

# Testo Industrial Services – Code of Conduct

# Code of Conduct Testo Industrial Services

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# Code of Conduct Testo Industrial Services

## 1. Preamble

This Code of Conduct describes the self-image and basic principles of Testo Industrial Services Ltd. with regard to ethical and moral behaviour in the business environment. As a globally active company, Testo Industrial Services Ltd. maintains many different business relationships. For this reason, this Code of Conduct defines standards, regulations and guidelines for business transactions and applies to all employees of Testo Industrial Services Ltd., regardless of individual function, position/job or location.

All employees of Testo Industrial Services Ltd. undertake to take full account of the following guidelines and basic principles in their actions at all times and not to act contrary to them.

Our Code of Conduct is continuously reviewed against the background of national and international developments and adapted as necessary.

## 2. Behaviour in the business environment

### 2.1 Our employees...

- understand and comply with all laws and regulations relevant to their area of work.
- report all actual or suspected violations of laws, this Code of Conduct or other guidelines, as well as doubts about the propriety of a business practice, to a trusted person in the company.

In case of doubt, the following questions will help you to choose your own behaviour correctly:

- Is my proposed action legal and not in violation of the Code of Conduct or other policies?
- Is my action in line with the values of Testo Industrial Services Ltd.?
- Would the action damage the reputation of Testo Industrial Services Ltd.?
- Am I putting my integrity or the integrity of Testo Industrial Services Ltd. at risk?
- Is my action free from any conflict of interest?
- How would I feel if my action became public?

### 2.2 Our Leaders...

... have further responsibilities in addition to the responsibilities for our employees and

- ensure that their subordinates understand and apply the relevant laws and the rules of this Code of Conduct.
- ensure compliance with the law in their area of responsibility and promote a culture of trust and honesty as well as compliance with the law and rules.
- take immediate and appropriate action when an actual or suspected violation is brought to their attention.

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## 2.3 Fair competition and antitrust law

Testo Industrial Services Ltd. behaves fairly in competition and complies with the applicable legal regulations that protect free competition. In addition, no price-fixing, other agreements or concerted practices are entered into with other companies that have the purpose or effect of preventing, restricting or distorting competition under applicable antitrust laws.

Employees of Testo Industrial Services Ltd. must never offer, promise, distribute, accept or solicit bribes, kickbacks or any other type of improper payment or benefit. Any type of attention must never be intended to secure unlawful advantages or to obtain preferential treatment.

## 2.4 Avoidance of conflicts of interest

In order to be able to act in the best interests of the company at all times, employees ensure that external influences or interests do not lead to conflicts with their obligations to Testo Industrial Services Ltd..

Special relationships with competitors, suppliers, customers or business partners involve the risk of a conflict of interest. For this reason, such relationships must be reported to the next higher superior, insofar as the employees themselves are able to influence the relationship with such companies.

## 2.5 Embezzlement/fraud

Embezzlement or fraud is an intentional deception with the purpose of personal gain or obtaining an unlawful advantage.

Testo Industrial Services Ltd. is committed to compliance with anti-fraud laws, therefore no type of fraud or embezzlement will be tolerated.

# 3. Behaviour towards Employees

## 3.1 Human Rights

We are committed to complying with internationally recognised labour and social standards, treating our fellow human beings with respect and upholding human rights. The United Nations Guiding Principles on Business and Human Rights provide us with important guidance in this regard, including with regard to the rights of minorities and indigenous peoples. We strive to make a positive contribution to the respect of human rights and the well-being of people. In our business activities, we are therefore always careful not to cause or indirectly contribute to human rights violations. We rely on our business partners and expect them to comply with human rights and related international labour and social standards.

## 3.2 Equal opportunities

Furthermore, we are committed to equal opportunities. There is no unequal treatment or disparagement on the basis of gender, nationality, ethnic origin, culture, religion or ideology. Nor on the basis of sexual identity, age, physical constitution, appearance or any other grounds covered by the prohibition of discrimination in Article 14 of the European Convention on Human Rights. Diversity, equality and inclusion are actively lived.

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Testo Industrial Services Ltd. is committed to ethical recruitment, where applicants are assessed without discrimination or bias. The focus is on integrity, transparency, trust and performance.

## 3.3 Occupational health and safety

As a minimum, the respective national standards for a safe and hygienic working environment are complied with. Within this framework, Testo Industrial Services Ltd. takes appropriate preventive measures to ensure health and safety in the workplace so that healthy employment conditions can be guaranteed.

## 3.4 Minimum wage

Testo Industrial Services Ltd. pays its employees. All provisions of the Minimum Wage Act are observed and complied with. Testo Industrial Services Ltd. does not enter into agreements that undercut the minimum wage claim or limit its assertion.

## 3.5 Strengthening women's rights

Testo Industrial Services Ltd. believes that the empowerment of women (in line with the United Nations Principles) to participate fully in economic life in all sectors is essential to building a successful society and improving the quality of life of women, men, families and communities.

# 4. Behaviour within society

## 4.1 Rules of conduct

Testo Industrial Services Ltd. does not permit any form of discrimination (e.g. based on gender, age, ethnic origin, religion, national origin, disability/illness, sexual orientation). We continue to prohibit all forms of harassment by co-workers and supervisors. Violence, abuse, bullying and aggressive behaviour in any form will not be tolerated. We do not use company funds for any purpose that violates applicable laws or any company policy.

## 4.2 Environmental protection and sustainability

Environmental protection is a corporate task and our social responsibility. We are committed to energy efficiency and climate protection, making the best possible use of our resources along the entire value chain, and acting responsibly, both in the operation of our facilities and in the transport of any items.

We also avoid hazards to people and the environment and keep impacts on the environment as low as possible. Processes, operating facilities and resources comply with applicable legal requirements and standards for fire and environmental protection.

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## 4.3 Child labour and forced labour

Testo Industrial Services Ltd. fundamentally condemns and prohibits child labour and any form of forced or compulsory labour. We only employ people who have reached the minimum age required to perform work according to the applicable national legislation.

## 4.4 Financial responsibility

With regard to accounting, applicable laws and recognised standards are applied. It is our goal to provide transparent and accurate information on a continuous and timely basis. Financial responsibility and reporting reflect the actual circumstances of the net assets, financial position and results of operations of Testo Industrial Services Ltd..

## 5. Privacy

### 5.1 Personal data

Testo Industrial Services Ltd. ensures at all times that locally and nationally applicable requirements for the collection, storage, processing and use of personal data are complied with. This applies not only to personal data of employees, but also to external parties such as customers, suppliers and applicants. Data entrusted to us is used exclusively for specified, legitimate purposes. Unauthorized disclosure of this data does not take place. All employees with access to sensitive data are obligated to maintain confidentiality about this data.

### 5.2 Confidential information

The disclosure of information beyond the regulations of the respective confidentiality level can trigger considerable consequences for Testo Industrial Services Ltd.. This includes, among other things, putting a competitor in a better position based on information about planned new products, calculations or marketing campaigns of Testo Industrial Services Ltd..

To protect confidential company and personal data, all information is divided into three categories of different confidentiality levels. Observing these confidentiality rules ensures the success of the company and protects the privacy of the employees.

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