

Labor | **LS**

Das Labor, das mitdenkt.

Code of Business Conduct

of the Labor LS SE & Co. KG



Preamble

A responsible, forward-thinking and sustainable mindset and practices characterize the business activities of Labor LS SE & Co. KG. As a company, we are committed in equal measure to economic, ecological and overall social values in the sense of a value-oriented compliance management. Labor LS SE & Co. KG also orients itself towards the core ideas of the German Corporate Governance Codex, according to which companies should try to achieve their goals in a way that serves the interests of the company, its owners, customers, business partners and society with a long-term perspective.

The people who actively make up Labor LS SE & Co. KG – its committees, the executives and the operational management, the management personnel and all employees – are committed to this Codex as an orientation framework, which aims to support them and make them able to live the values of Labor LS SE & Co. KG together in everyday business. What is more, a corresponding uniform conduct within the company as well as consistent business practices, aim to achieve the greatest possible transparency, both internally and externally. In the sense of acting as a role model, the decision-making committees, executives and top management in particular, like all employees of Labor LS SE & Co. KG are expected to conduct themselves in accordance with the values of this Codex. Furthermore, for market and business partners who initiate and carry out business activities with Labor LS SE & Co. KG, orienting themselves towards comparable standards and principles should be a business prerequisite and a matter of course.



1 Maintaining the rule of law as the foundation of business practices

Labor LS SE & Co. KG undertakes within the context of its business activities to comply with the valid legal provisions at the location where services are rendered and for the performance of said services, and also undertakes to fulfil the performance parameters contractually agreed to with their business partners, which lend more concrete form to the legal framework of cooperation.

This includes knowing about and observing laws, regulations, guidelines and contractual agreements, which provide the foundations for practicing business and cooperation with business partners. Knowing about and observing these foundations is the duty of management personnel and all employees in equal measure and is guaranteed by the concomitant legal advisors.

Labor LS SE & Co. KG subjects its business records to a yearly examination by an independent auditing company. In addition, independent reviews are carried out by the central office for the surveillance of medical products. Other industry-specific requirements arising from the legal provisions and official obligations are adhered to by Labor LS SE & Co. KG, not least through independent accreditations and certifications which complement and support our internal quality assurance. The quality-focused and environmentally oriented services rendered by Labor LS SE & Co. KG are also subject to the following internationally recognized accreditation standards and certification systems:

- Accreditation in line with DIN EN ISO/IEC 17025:2018
- Environmental management system acc. to ISO 14001:2015
- GMP-/CGMP compliance

In addition to these standards and the legal framework conditions, the decisive principles of conduct for the rendering of services are set down in the corporate guidelines:

Labor LS SE & Co. KG's corporate philosophy

Labor LS SE & Co. KG has stood for more than 35 years for proven reliability.

We dedicate ourselves to our business activities with the passion of company founders and the reliability of a valued partner.

Our employees, as experts, define our profile on the market. They stand for know-how, application experience, meticulousness, reliability, ambition and a striving for improvement. Our employees and we are very proud of the successes we have achieved, but we also know how to deal in a self-critical manner with situations in which the desired success is not fully achieved.

The best possible quality and complex solutions are the drivers of our success, as we strive to achieve benefits for every single customer.

Our value orientation

We are committed to our corporate values. Our conduct in business is based on respect, openness, a solution-oriented approach, sustainability, fairness and transparency.

We are Labor | **LS**

In our broader responsibility as a business, we orient ourselves towards internationally recognized principles and standards:

- the principles of the UN Global Compact in the areas of human rights, labour standards, environmental protection and the fight against corruption
- the United Nation's Universal Declaration of Human Rights
- the principles of the conventions of the International Labour Organization (ILO)
- the international quality and environmental standards

Corporate guidelines - Preamble

Labor LS SE & Co. KG is keenly aware of its roots as a medium-sized company. We accept our responsibility for a sustainable economy, ecology and society. With a marked view to the future, we strive for a fair return on investment for the capital invested. Together with our employees, we develop the company in a consistent and innovative manner. In this process, we orient ourselves towards the most modern environmentally friendly and energy-efficient technology.

