

Code of Conduct Verhaltenskodex



we protect lives
worldwide



Our responsibility

The responsibility of a company is as multifaceted as the people within an organization. At schülke, it has formed the basis of the entire organization for over 130 years. In this context, every location, every area, every team, every employee and every action is characterized by responsibility - towards our customers as well as our environment and society.

Our Code of Conduct provides a guidance framework for all employees on all essential questions and decisions in everyday work and explains how we at schülke act in specific situations. It is divided into our [Values Code of Conduct](#) (page 4) and our legally binding [Code of Conduct](#) (page 5).

schülke corporate values

Our values describe what we stand for as a company and strengthen motivation and identification. They serve as a guideline for all schülke employees and as a basis for decision-making for all schülke managers. For we do not only represent our values internally, but also externally.

With our products and services, we ensure that people are effectively protected against infections and contamination. This is our mission - and an integral part of our almost 135-year history. For us, however, protecting life does not end with the development of successful hygiene solutions or effective products. Our customers and business partners can be confident that we always act based on our values, which are also deeply anchored in our corporate principles.



Our Values

- + Trust
- + Quality
- + Innovation
- + Passion

Trust

proven. co-operative. schülke.

schülke stands for about 135 years of expertise in infection prevention. With our proven products and groundbreaking innovations, we make a significant contribution to today's hygiene standards. With schülke, our customers rely on the highest quality and attributed expertise – the basis for long-term and strong partnerships.

Quality

safe. reliable. schülke.

Patient safety is our highest priority. With our effective products, expert advice and comprehensive service, we offer holistic concepts for infection treatment and prevention in professional healthcare, in the pharmaceutical sector and for the end consumer – worldwide. As 'Best in Class', we aim to make the difference, both in our products and services as part of our sustainability agenda.

Innovation

initiative. pioneering. schülke.

Pioneering spirit is firmly anchored in our corporate DNA. Our innovations are lasting solutions that consistently pursue the goal of protecting lives worldwide. Customer and user needs are at the center of our innovations. We recognize tomorrow's chances and challenges and act with foresight. We prove that quality, efficiency and sustainability can be combined. With schülke, our customers are one step ahead.

Passion

committed. dynamic. schülke.

We are proud of our mission 'We protect lives worldwide' and see it as a driving force; it is inspiring and motivating for our team, knowing our work has value! We continue to build on our innovative strength in research and development as well as the passion of each individual employee – they are the foundation of our lasting successful products.

As a supplement to our Code of Conduct and Supplier Code of Conduct, we have developed a schülke Values Code of Conduct. Our Values Code of Conduct describes our attitude and our cooperation. How do we want to act as a schülke team internally and externally?



Values Code of Conduct



Trust

- I represent schülke and live an **appreciative and respectful relationship** with all colleagues and business partners.
- **Trust** is a fundamental pre-condition for our collaboration, both with each other and with our external partners.
- We know that the trust in our products and our expertise **has grown over many years**. This is both an **incentive** and an **obligation** for us.
- We live an **open feedback culture** that encourages and contributes to the **individual development**.
- I communicate **transparently, reliably, honestly, openly and promptly** – even on difficult topics, because only in this way does the **schülke team concept work**, which has always made us excellent and strong.
- A constructive **culture of error** is important to us: I dare to **admit mistakes**. If they happen, they are worked through together and **we learn from them**.



Innovation

- In the sense of our **schülke pioneering spirit**, I have the **boldness to try out new things**; setbacks are precious experiences for me.
- **Customer and user needs** are at the center of our **innovations**. We prove that **quality, performance** and **sustainability** can be combined.
- I continuously engage with **new ideas and trends** and **proactively** bring them into my sphere. We discuss and develop these ideas further **together**, talking about them critically and as **peers**.
- I initiate and implement **changes** even on a small scale: When I am slowed down by outdated processes, I **actively** look for **possible solutions**.



