



## ConcIRCLE's Code of Conduct

concircle is committed to honesty and transparency. These values are reflected in our Code of Conduct, which applies to concircle and its employees but is also intended as a yardstick for our customers and suppliers. The Code of Conduct is a constituent part of concircle's daily operations as well as of all contracts between concircle and its partners, even if this is not expressly mentioned in these contracts.

concircle expects of itself as a company, of its employees, customers and suppliers to adhere to the following principles:

### Sincerity

We maintain open, honest and dialogue-oriented communication both internally and externally. Our employees, customers and suppliers can rely on us keeping commitments we have made.

Corruption and lack of integrity in our actions do not conform with our self-image. We comply with all applicable laws and regulations and expect our partners to do likewise.

We observe and comply with all applicable competition and antitrust regulations. Offering or accepting illegal benefits (e.g. expensive business gifts, catering or invitations that go beyond modest levels) is prohibited.

If a customer or supplier is of the opinion that a team member of concircle or any other person acting on behalf of concircle has displayed illegal or otherwise inappropriate behaviour, we ask that

they immediately inform concircle's management about this so that it can take the necessary steps.

### Respect and fairness

Employees are assessed, hired and promoted solely on the basis of the qualifications and skills required for the respective position. Equal treatment of women and men, regardless of skin colour, nationality or religious affiliation is a matter of course for us.

In addition, we are committed to a working environment that prevents harassment, either verbal or non-verbal. We support our employees in establishing and/or maintaining a good work-life balance and act in accordance with all applicable legal requirements.

The mental and physical health of the concircle team is very important to us and we promote it with targeted measures. Likewise, we are committed to raising awareness so as to identify and prevent behaviour that is harmful to our employees' health. concircle considers it its duty to act as a role model and will refuse support to partners who do not exercise their social responsibility.

We feel duty-bound to the people in our working environment, including our company, our partners and our customers. Our solutions serve to make workflows safer and simpler. Optimal supply of information is intended to allow each employee to work self-sufficiently.

We insist that our customers and suppliers also comply with the applicable legal requirements and, in terms of considerate behaviour towards others, even exceed them in some respects.

## Sustainability

concircle is committed to sustainable development of the company to ensure that we remain a steady presence on the market for our employees, customers and partners.

Our solutions guarantee the long-term success of our customers' businesses. In the scope of our corporate strategy, we will also implement short-term measures to improve efficiency and cut costs.

## The environment

We develop our solutions with a strong awareness of their effects on the environment. We assist our customers in using nature and its resources in a sustainable manner by way of project results such as lower transport costs, reduced raw material input through scrap reduction or decreased energy consumption through improved production planning.

We expect our customers and partners to comply with all relevant laws and standards, and to be committed to reducing the negative impact of their activities on the environment.

## Knowledge

We see ourselves as a knowledge-based service company. The quality of our products and solutions is based on our in-depth, tried and tested expertise. In line with our maxim of continuous improvement, we are constantly aiming to expand the knowledge available within the company. We do so through further training of individuals, project work with various customers and networking in the fields of academic

as well as non-academic research. The targeted broadening of our network of partners also expands the knowledge pool at our disposal.

We at concircle endeavour to enter into an open, productive dialogue with our customers and suppliers, whose continuous development and forward-looking business strategies contribute to innovative, future-oriented solutions.

## Data protection

concircle attaches great importance to the protection of company and personal data and to observing the fundamental principles of the currently applicable data protection regulations. We are constantly evaluating our work processes to comply with these obligations. Our employees are regularly trained and are aware of their duties in this respect.

We expect our customers and suppliers to be equally strict in complying with currently applicable data protection laws and to exercise proper care in handling company and personal data.

## Transparency

Conflicts of interest or potential conflicts of interest must be avoided and disclosed.

concircle ensures that the reporting and disclosure of information about its business operations, financial situation and performance is accurate and consistent with all applicable laws and regulations, and expects its customers and suppliers to be equally conscientious.

## Compliance and control

Any violation of the principles and requirements set forth in concircle's Code of Conduct will be considered as materially detrimental to cooperation. In case of suspected non-compliance with the described principles and requirements, concircle reserves the right to request information about the relevant facts of the case and, if necessary, to check them. In the event of misconduct, concircle will work with its partners to develop improvement measures. If this should fail to result in tangible improvement or if no measures can be taken, concircle may terminate the business relationship, dissolve the contract with its partners, or take legal action.

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