

Code of Conduct

In the following, this Code of Conduct will, amongst other subjects, outline certain matters, which are of high importance to ratiolab[®] and its employees.

Applicable Law

Compliance with all laws to which our business activities are subject to worldwide is a matter of course for us. In addition to other topics, this Code of Conduct deals specifically with areas of law that are particularly relevant to the business conduct of ratiolab[®] and its employees.

We undertake all efforts to ensure that every employee is aware of and complies with the relevant legal provisions and internal company regulations. In case of doubt, we expect them to seek legal certainty from the management.

Commitment to a free and fair competition

Although we encourage our employees to behave proactively in competitive situations, every employee must represent our business interests in a fair and lawful manner. We deem the rules of a free and fair competition a basic requirement of a performance-based market economy and behave accordingly, both towards competitors and business partners.

We therefore reject any business activity which is aimed at gaining an economic advantage in an unfair manner under competition law or through cartel agreements.

We explicitly point out that anti-competitive price fixing or market sharing as well as the abuse of a dominant market position are prohibited and contradict our corporate policy. In all activities relating to our business purpose in Germany and abroad, we comply with the relevant statutory regulations, prohibitions and requirements.

International Trade

We respect and abide by the rules of international trade law. Without approval by the respective authorities, we will not export or import any substances, products or technologies that are subject to legal governance.

Our Products

As a manufacturer of plastic products for laboratory and medical use, we have a wide range of catalog and private label products; in addition thereto, we also produce tailor-made products according to individual customer requirements. Our products are constantly subject to high quality and safety requirements.

Sustainability

The stakes are high, in particular, when it comes to the manufacture of plastic products for laboratory and medical use. In some areas, plastic articles are indispensable for use in laboratories. Insofar, a reflective approach is necessary. In light of a more sustainable future, we are committed to deploy environmentally-neutral and/or -friendly materials wherever possible thereby using natural resources in a responsible and cautious manner. The basis for this is, among other things, compliance with environmental standards based on the applicable legal regulations.

We expect our employees to promote a sustainable use of the available resources within their working environment.

Work Safety

Complying with all national and international work and safety regulations is one of the basic prerequisites for a responsible interaction with one another. We heed the safety of our employees in the workplace at all times and take the necessary precautions to comply with the applicable legal requirements and prevent potential hazards.

Data Protection

We respect the rights of our employees as well as of third parties with regard to their personal data and ensure that the collection, processing and making use thereof is in strict compliance with the applicable provisions of the GDPR.

Non-Discrimination Rule

Irrespective of where we work, we certainly comply with the applicable labor law.

We evaluate our employees and the employees of our business partners solely on the basis of performance-related characteristics. Therefore, no one may be discriminated on the basis of nationality, race, religion, color of skin, gender or any other characteristic subject to applicable legal protection.

Every employee should be aware that a misconduct will be attributed to ratiolab[®] and, consequently, could damage the company's reputation in the market. In this respect, we expect all employees to treat colleagues and third parties respectfully, objectively and fairly. Personal insults or sexual harassment will not be tolerated under any circumstance.

We hold human dignity, personal rights and privacy of all employees and people with whom we maintain business contact in high regard. We are committed to the "Universal Declaration of Human Rights" of the United Nations. We promote a culture of openness and honesty in our company, in which inappropriate behavior can be openly addressed and remedied.

Confidentiality

Every employee is obliged to treat business information confidentially, take precautions against unintentional disclosure and use the information only to the extent necessary in the interests of the business.

We expect all employees to handle confidential information they have received from customers or business partners just as responsibly as they handle their own company's information and, in particular, strictly adhere to confidentiality agreements. All employees are prohibited from illegally obtaining business secrets.

Unauthorized access to internal information can cause considerable damage to the company. We therefore take all necessary precautions to ensure that all internal data and information in data traffic and storage as well as all internal documents and records are protected during all states, during creation, management and storage in accordance with our applicable guidelines.

In order to prevent a cyberattack and to raise awareness in this regard, all employees are regularly trained by an external service partner.

Protection of Corporate Assets

All employees are required to handle the company's property, in particular operating resources such as equipment, goods, office supplies, etc., responsibly and sparingly and to use them exclusively for operational purposes.

Inventions made by employees or third parties for use by to ratiolab[®] must be legally protected to an appropriate extent. No employee may disclose technical trade secrets to project partners or other third parties without special authorization and protection of confidentiality.

Licenses to patents or other company know-how may only be negotiated and granted after legal consultation and in agreement with the management.

Conflicts of Interest

In principle, conflicts between private and legitimate company interests should be avoided when dealing with business partners, employees or third parties who have a business relationship with to ratiolab[®].

It must be ensured at all times that business relationships are based exclusively on objective criteria. This also applies to personnel decisions. Any intended secondary employment of an employee for a competitor or another company with which we have a business relationship must be reported immediately.

No employee is permitted to use their knowledge of internal processes for the purpose of personal gain or the gain of another.

Conduct with Suppliers, Customers, Authorities

We want to convince our customers solely on the basis of the quality of our products and services. From time to time, however, it may be necessary or appropriate to offer or accept social amenities to private customers and suppliers or to exchange business courtesies. However, these amenities may only be courtesies or favors and must not place the business partner or our employees in a position of obligatory dependency. Under no circumstances do we allow our employees to grant or accept benefits that constitute the granting of a commercial advantage or bribery/corruptibility within the scope of the statutory provisions. In case of doubt, legal advice should always be sought from the management.

We expect our employees to select suppliers exclusively in accordance with the criteria defined by to ratiolab[®], in particular with regard to price, quality, technology, reliability, etc. Employees must treat suppliers and customers fairly at all times.

We expect our employees to refrain from offering or granting any unlawful advantages in business transactions or in dealings with authorities, or demanding or accepting such advantages from others.

International Business Activities

Due to our international business activities, we adhere to the laws and regulations of each country in which we operate. We are committed to complying with all relevant local laws and regulations during our local activities and ensure that our employees who have business contacts with international customers and suppliers understand the requirements and restrictions for their business activities.

We do not grant, demand or accept any such benefits from others.

Communication and Transparency

to ratiolab[®] is committed to providing a truthful and complete reporting to government agencies and business partners in accordance with legal requirements. This also means that our financial statements contain correct documentation of business transactions in compliance with internal and external accounting regulations.

While safeguarding our rights, we work cooperatively with the authorities and support them in their work. Our employees must comply with the applicable law when dealing with public authorities and ensure the necessary transparency.

Community Engagement

We are aware of our social responsibility and support social and cultural projects.

In doing so, we always heed the company's interests, especially with regard to transparency in the use of funds and the objectives pursued with the support.

We expressly welcome any personal social initiatives our employees engage in.

Realisation of the Code of Conduct

We ensure that all employees are aware of this Code of Conduct and expect them to comply therewith. to ratiolab[®] provides advice and support to all employees to ensure the compliance with this Code.

We rely on the support of all employees in complying with the Code of Conduct and encourage them to report violations. Such reports should generally be addressed to the team leader of the employee concerned or to the HR department. However, every employee also has the option of contacting the management directly.

We will rectify violations as quickly as possible and, if necessary, punish them with the means at our disposal. We ensure that no employee suffers any disadvantages as a result of reporting any violations.