucial business importance.

Intellectual property refers to all products of intellectual work. It is protected by laws, such as copyright, trademark, and patent rights, as well as through trade secrets.

Violations of intellectual property include the performance, distribution, or exhibition of copyrighted works without proper permission, and the unauthorized duplication of protected intellectual property.

4.5 Data Protection

Data security is paramount for RB-Messwerkzeuge GmbH. We safeguard company data using all available means against unauthorized access, misuse, loss, and premature destruction, while adhering to legal requirements, national laws, and internal policies.

In collecting, storing, processing, or transmitting personal data, we prioritize meticulous care and strict confidentiality, ensuring compliance with relevant laws and regulations.

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Information

For Questions...

... regarding the application of this work guideline on corporate ethics in your daily work, please contact your managers at RB-Messwerkzeuge GmbH as your first point of contact.

In the event of violations of the work guideline, RB-Messwerkzeuge GmbH will take appropriate actions to properly address the situation.

Our primary approach will be to resolve the matter by explaining the importance of the work guideline to the affected employees. However, labor-law or disciplinary measures will also be taken in accordance with applicable regulations.

RB-Messwerkzeuge GmbH will regularly review this work guideline, and the management will decide on any necessary changes. All information will be handled with strict confidentiality and verified by specially trained personnel committed to confidentiality.

Thank you for taking the time to read the guideline on corporate ethics.

It will help you recognize the most important risks for yourself and for RB-Messwerkzeuge GmbH by understanding your responsibilities.

Impressum

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