

# Code of conduct

Kaltbrunner adheres to the fundamental principle of acting with integrity and behaving in an ethically correct manner towards its business partners and employees.

## 1. Compliance with laws

In its business dealings, Kaltbrunner takes care to comply with the laws and ordinances applicable to our organisation, in particular the regulations appertaining to cartel and competition law, money laundering, environmental standards, workplace safety and health protection as well as employment law.

## 2. Behaviour towards business partners and third parties

Honest dealings between business partners is vital for sound and lasting business relationships. Kaltbrunner evaluates business partners by means of fair criteria. Decisions are made on the basis of objective aspects such as price, quality, services, dependability, certifications and integrity.

### 2.1 Confidentiality

Kaltbrunner respects its business partners' intellectual property, trade secrets and other confidential information and implements appropriate security measures. Likewise, we also expect and demand that our business partners treat information provided by Kaltbrunner as confidential.

### 2.2 Bribery, corruption, gifts

Kaltbrunner pledges itself to observe the rules of fair competition within the scope of the statutory framework. The payment or acceptance of bribes is prohibited. Moreover, employees are not permitted to give or accept gifts, gratuities or other benefits that may influence business decisions. Small gifts of low intrinsic value within the bounds of customary business practice are acceptable.

### 2.3 Donations

Kaltbrunner supports charitable and Christian aid agencies to the best of its ability with monetary and material donations. When awarding donations of this nature, the principle of altruistic action applies.

### **3. Employees**

Kaltbrunner respects international human rights. Accordingly, we oppose illegal child labour and all other forms of abusive or exploitative labour practices.

We respect and safeguard the personal dignity of every individual. No discrimination or harassment of any kind is permissible. In particular, discrimination on ethnic, cultural or religious grounds, national origin, skin colour or sex will not be tolerated. Every employee is entitled to fair treatment, courtesy and respect.

We will also, to the best of our ability, employ persons with physical or mental handicaps so as to integrate them in the work process.

### **4. Safety, health and the environment**

Kaltbrunner pledges itself to implement suitable measures to safeguard the health of its employees and to ensure safety in the workplace.

We strive to reduce our impact on the environment to the minimum and to treat natural resources sustainably and sparingly. We are certified in accordance with ISO 14001 and thereby pledge ourselves to make a positive impact on our environmental balance.



Daniel Oertle  
Managing director

Grenchen, 09.03.2018