

Code of Conduct

Introduction

RTS Electronic GmbH (RTS), is aware of its responsibility for people and the environment. This results in requirements and principles which are set out in this document, and which apply both to us and to our suppliers and service providers.

We expect our business partners to be committed to the observance of ethnic standards and to ensure that these are also observed and promoted in their supply chains.

Law Compliance

Compliance with applicable local laws and regulations, as well as the UN Global Compact, is a matter of course for us.

We do not engage in business activities that are recognizably aimed at violating or circumventing legal or regulatory requirements.

Corruption, fair competition, money laundering

RTS is committed to fair and responsible business practices and prohibits all forms of corruption and bribery.

We refrain from offering or accepting gifts, invitations, and other benefits in connection with business activities unless they are proportionate.

Neither cash nor other cash-like means that could create the appearance that an improper business or personal advantage is being granted are offered or accepted.

We act in compliance with national and international competition and antitrust law and do not engage in price fixing, market sharing or customer, market or bid rigging.

We do not engage in transactions that serve to conceal or integrate criminal or illegally acquired assets, and we comply with our legal obligations to prevent money laundering.

Protection of data, information, and intellectual property

RTS processes, stores, and protects personal data in compliance with the law.

This data is collected confidentially and only for legitimate, previously defined purposes and in a transparent manner. This information is processed only in conjunction with technical and organizational measures by which it is protected against alteration, loss and unauthorized use or disclosure.

Data or information of its customers, suppliers or employees will not be disclosed to third parties without prior consent and only to the extent necessary.

Confidential information and intellectual property will be protected and respected by RTS. Applicable laws regarding the protection of trade secrets and the treatment of confidential information of our business partners apply accordingly. Technology and know-how transfers are made so that intellectual property rights and customer information, trade secrets and non-public information are protected.

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Import and export control

We undertake to comply with the relevant legal standards for import and export controls, in particular licensing requirements, trade, and economic sanctions, in the context of the shipment and export of our goods.

We ensure that all goods we supply are RoHS compliant and do not contain conflict minerals. We take measures to prevent human rights abuses, corruption, and funding of armed groups.

Avoidance of conflicts of interest

We always want to avoid situations that could lead to a conflict between personal interests, the interests of RTS or a business partner. Should a potential conflict of interest arise, RTS employees disclose it to their supervisor. Efforts will then be made to resolve these conflicts in an appropriate manner in a professional and fair manner.

Health and Safety

RTS maintains the health of its employees by adopting appropriate health and occupational safety measures that adequately cover, among other things, the following topics:

- Compliance with applicable laws and orientation to international standards related to health and occupational safety.
- Appropriate workplace design, safety regulations and provision of appropriate personal protective equipment.
- Implementation of preventive controls, emergency measures, an accident reporting system and other appropriate continuous improvement measures.

Salary and working time

The salary complies with the applicable laws. Employees are informed clearly, in detail and regularly about the composition of their remuneration.

We comply with applicable laws and labor standards regarding maximum permissible working hours and ensure that working hours, including overtime, do not exceed the respective legally permissible maximum limits and that weekly working hours, including overtime, do not exceed 48 hours even in exceptional cases.

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Safeguarding fundamental right

RTS respects the personal rights of each individual and respects personal dignity and privacy. Every employee has the right to freedom of opinion and expression.

There is a fundamental ban on child labor. We are committed to requiring proof of age prior to employment.

No persons younger than 15 years of age may be employed. For the execution of dangerous work, the minimum age is 18 years.

We expressly state that any form of work is voluntary. All employees have the option to resign at any time with reasonable notice.

We do not tolerate discrimination of any kind, whether based on physical or mental disability, ethnic origin, nationality, age, gender, sexual identity, political opinion or religious affiliation. Also, any form of insults and harassment is not permitted.

Social misconduct, coercion as well as the threat of violence and its execution will be punished immediately upon becoming known.

Environment, energy, and climate protection

RTS aims to minimize negative impacts on the environment and continuously improve its own environmental performance.

We want to improve the following environmental aspects with suitable measures:

- Reduction of CO2 emissions
- Increase in energy efficiency
- Reduction of waste / proper disposal
- Promotion of resource efficiency

We act in accordance with applicable laws and are guided by international standards.

Supply chain

RTS expects its suppliers to comply with and implement the principles of this document. Furthermore, we encourage them to apply equivalent codes of conduct and to communicate and enforce them in their own supply chain.

Communication

The requirements arising from this document are communicated openly and dialog oriented by RTS to its employees, customers, suppliers, and other internal and external interested parties. Possible violations can be reported confidentially and anonymously via code-of-conduct@rts-electronic.de.

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Confirmation of compliance with the Code of Conduct

We have received the Code of Conduct - Code of Conduct and hereby confirm, in addition to our obligations under the supply contracts with RTS, to comply with the principles and requirements of this document.

Company.: _____

Street: _____

Zip code / City: _____

Name Signatory _____

Date and signature _____

Company stamp: