

Code of Conduct

Fundamental understanding

This Code of Conduct is based on a common basic understanding of socially responsible corporate governance in accordance with the following guidelines.

We, the undersigned company **matronic GmbH & Co. Electronic-Vertriebs KG, 72070 Tübingen, Germany**, assume responsibility within the scope of our respective possibilities and scope of action by considering the consequences of our business decisions and actions in legal, economic, technological as well as social and ecological terms. In this way, we contribute to the social and economic development of the countries and regions in which we operate.

Our actions are in accordance with the relevant legal regulations. We are guided by ethical values and principles, in particular integrity and honesty as well as respect for human dignity, as set out in the principles of the United Nations Universal Declaration of Human Rights, the OECD Guidelines for Multinational Enterprises and the core labor standards of the International Labor Organization (ILO) as well as the United Nations Guiding Principles on Business and Human Rights.

This Code of Conduct sets out the basic principles of our actions, which we actively require our employees worldwide to observe. The content applies to all of our company's branches and business units.

We expect the same basic understanding from our business partners. It is not intended to create rights in favor of third parties.

Compliance with the law

Compliance with the applicable laws and other legal provisions of the countries in which we operate is a matter of course for us. If local laws and regulations are less restrictive, our actions are guided by the principles of this Code of Conduct. In cases where there is a direct conflict between mandatory local law and the principles contained in this Code of Conduct, local law takes precedence. However, we endeavor to comply with the contents of this Code of Conduct.

Integrity and compliance

We have taken appropriate compliance measures to ensure that the following topics are adequately covered:

Corruption

We do not tolerate corruption, bribery or extortion; they prevent fair competitive conditions. In our business relationships, we do not promise, offer, grant, demand or accept inducements with the intention or appearance of influencing business decisions or gaining any other improper advantage,

matronic GmbH & Co. Electronic Vertriebs KG,
registered by local court Stuttgart HRA 381333
President: Dipl.-Betriebsw. Armin Küssner, Jürgen Fischer
GP: matronic Verwaltungs GmbH, registered by local
court Stuttgart HRB 382134
VAT No.: DE 813061390

Payments in EUR
Kreissparkasse Tübingen
Account No.: 234 670
Code: 641 500 20
IBAN: DE28 6415 0020 0000 2346 70
BIC: SOLA DE S1 TUB

Payments in USD
Kreissparkasse Tübingen
Account No.: 0220 260 840
Code: 641 500 20
IBAN: DE44 6415 0020 0220 2608 40
BIC: SOLA DE S1 TUB

Payments in EUR
Postbank AG
Account No.: 115 45-702
Code: 600 100 70
IBAN: DE30 6001 0070 0011 5457 02
BIC: PBNK DE FF XXX

nor do we allow ourselves to be promised such inducements. A particularly strict standard must be applied when dealing with persons to whom special criminal and liability regulations apply (e.g. public officials).

Fair competition

We act in accordance with national and international competition and antitrust law and do not participate in price fixing, market sharing or customer, market or supply agreements.

Prevention of money laundering

Money laundering refers to the process of smuggling illegally obtained money or illegally acquired assets into the legal financial and economic cycle. We comply with our legal obligations to prevent money laundering and do not participate in transactions that serve to conceal or integrate criminal or illegally acquired assets.

Protection of information and intellectual property

We protect confidential information and respect intellectual property; technology and know-how transfer must be carried out in such a way that intellectual property rights and customer information, business secrets and non-public information are protected. We observe the applicable laws on the protection of trade secrets and treat confidential information of our business partners accordingly.

Data protection

We process, store and protect personal data in compliance with legal regulations. Personal data is collected confidentially, only for lawful, previously defined purposes and in a transparent manner. We only process personal related data only if they are protected with appropriate technical and organizational measures against loss, alteration and unauthorized use or disclosure.

Export control

We undertake to comply with the relevant legal standards for export control - in particular licensing requirements, export and assistance bans - when transferring and exporting our goods.

Avoidance of conflicts of interest

We avoid internal and external conflicts of interest that could illegitimately influence business relationships. If this is not successful, we disclose these conflicts.

Health and safety

We protect the health of our employees by taking appropriate health and occupational safety measures (e.g. implementing a company health and occupational safety management system) that adequately cover the following topics:

- Compliance with applicable laws and orientation towards international standards in health and occupational safety standards;
- appropriate workplace design, safety regulations and provision of suitable personal protective equipment;
- Implementation of preventive controls, emergency measures, an accident reporting system and other appropriate measures for continuous improvement;
- Enabling access to drinking water in sufficient quantities as well as access to clean to clean sanitary facilities for employees.

We ensure that all our employees are instructed accordingly.

Remuneration and working hours

Remuneration is based on the applicable laws and any existing binding collective agreements and is supplemented by the relevant national minimum wage laws. Employees are informed clearly, in detail and regularly about the composition of their remuneration.

We comply with the applicable laws and (international) labor standards with regard to the maximum permissible working hours and ensure that

- working hours, including overtime, do not exceed the respective legally permissible maximum limits permitted by law;
- weekly working hours, including overtime, do not exceed 60 hours, even in exceptional cases does not exceed 60 hours, in the absence of such provisions;
- employees have at least one full day off per calendar week.