We act in accordance with values and principles that benefit society as a whole. This is something, which we are committed to in order to promote trust in external relationships as well as good cooperation with our employees. We expect that our market and business partners conduct themselves in accordance with similar principles.

Our corporate guidelines

1. The executives and the operational management together with all the employees continue to develop the successful story of Labor LS SE & Co. KG. We maintain long-term and trusting business relationships with our customers. We place the achievement of benefits for every single customer at the heart of what we do.
2. We are committed to free and fair competition and make a compliance contribution towards achieving this.
3. We are regardful of and respect society as a whole as well as individuals in all their diversity. We consciously make our contribution as a company in a holistic, responsible and sustainable manner.
4. In our employees, we trust in their dedication, a culture of fairness and the best possible care in completing the tasks at hand.
5. We live our responsibility for our employees. They participate in all sorts of ways to our shared company successes.

6. We are a company that is motivated and interested in learning new things all the time. We aim to make full use of the opportunities that come our way, dealing attentively and intelligently with risks.
7. We honor our promise to provide the best service and put this critically to the test.
8. We communicate transparently, passionately and with respect for others both internally and externally.



2 Ethical conduct

For Labor LS SE & Co. KG, compliance with ethical standards is a vital prerequisite for our activities on the market and in business. This involves a strict rejection of any and all forms of child labour, forced labour and discrimination on the basis of race, ethnic or national origin, skin colour, sex, mental and physical disability, religion or any other personal characteristics. The general law on equal treatment is adhered to. Mental, physical, sexual or verbal coercion or insults as well as any kind of personal attack are not tolerated.

A climate of appreciation and mutual trust in which the individual is respected in her/his individuality as well as one in which individual and cultural diversity are encouraged and expected is very important for Labor LS SE & Co. KG.

The management guidelines of Labor LS SE & Co. KG provide management with a foundation and a binding framework for managing personnel. Everyone has the right to be treated in a fair and respectful manner, to freedom of opinion as well as a private sphere.

Labor LS SE & Co. KG is committed to equal opportunity and promotes a working environment that is characterized by respect and tolerance. As a company we live from the diversity of our employees. The same applies for our treatment of and cooperation with market and business partners. Labor LS SE & Co. KG will not carry out any business activity if it is to be expected that this could involve a violation of human rights.



3 Integrity and transparency

In light of the aforementioned ethical standards, any form of active or passive corruption is prohibited. Employees are not permitted to use their positions in the company to demand or accept personal advantages. Where employees are promised personal advantages by third parties, this is to be regarded as a conflict of interest and must be reported.

Gratuities as part of invitations or promotional efforts can only be accepted or given if they – in accordance with common conventions – are associated with a legitimate business goal and are expressly not associated with the demand, promise, offer, award or acceptance of an advantage, nor represent consideration for a promised or granted advantage. The acceptance or award of gratuities that exceed the level of occasional gifts („giveaways“) must – not least to avoid conflict of interest – be previously agreed with the relevant manager. Care must be exercised in the request for or offer of sponsorship or donations for charitable causes; these are only permissible on agreement with the company or business management.

Labor LS SE & Co. KG keeps business accounts and records according to generally accepted and commercial law principles of orderly bookkeeping. It takes care to ensure that business transactions are correctly documented. The Executive Director adhere to the rules of orderly company management.

The processes of accounting and controlling put in place to realize this adhere, in turn, to the relevant laws, guidelines and regulations. Moreover, compliance with high standards is guaranteed by adherence to the strict legal requirements and oversight by the board of Director.

Labor LS SE & Co. KG is in competition with other companies and service providers. In so competing Labor LS SE & Co. KG conducts itself with fair means and in compliance with legal provisions. All employees are required, as far as they are able, to ensure that no unlawful means are applied in the pursuit of advantage. Labor LS SE & Co. KG does not make direct or indirect payments or award other advantages to persons, particularly

representatives of public authorities or companies or government officials, nor are these promised, permitted, confirmed or offered.

