# **Code of Conduct**



The febromed company was born from the idea of doing things better. This thought does not only stop at the products. febromed also sees its responsibility towards people and the environment to contribute to a peaceful coexistence. This code of conduct describes how febromed tries to create/maintain moral values. In the same way, febromed wants its partners to support febromed's values.

# No discrimination

Fairness, respect, team spirit, openness and a sense of tradition form the foundation for appreciative cooperation at febromed. Employee rights are supported and confidence in the power of one's own performance is strengthened. The working environment of our family-owned company is characterised by respectful interaction in which the strengths of each individual are promoted and communal solidarity is in the foreground.

#### No dangers for people and the environment

Long-term management enables FEBROMED's sustainable success. Preventive measures to preserve natural resources play an important role within the continuous process optimisation. Compliance with occupational health and safety laws and intensive cooperation with experts in occupational medicine and safety support the management in the prevention of illnesses and accidents. Furthermore, responsible action for the well-being of oneself as well as other employees is a prerequisite.

# Protection of company property and the property of business partners.

FEBROMED's goodwill is based on the ideas and innovation realisation of its employees, which are the assets of each generation. Protection of material and intellectual property has a high priority at FEBROMED. This applies to internal data stocks as well as to the respectful handling of external property. Company property may not be used for purposes outside the company. Exceptions should always be approved by the respective supervisor. The property of third parties (e.g. business partners) to which FEBROMED employees have access must be treated with the same care. It may only be used for business purposes within the agreed and necessary scope.

#### No conflicts of interest

Business relationships are based on objective criteria, such as price, performance or the existence of an established fair cooperation. Our employees avoid any collision of their private interests with those of the company and commit themselves to a loyal and transparent attitude towards their colleagues.

#### No dependencies

Material or moral dependencies must not play a role in dealing with business partners. Objective consideration of suppliers, service providers or customers strengthens impartiality and forms the basis for a business policy in which the economic purpose is paramount.

# No corruption or bribery

Relationship management is a part of business success, but business transactions relate exclusively to the quality and performance of our products. Gifts and gratuities that could influence business decisions are to be refrained from or refused.

#### No misleading

Our credibility is assured by the accuracy of our accounts, records and financial reporting, which form the basis of our

and forms the basis of our truthful business conduct. Our processes are transparent and structured so that other employees can always follow them. Records, files and documentation are to be kept in such a way that they can be presented to third parties if necessary.

#### No misinformation

The basis of our corporate culture is transparent, timely and reliable internal and external communication. Information provided to the public is truthful. In addition, decisions are made transparent by regularly informing our employees about goals, plans and company procedures.

# No violation of export regulations

National and international customs laws are respected by FEBROMED. Foreign trade, anti-terror and embargo regulations are followed appreciatively to ensure the protection of the international community and the general public.

# No anti-competitive behaviour

FEBROMED pursues fair competition by committing itself to a market economy. Furthermore, we convince by presenting our own strengths and innovations, but not by devaluing competitors.

#### No disproportionate handling of consultancy contracts

Commissions and fees paid to consultants and/or commercial agents must be reasonable in relation to the services rendered. No commissions or fees may be agreed which could be considered unreasonable. Contracts with consultants and/or sales agents and similar agreements may not be used to make payments for the benefit of employees or other representatives of clients or public officials.

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Sustainability Officer: Hubert Brormann Tel.: 02522 / 92019-20 Human Rights Officer: Hubert Brormann Tel.: 02522 / 92019-20