Compliance with human rights

We respect and support the observance of internationally recognized human rights and

- respect the personal dignity, privacy and personal rights of every individual;
- protect and grant the right to freedom of opinion and expression;
- do not tolerate any unacceptable treatment of employees, such as physical and psychological psychological hardship, sexual and personal harassment or discrimination.

matronic GmbH & Co. Electronic Vertriebs KG,
registered by local court Stuttgart HRA 381333

President: Dipl.-Betriebsw. Armin Küssner, Jürgen Fischer

GP: matronic Verwaltungs GmbH, registered by local

court Stuttgart HRB 382134

VAT No.: DE 813061390

Payments in EUR

Kreissparkasse Tübingen

Account No.: 234 670

Code: 641 500 20

IBAN: DE28 6415 0020 0000 2346 70

BIC: SOLA DE S1 TUB

Payments in USD

Kreissparkasse Tübingen

Account No.: 0220 260 840

Code: 641 500 20

IBAN: DE44 6415 0020 0220 2608 40

BIC: SOLA DE S1 TUB

Payments in EUR

Postbank AG

Account No.: 115 45-702

Code: 600 100 70

IBAN: DE30 6001 0070 0011 5457 02

BIC: PBNK DE FF XXX

Prohibition of child labor

We do not tolerate child labor. We do not hire any employees who are not at least minimum age of 15 years and obtain proof of age. In countries that fall under the exception for developing countries in accordance with ILO Convention No. 138, the minimum age may be reduced to 14 years. We do not hire employees for hazardous work who are not at least 18 years old in accordance with ILO Convention No. 182.

Prohibition of forced labor

Forced labor, modern slave labor or comparable measures that deprive freedom are prohibited. All work must be voluntary and it must be possible to terminate the employment relationship.

Freedom of association and collective bargaining

We respect the right of employees to freedom of association, freedom of assembly and collective bargaining, insofar as this is legally permissible and possible in the country in which we operate. If this is not permitted, we seek appropriate compromises for our employees.

Promotion of diversity and equal opportunities

We promote equal opportunities and do not tolerate discrimination. We treat all people equally, regardless of gender, age, skin color, ethnic origin, sexual identity and orientation, disability, religious affiliation, ideology or other personal characteristics.

Environment, energy and climate protection

We act in accordance with the applicable laws and are guided by international standards in order to minimize negative effects on the environment and continuously improve our activities for environmental and climate protection.

All employees are sensitized to environmental protection and the necessary training measures and courses are offered.

We have taken appropriate environmental protection measures (e.g. the implementation of an operational environmental protection management system) that adequately cover the following topics:

- Objectives, definition and implementation of measures and their continuous improvement;
- environmental aspects such as the reduction of CO2 emissions, increasing energy efficiency and the use of renewable energies, ensuring water quality and reducing water consumption, ensuring air quality, promotion of resource efficiency, reduction of waste and its proper disposal, and responsible handling of hazardous substances for people and the environment.

Dealing with conflict minerals

We take the necessary care to avoid the use of conflict minerals in our products in order to prevent human rights violations, corruption and the financing of armed groups or similar.

Supply chain

We expect our suppliers to comply with the principles of this Code of Conduct or to apply equivalent codes of conduct. We also encourage them to enforce the contents of this Code of Conduct in their supply chains.

We reserve the right to review the application of this Code of Conduct by our suppliers systematically and on an ad hoc basis. This may take the form of questionnaires, assessments or audits, for example.

If there are still doubts regarding compliance with this Code of Conduct, the supplier is requested to take appropriate countermeasures and to report the matter to his responsible contact in our company. If necessary, the cooperation will be terminated.

Consumer interests

Where consumer interests are affected, we comply with consumer protection regulations and appropriate sales, marketing and information practices.

Particularly vulnerable groups (e.g. young people or pregnant women) enjoy increased attention.

Implementation and enforcement

We make suitable and reasonable efforts to continuously implement, document and apply the principles and values described in this Code of Conduct. All employees are made aware of the contents of the Code of Conduct and receive training on relevant topics as required. Violations of the Code of Conduct will not be tolerated and may lead to consequences under labor law.

Communication

We communicate openly and in a dialog-oriented manner about the requirements of this Code of Conduct and its implementation to employees, customers, suppliers and other interest and stakeholder groups.



**matronic GmbH & Co.
Electronic Vertriebs KG**

Vor dem Kreuzberg 29 • 72070 Tübingen
Fon: +49 7071 9444-0 • Fax: +49 7071 45943
e-mail: info@matronic.de • www.matronic.de

matronic GmbH & Co. Electronic Vertriebs KG • Vor dem Kreuzberg 29 • D-72070 Tübingen

Notification of violations

We offer our employees and business partners access to a protected mechanism for reporting possible violations of the principles of this Code of Conduct in confidence.

If you have any information, please contact the following persons directly or anonymously

Armin Kuessner, E-Mail: akuessner@matronic.de or
Juergen Fischer, E-Mail: jfischer@matronic.de

matronic GmbH & Co. Electronic Vertriebs KG,
registered by local court Stuttgart HRA 381333
President: Dipl.-Betriebsw. Armin Küssner, Jürgen Fischer
GP: matronic Verwaltungs GmbH, registered by local
court Stuttgart HRB 382134
VAT No.: DE 813061390

Payments in EUR
Kreissparkasse Tuebingen
Account No.: 234 670
Code: 641 500 20
IBAN: DE28 6415 0020 0000 2346 70
BIC: SOLA DE S1 TUB

Payments in USD
Kreissparkasse Tuebingen
Account No.: 0220 260 840
Code: 641 500 20
IBAN: DE44 6415 0020 0220 2608 40
BIC: SOLA DE S1 TUB

Payments in EUR
Postbank AG
Account No.: 115 45-702
Code: 600 100 70
IBAN: DE30 6001 0070 0011 5457 02
BIC: PBNK DE FF XXX