Quality

- I know and understand our **corporate goals** and align **my actions** accordingly.
- We develop, produce and distribute **safe products of the highest quality**. With our **best-in-class principle**, we consistently strive in our daily work to **avoid any harm** to customers and users.
- We are aware of our **great responsibility!**
- We **standardize systems and processes** where advisable and coordinate them **cross-functionally** with other departments.
- We **stand by our processes** and ensure the high **schülke quality standard** – we are only satisfied when we permanently fulfil the needs of our customers!
- As a company, we hold ourselves to the highest national and international **quality and environmental** standards.



Passion

- My work has **purpose** and I **identify strongly** with my tasks. Because: I **protect lives worldwide**.
- We are proud of our **mission**, which **inspires** and **motivates** us.
- I recognize **chances** and **challenges** of tomorrow and act with foresight.
- I express **appreciation** for **others' accomplishments** and we celebrate small and large **successes** as a team.
- We succeed **TOGETHER!** Even in difficult times, we are a **team** and motivate each other.



Our Code of Conduct / Verhaltenskodex

At schülke, we live a values-based compliance culture. Regular compliance and ethics training on key topics such as the Code of Conduct, anti-corruption and cyber security are a matter of course for us.

1. Compliance with laws and regulations

The schülke group supports the highest standards in carrying out its activities, in particular through respect for human rights, labour laws and the environment. Every employee is obliged to behave with integrity and to observe all applicable rights and regulations within the scope of his or her professional activities.

2. Respect for people

Occupational health and safety at work

The safety of its employees is a major concern of the Group and must never be compromised by efforts to increase efficiency. Every employee has the right to work in safe and healthy conditions and to contribute to this by acting responsibly. The requirements of the security policy apply to all employees, subcontractors and service providers. All employees are obliged to observe the safety, hygiene and health regulations applicable to their workplace and to participate in possible training courses in these areas.



2. Respect for people

Prevention of discriminatory acts

In principle, the Group offers all employees equal opportunities for professional recognition and career advancement, regardless of origin, gender, creed or physical condition, and does not tolerate any form of discrimination or harassment. We take individual needs into consideration and ensure fairness and equal opportunities.

Protection of human rights

We support and respect the protection of internationally proclaimed human rights as a fundamental and universal requirement. We reject all forms of child, forced and compulsory labour, as well as all forms of modern slavery and human trafficking. Child labour must not be resorted to at any stage of the supply chain.

Respect for third parties

Every employee is obliged to participate in the fulfilment of obligations towards partners, in particular towards customers, suppliers and authorities, and to behave objectively and fairly in dealing with them.

3. Respect for the environment

Respect for the environment and the conservation of natural resources both in the context of our own business activities and those of our customers are among our main concerns. Each employee is required to support these efforts and obligations in his or her function by complying with the applicable regulations and the Group-wide environmental protection procedures.



4. Compliance with competition law

Competition law applies to every aspect of a company's business activities: negotiations with customers and suppliers, contacts with competitors, marketing and sales promotion. In particular, the following is prohibited: Agreements or even discussions of any kind with competitors about pricing or other business conditions, production restrictions and the division of customers or trade

areas. Also prohibited are undue influence on trade in the determination of retail prices or the abuse of a market-dominant position. Every employee is required to comply with competition law, as a violation of the regulations can entail serious risks for the company, its employees and shareholders. The law provides for penalties that can have drastic consequences for private individuals and extremely detrimental consequences for legal entities and may cause considerable damage to a company's reputation.

5. Prevention of conflicts of interest

[Connections to competitors, customers or suppliers](#)

Every employee is obliged to avoid situations of any kind that constitute a conflict between his or her personal interests and those of the schülke Group. This applies, for example, in cases where an employee works for a customer, supplier or competitor at the same time or directly or indirectly holds a significant interest in such people. In principle, decisions related to professional activities for schülke must not be influenced by private interests or personal relationships. Every employee with a potential conflict of interest is requested to inform his or her immediate superior about the situation.



