

## Document for the Declaration of Conformity with the Code of Conduct (Integral part of the contract)

### 1 Principles of conduct

The TÜV AUSTRIA Group is convinced that law-abidance as well as a business policy based on social responsibility, and compliance with ethical principles are of essential importance and contribute to ensure the long-term economic success of any company. Therefore, the TÜV AUSTRIA Group defined a Corporate Compliance Program that is in alignment with the TIC Council Compliance Code and the seven principals defined therein.

The TÜV AUSTRIA Group expects its employees to share these principles of conduct and support ethical business activities. To that end, the listed points below are expected from **all employees of the TÜV AUSTRIA Group**:

#### 1.1 Integrity

- ✓ to act honestly, responsibly and in a spirit of fairness;
- ✓ to exercise business activities in full and unrestricted compliance with the law the law applicable case by case;

#### 1.2 Avoiding conflicts of interest

- ✓ to make decisions exclusively on the basis of unbiased considerations, disregarding any personal interests;
- ✓ to avoid situations where personal interests are in conflict with the interests of TÜV AUSTRIA Group;

#### 1.3 Confidentiality and data privacy

- ✓ to use any information that is exclusively provided to an employee of the TÜV AUSTRIA Group in correlation to the service provision, and to protect the same against any unauthorized internal and external use;
- ✓ to keep any information about internal matters and procedures at the TÜV AUSTRIA Group, as well as any other technological and commercial information, strictly confidential, and to only disclose the same with the written consent of the TÜV AUSTRIA Group;
- ✓ to ensure compliance with applicable laws and regulations whenever personal data and information is collected, stored, processed or transmitted;

#### 1.4 Preventing corruption

- ✓ to ensure compliance with the anti-corruption laws applicable in each case;
- ✓ to not be involved in any kind of bribery or corruption;
- ✓ to not assume any costs for invitations to events of employees of the TÜV AUSTRIA Group that exceed the customary and legally admissible limits;

#### 1.5 Fair business conduct

- ✓ to observe the rules of fair competition;
- ✓ to comply with applicable and internationally recognised laws and regulations regarding competition;

- ✓ to refrain from exchanging sensitive corporate data that might affect competition in inadmissible ways;

### 1.6 Occupational safety and health

- ✓ to observe all applicable laws regarding occupational safety and health performing work as an employee of the TÜV AUSTRIA Group;
- ✓ to take appropriate measures in order to stay healthy and safe;

### 1.7 Environmental protection

- ✓ to comply with all applicable provisions relating to the protection of the environment;
- ✓ to use natural resources sparingly;
- ✓ to avoid all hazards to the environment;

### 1.8 Fair working conditions

- ✓ to respect, protect and promote human rights;
- ✓ to follow internationally recognised standards for safe workplace environment;
- ✓ to observe the legal provisions regarding fair working conditions and reasonable working hours;
- ✓ to support diversity within the TÜV AUSTRIA Group, without tolerating any discrimination;
- ✓ to oppose any form of forced and child labour, especially when it comes to buying services;

### 1.9 Business Partners, Subcontractors and third parties

- ✓ to communicate the principles of this Code of Conduct to the applicable extent towards the TÜV AUSTRIA Group to business partners, employed subcontractors and to third parties, and to demand compliance with the same;

## 2 Employee Helpline

By using the employee helpline, employees can ask questions or raise concerns regarding the interpretation of the Code of Conduct. Resulting inquiries have to be treated confidentially and the anonymity of the employee has to be protected to a reasonably practicable extend.

People who report a true concern in good faith will not be subject to any repressive measures due to his or her report, unless the report is demonstrably affected in bad faith or the person making the report is involved in the relevant criminal act himself or herself. In that event, the protection of the reporting party cannot be maintained vis-à-vis the investigative authorities. All reports will be investigated appropriately, suitable measures will be taken wherever a violation is found.

The employee helpline of TÜV AUSTRIA Group can be contacted any time by e-mail at [compliance@tuvaustralia.com](mailto:compliance@tuvaustralia.com). Further information can also be found via the TÜV AUSTRIA Team Spirit page or under the TÜV AUSTRIA website. To ensure anonymity in terms of dealing compliance issues, employees are strongly advised to use this link [www.tuvaustralia.com/compliance](http://www.tuvaustralia.com/compliance).

### 3 Consequences

Any consequences resulting from a violation of the Code of Conduct are recommended by the Compliance Committee and based on its nature, especially when it comes to disciplinary measures, the respective management has to decide how to proceed with the recommendation.

In return the management has to report the action actually taken to the Compliance Committee. Therefore, regular progress reports must be submitted by the local Compliance Coordinator to the Compliance Officer of TÜV AUSTRIA Group. In the event of non-execution of the action, the Compliance Committee will consult with the management accordingly.

### 4 Additional information

For more information, please go to [www.tuvaustria.com/compliance](http://www.tuvaustria.com/compliance). In case of any questions or doubts, employees are kindly requested to get in touch with the respective Compliance Coordinator or Compliance Officer. Additionally, employees do have the opportunity to submit the request via the TÜV AUSTRIA website or directly contact the Compliance Officer of the TÜV AUSTRIA Group ([compliance@tuvaustria.com](mailto:compliance@tuvaustria.com)).

**I hereby declare that I have read and accept all the above.**

**NAME / POSITION**

**DATE/ SIGNATURE**