



PRODUCTS & COMPONENTS



CUSTOMISED
SYSTEMS



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CODE OF CONDUCT

This Code of Conduct is premised on ZETA's guiding values. It specifies the expectations for the conduct of all employees, managers and directors and thereby constitutes the basis for all business actions and decisions.

ZETA strives to conduct its business in line with ethical and legal principles. Sustainability for the economy, the environment and social interactions is at the heart of the corporate policy. The aim is the achievement of long-term economic success by acting in a responsible manner. ZETA employees serve their customers in an excellent and clearly structured manner. The aim, intent and objective of ZETA employees is that of making valuable contributions to improve the health and quality of life for as many people as possible.

Each employee bears personal responsibility for maintaining the Code of Conduct. Persons with special responsibilities must ensure that their areas are organized in such a manner that compliance with the Code of Conduct is always maintained.

Each manager is responsible for the employees entrusted to her/him. S/he must earn their recognition through exemplary personal behavior, performance, reliability and social skills.

Each manager must set clear and realistic aims and provide employees as much personal responsibility and freedom as possible.

LEGAL COMPLIANCE

All applicable national and international legal requirements, specifications and regulations must be met. The company's products and services must always be provided and presented in an honest and forthright manner.

HUMAN RIGHTS

ZETA fully supports the United Nations Charter (the UN's Universal Declaration of Human Rights) and the Core Conventions of the International Labor Organization (ILO) and has taken them into consideration when preparing this Code of Conduct.



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Wages, benefits and working hours. All employees must be provided with wages and benefits complying, at a minimum, with national laws or industry standards, together with binding collective agreements. ZETA ensures that all applicable legal restrictions on working hours are met and rest periods provided for.

Fair and equal treatment. All employees must operate with dignity, respect and integrity in regard to the treatment of their colleagues and third parties. Any form of discrimination on the grounds of criteria such as color, religion, gender, age, physical ability, national origin, sexual orientation, political affiliation, family obligations will not be tolerated. Any form of psychological, physical, sexual or verbal abuse, intimidation, threat or harassment will not be tolerated. As an internationally operating company, ZETA expects its employees to treat all people with respect in every cultural environment.

Minimum age for employment. The use of child labor is strictly prohibited. No child below 15 years is allowed to work for the company unless this is expressly permitted by law, but even should this be legally permitted the company shall never employ any person under the age of 14.

Forced labor. ZETA must not use or in any way benefit from forced labor, meaning all work or service for which a person has not offered him or herself voluntarily. Retaining employees' identity documents as a condition of employment is strictly forbidden.

Freedom of association and collective bargaining. ZETA grants its employees the right to freedom of association and collective bargaining in accordance with all applicable laws and regulations.

HEALTH AND SAFETY

ZETA's operating and management systems are organized and prepared to provide the greatest possible safety standards and to prevent work-related injuries and illnesses. All of ZETA's employees are regularly trained in the knowledge and skill they need to safeguard their health and safety.

Working conditions. The health and safety of all ZETA employees and stakeholders play a central role in the corporate performance and are the highest priorities of management. Every effort shall be made to comply with legal obligations to provide healthy and safe working conditions and to



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eliminate hazards and mitigate risks. With support of the ZETA Integrated Management System, a safe and healthy working environment is provided and work-related injuries and illnesses are prevented.

Workplace environment. Employees must have access to drinking water, adequate lighting and temperatures and ventilation and sanitation. Personal protective equipment must be provided together with equipped workstations. In addition, facilities must be constructed and maintained in accordance with the standards set by applicable laws and regulations.

Emergency preparedness. All staff shall be prepared for emergencies. This includes employee notification and evacuation procedures, emergency trainings, appropriate first-aid supplies, appropriate fire detection and suppression equipment, and adequate exit facilities.

Product quality and safety. All products and services delivered must meet the quality and safety standards required by applicable law.

ENVIRONMENTAL SUSTAINABILITY

ZETA is aware of its responsibility for the protection of the environment and guarantees legal compliance with all applicable environmental requirements.

Hazardous materials. Hazardous materials, chemicals and substances must be clearly marked and identified at all times. Their safe handling, movement, storage, recycling, reuse and disposal must be ensured. All the applicable laws and regulations related to hazardous materials shall be strictly observed.

Resource consumption, pollution prevention and waste minimization.

The consumption of natural resources, including energy and water, shall be optimized. Sound measures to prevent pollution and minimize the generation of solid waste, wastewater and air emissions shall be implemented. Procedures and standards for waste management shall meet or exceed the legal requirements.

BUSINESS INTEGRITY

Anti-corruption. Corruption is not tolerated. Typically, this includes both cash payments and any kinds of monetary benefits such as gifts and invitations. Gifts and invitations must not exceed an appropriate value or these will be



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DIGITALIZATION

regarded as bribery. Also offering and promising such remuneration is illegal if it is made with the intention of gaining or keeping an unfair advantage. The creation of any binding dependence must be avoided. Employees who have evidence about or suspicion of any form of corruption must report this to their superior or to the legal department.

Conflicts of interest. Private interests must always be separated from those of the Company. Personnel decisions or business relations must be based on objective criteria. The employees are expected to act in the interest of ZETA and report any situation that may appear to be a conflict of interest to their respective superiors.

Fair competition. ZETA is committed unconditionally to fair competition and to all legislation intended to sustain fair competition.

Industrial property rights. ZETA shall take appropriate steps to safeguard and maintain the confidential and proprietary information of its business partners, and shall use such information solely and exclusively for those purposes, which are specified and authorized in the contractual agreement.

Data protection and discretion. ZETA treats confidential information as such. We meet every requirement to ensure that all personal and secret data are kept fully and appropriately secret. All employees are obliged to comply with data protection requirements and maintain secrecy.