Compliance with corruption regulations

It is prohibited in any way, either directly or through an intermediary, to purchase, offer or grant unjustified benefits from a private individual or a representative of any country in order to obtain preferential treatment or to influence the outcome of a negotiation in which schülke is involved.

Payments, gifts and benefits

No employee may accept or offer such benefits to any competitor, customer or supplier of the schülke Group for unlawful or inappropriate payments, gifts or other benefits. Exceptions may be accepted for gifts and invitations of minor value that are not paid out in cash, are in accordance with business practice and do not violate any laws and regulations. These gifts and invitations of low value must not be tied to any (even expected) consideration. This also applies to gifts and invitations sent to the private address of employees.

6. Protection of schülke activities

Protection of information

Every employee is obliged to adequately protect and keep secret non-public strategic, financial, technical and business data and documents whose disclosure to third parties could harm the interests of the schülke Group. All personal data, both professional and private, is also confidential and is subject to all security measures necessary to prevent incorrect or improper changes or disclosure. The confidentiality obligation also applies to information provided by partners and customers. All employees are required to comply with the above-mentioned rules for information protection. The duty of confidentiality also exists after an employee leaves the company.



6. Protection of schülke activities

Protection of assets and resources

Each employee is responsible for protecting the Group's assets and resources such as industrial property rights, installations, plant and equipment and financial or cash assets. These resources or assets must be used in accordance with their intended purpose and within the framework established for this purpose. Use for personal purposes is prohibited unless expressly authorised by a duly authorised person in accordance with the procedures laid down for this purpose. Finally, it is the responsibility of each employee to protect the Group's assets and resources from damage, improper alteration, fraud, loss or theft.

7. Transparency and integrity of information

The schülke Group strives for maximum transparency and the highest standards regarding the integrity and reliability of financial, accounting and management information processed or communicated. Any employee involved in the creation, analysis, archiving or dissemination of such information is obliged to carry out these activities honestly and transparently.

8. Internal control and audit

The Group's internal control systems (in particular for compliance with laws, regulations, policies and procedures, asset protection and the reliability of financial data) support the control of the Group's business, operational efficiency and the effective use of resources. Each employee is required to contribute to the effectiveness of the internal control systems and to cooperate in internal and external audits (to evaluate these systems), in particular through diligence and transparency in the provision of requested information.



9. Violations of the code of conduct

Violations of our Code of Conduct have consequences not only for individual employees, but for the entire schülke Group. In the event of a violation of this Code of Conduct, disciplinary measures will be taken that are commensurate with the severity of the violation in relation to the company's regulations as well as local law. Before deciding on sanctions, the entity manager will consult the relevant legal department, the human resources department and the compliance officer and inform the respective employee of the decisions on the sanctions. In the event of violations of laws and regulations, schülkes employees, regardless of their position and rank, are held responsible for their actions and may be subject to legal action and related sanctions (civil or criminal) by the competent authorities.

10. Implementation of the code of conduct

If a schülke employee has doubts about the application of the rules set out in this document in a particular situation, he or she is requested to contact his or her immediate supervisor or the schülke Group Human Resources Department. To the extent permitted and applicable by law and regulation, any schülke employee who witnesses conduct that he or she deems inappropriate and that falls within the scope of this Code of Conduct is required to report it to his or her immediate supervisor or the schülke Human Resources Department. Such reports are handled with integrity, confidentiality and in accordance with applicable laws and regulations. An employee who has reported a possible violation of this Code of Conduct in good faith is not subject to any disciplinary or retaliatory action of any kind in connection with the reporting.

schülke group

we protect lives worldwide



schülke is present with over 20 subsidiaries and production sites in Germany (schülke), France (Bioxal) and Brazil (Vic Pharma). Companies with specific fields of application and markets such as Prosenio GmbH, Vesimin Health, and Wet Wipe A/S are also part of the schülke group.*

* This information is as of March 2023.

More information at www.schuelke.com

schülke -+

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