

## **ERNI Electronics GmbH**

### **Ethical guidelines for ERNI Electronics GmbH and its suppliers**

These ethical guidelines define the principles and requirements of ERNI Electronics GmbH and its suppliers of goods and services in terms of their responsibility for people and the environment. As a major employer in the region and a global company, we are aware of our social responsibility and have therefore established the following ethical guidelines that are intended to serve as a basis on which we and our suppliers operate.

#### **1. Compliance with laws and fair conduct of business**

- Each employee of ERNI Electronics GmbH must comply with all laws and regulations applicable to his or her area of work as well as internal instructions and guidelines.
- However, despite these regulations it is not always easy for individuals to decide whether their actions are still permissible or if they are at risk of straying into impermissible areas. Responsible action is therefore based not only on laws and regulations but also on one's own conscience and on the standards set out in these guidelines.

#### **2. Dealings with customers, suppliers, and colleagues**

- Relations with our customers, suppliers and employees are primarily based on mutual respect, fairness and trust. We also endeavor to establish a reliable long-term relationship.
- We cultivate fair and open communication in reciprocal dealings and expect our business partners to do the same.

#### **3. Employee and management culture**

- We regard our employees as the most basic element of our corporate success. Their technical and social skills, their commitment and enthusiasm and their creative attitude and approach are key factors in achieving the common goals.
- We expect our employees to display a high level of commitment, friendliness and fairness towards each other as well as to superiors, customers, suppliers and other business partners.
- Characterized by a high degree of respect and trust, combined with a clear focus and authenticity, we always hold our employees up as an example. Openness in discussions and a conduct that is tolerant of mistakes strengthen the security of employees and serve to increase independent corporate action. Potential improvements are identified and implemented through appropriate measures.

#### **4. Quality**

- We want to convince our business partners by providing a service that is as free of faults as possible. Our objectives and the actions these necessitate are consistently focused on achieving the highest levels of quality at all levels. Each and every one of us must therefore produce high-quality work and report quality-related problems that we are unable to solve ourselves to the quality department responsible immediately.
- We must push our strengths and always be working to identify potential areas of improvement and remedy weaknesses. Our objectives are measurable and are constantly being monitored for success.

## 5. Health and safety

- We observe statutory health and safety regulations and also protect our employees against hazards arising when carrying out their work.
- Training sessions are offered to make sure that all employees are informed on the subject of health and safety and their knowledge is up to date.

## 6. Environmental protection

- In responsibility towards future generations, we play an active role in sustaining and protecting our environment.
- We do not believe that economics and ecology have to be mutually exclusive. We are encouraging and demanding the application of standard environmental protection guidelines across the whole of the European Union.
- Our products and production methods are developed and manufactured in such a way that raw materials and resources are used sparingly.

## 7. Bribery, corruption, and donations

- ERNI Electronics GmbH will not tolerate any form of bribery or other illicit means of gaining an advantage. Unlawful actions will be punished under criminal law.
- We acknowledge our social responsibility and support this through donations. However, we always make sure that this does not affect our business relationships or that the recipient does not feel obliged to purchase our products.
- Business considerations are accepted up to a limited amount insofar as this is commensurate with everyday business practices, but only if this does not affect any decision on how the business relationship is to be developed. Consent from superiors must be sought if there is any doubt.

## 8. Handling information and data

- We expect our managers and employees in particular but also our business partners to handle information and data in the strictest confidence, even if secrecy has not expressly been agreed.

## 9. Advice and checking the ethical guidelines of ERNI Electronics GmbH

- It is the task of the respective managers in ERNI Electronics GmbH to ensure that the employees assigned to them are familiar with the ethical guidelines of ERNI Electronics GmbH and base their daily operations on these.
- Any employee can contact his or her superior for questions and advice at any time.



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