Labor LS SE & Co. KG expressly encourages its employees to confidentially report deeds in the workplace that are liable to criminal investigation. Labor LS SE & Co. KG also encourages external parties to report violations or misconduct that are not in compliance with the policies established by Labor LS SE & Co. KG and the legal requirements. Such deviations or observations can be reported via a user-friendly online portal set up specifically for this purpose. Labor LS SE & Co. KG has commissioned an external and independent third party (ombudsperson) to provide and maintain this portal as a protected computer application. As misconduct and contravention of legal provision can have not just personal consequences for the individual, but also the company itself, Labor LS SE & Co. KG pursues a zero-tolerance principle in this regard.

4 Working conditions – fair, safe and development-oriented

As an employer, Labor LS SE & Co. KG takes its duty of care for employees seriously and ensures a healthy and safe work environment in the place of work.

Compliance with nationally applicable requirements forms the legal basis for the working arrangements of its employees. This includes, among other things, adequate compensation as well as sufficient flexibility in working hours. Furthermore, health, safety and sustainability assume the highest priority in the arrangement of the working situation and working conditions. Labor LS SE & Co. KG has implemented all common hazard prevention measures as well as emergency plans; at the same time, employees are regularly trained in the handling of dangerous materials and substances as well as the necessary protective and defensive measures for dealing with same. Together with the operational representatives for workplace occupational protection and occupational

safety, the management of Labor LS SE & Co. KG ensure that appropriate procedures and protective measures for ensuring health and safety in the workplace are in place.

Employees have the opportunity to develop their professional skills and talents and to participate in measures for vocational education and further training. Operational representatives in the field of training are available for consultation as required, as well as the works council.



5 Resource usage

Labor LS SE & Co. KG puts technical equipment, IT, office and communications facilities and other company resources at the disposal of its employees for them to carry out their tasks. Responsible and professional handling of company property as well as the efficient use of all resources at all levels helps ensure the success of the company in the long term. Improper use of company resources damages the operational and financial performance of Labor LS SE & Co. KG. Employees are thus required to act in a resource-conscious and therefore cost-conscious way, to take care in use of company property and to protect it from damage, theft and destruction.

6 Handling information – secrecy and data protection

Labor LS SE & Co. KG is conscious that information represents a valuable asset and an important foundation for company success. For this reason copyrighted as well as confidential information and personal data is handled with particular care. This also implies that unauthorized third parties are prevented from accessing files and documents. All employees are expressly required to comply with this requirement.

Furthermore, Labor LS SE & Co. KG requires its employees to comply with the data protection provisions applicable in its place of performance as well as non-disclosure agreements entered into with its business partners and customers. This obligation to secrecy encompasses all matters to the extent that they are intrinsic and not generally known to the customer/business partner, and requires the strictest discretion with all external parties as well as all employees who are not immediately involved in the relevant area. This requirement of Labor LS SE & Co. KG remains in place even after employees have ended their employment or contractual relationship with the company.

Employees who handle personal data receive additional advice and support from the company's data protection officer and the data protection coordinator. The capture, storage, processing or transfer of personal data of employees or third parties must be carried out with the greatest level of care and strictest confidence, observing relevant laws and work contract and operational regulations.

7 Environmental protection

Responsible, environmentally aware conduct is one of the guiding compliance principles of Labor LS SE & Co. KG. In order to minimize negative influences on the environment, Labor LS SE & Co. KG strives for responsible usage and sourcing of natural resources (energy, water and raw materials) in the course of its operations. In this context, certified environmental management system with ISO 14001:2015 is applied, which is subject to regular auditing, with compliance monitored by an operational environmental representative. Labor LS SE & Co. KG also meets its obligations for energy auditing on the basis of the EU energy efficiency guidelines.

8 Compliance with the Code of Business Conduct and contacts

The Code of Business Conduct combines the legal and operational regulations applicable in the place of performance. The obligation to comply with the (conduct) regulations specified here derives either directly from laws, from individual operational regulations, company and management leadership principles or forms part of a contractual obligation. This Code of Business Conduct will be made available and brought to the attention of all members of supervisory or management bodies, all managers and all employees.

Points of contact for questions related to the Code of Business Conduct is the Executive Director.

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