

Code of Conduct

1 Introduction and Purpose

Responsible actions beyond pure adherence to the applicable legal obligations are important for the success of our business. Thus, **tts** is not only committed to abide the law but also this Code of Conduct which provides for additional rules and guidelines determining our daily decisions and actions. The Code of Conduct provides for the values and fundamental principles underlying our business since we want to not only reach our business and economic goals but also to act ethically and morally correct. Therefore, we want to bind all **tts** employees at all offices as well as our directors, business partners and all providers to this Code of Conduct. By placing the Code of Conduct on the website, all employees, suppliers and other interested parties are made aware of it. The application of the policy is monitored by the management.

Integrity and reliability have an important significance for us as well as a respectful interaction with each other. Every single employee represents with his or her behavior and conduct our business and forms our image and the appreciation of our customers. We support our customers to develop their full potential and through our expertise we form a basis for a long-term relationship based on partnership. Our customers appreciate our professionalism and knowledge since we have a high demand to the quality of our work and to ourselves.

2 Working and Social Standards, Freedom of Assembly

Every employee is valued and respected as an individual. The respect of the dignity, privacy and personal rights are of particular importance to us. For that reason, we support appreciation, mutual understanding and fairness. Expression of our fairness towards our employees is an appropriate remuneration for their work, and related to this, reasonable working hours and sufficient periods of rest. We appreciate the creativity of our employees and encourage them to develop their potential. At the same time, we encourage the exchange of opinions, ideas and criticism to further the development of our business.

tts supports the maintenance of freedom of assembly and the right to collective bargaining by neither preferring nor treating members of trade unions and employee organizations worse than any other employee.

3 Human Rights and the Prohibition of Child Labor or Forced Labor

Equal opportunities are supported by **tts** in any area, in particular in the recruitment process and daily work. We are strictly against discrimination of any kind, especially on the basis of skin

color, race, nationality, gender, age, social background, disability, sexual orientation, political or religious position. Furthermore, any kind of sexual harassment or bullying is prohibited.

All **tts** employees act in accordance with the internationally recognized human rights and the essential working and social standards such as the Universal Declaration of Human Rights, the declarations of the International Labour Organization on Labor Standards and the OECD Guidelines for Multinational Enterprises.

We strictly oppose any kind of child labor and are for the adherence to the UN Convention on the Rights of the Child. Furthermore, we do not want to force anybody against his or her will to work.

4 Environmental Protection/ Sustainability/ Natural Resources

All laws for the protection of humans and the environment have to be adhered to. At **tts**, it is our goal to minimize our negative environmental impact and to improve environmental protection. For that reason, we adhere to the legal requirements for the security and protection of the environment and ensure that we do not endanger anyone.

Safety at work and health play an important role for us to make sure that everyone can work safely and without restrictions. Occupational health and safety measures are to be followed by every employee. We use these measures to minimize the risk and as a preventive means to avoid any dangers to the health and safety of our employees.

The economical and responsible use of business resources as well as natural resources is important to prevent abuse or waste. Every employee has to protect the business assets against loss, damage, theft or other damage.

5 Competition Law and Competition

tts stands for an open and fair competition, which should not be distorted or restricted through agreements amongst competitors about prices, offers, conditions or similar points, hence, we strictly oppose such agreements. Sensitive information may neither be exchanged nor be used to abuse the dominant position within the market.

6 Corruption and Bribery

We position clearly against corruption and bribery to further a fair competition with equal conditions. Business and actions based on dishonest behavior are not tolerated.

It is prohibited to accept or receive additional benefits. Additionally, the acceptance of gifts or invitations, going beyond gestures of politeness, are not allowed.

Our actions and decisions may only be determined by objective reasoning and on objective grounds and may not be determined by external influences. We also want to prevent one-sided preferences or unjustified prejudices in every area.

7 Conflicts of Interests

In order to act in the best interest of the company, conflict of interest is to be avoided. Personal relationships should not influence the business actions and should not be opposed to the interests of the business.

Should conflicts of interests arise anyway, these are to be made known to seek a common solution to avoid or minimize the conflict of interest. To this end, amongst others, we set on a transparent and full documentation.

8 Data Protection, Information Security and Confidential Information

We act responsibly as to the information and data of customers, business partners, suppliers and employees to have a relationship of trust and protect the privacy of every person. We adhere to the strict regulations on the processing of personal data as well as internal rules resulting from our information security management system. The information is only collected for a certain reason, with permission of the person, and is processed in line with data protection law and will not be sent to third parties.

9 Application/Open Questions

The adherence to this Code of Conduct is, for us, of fundamental value, therefore, every employee can approach a person in a leading position or the legal department in the case of incidents or questions. Violations of this Code of Conduct have to be followed up and stopped as soon as possible.

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