

# HUMAN-Compliance/Corporate Social Responsibility Policy



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#### **Foreword**

#### Clarification of terminology

<u>Compliance:</u> The observance of law and of all other external rules and standards as well as of the company's internal rules and requirements.

<u>Corporate Social Responsibility (CSR):</u> To conduct business in a manner consistent with environmental and social considerations as defined in globally recognised standards, such as the UN Global Compact, Standards of the International Labour Organization (ILO) and the UN Convention on Human Rights.

<u>Company:</u> A juridical person participating in economic life, independently of the juridical form in which they are constituted, including public and private limited companies, associations, companies constituted under civil law, local authorities, public bodies under public law or legally dependent economic entities.

Business partner: Companies and private persons, which, as such, comprise:

- <u>Supplier:</u> Provider of goods or services for payment to a trading company. The term "Supplier" also includes business partners insofar as such partners provide goods or services to the business.
- <u>Distributor:</u> Company that distributes HUMAN products to local customers in a certain country against payment.
- <u>Customer</u>: All companies and private persons that source products or services from HUMAN, i.e., above all, all distributors.

Dear colleagues,

The HUMAN Compliance/CSR Policy provides our company with its ethical and legal compass. It contains the most important rules governing conduct both within the HUMAN Group and with our business partners and the general public.

The Code is applicable to all business activities undertaken by the HUMAN Group. It takes into consideration the many cultures and world views of employees all over the world and represents the commitment of our globally oriented enterprise to social and community responsibility.

HUMAN is synonymous for the worldwide provision of reliable, inexpensive diagnostic reagents and instruments. With this in mind, we intend to provide our customers with the best possible products and



services and to represent a reliable partner to our suppliers. The honest and responsible conduct of every one of our employees is an essential prerequisite to living up to this goal.

Shareholders, senior management and the Advisory Board expect all our employees and business partners to ensure that our Compliance/CSR Policies are observed.

Ralph Neuberger

**Managing Director** 

## 1 General principles

#### 1.1 Basic understanding

HUMAN is very conscious of its role in society and of its responsibilities to business partners, shareholders and employees. This clear set of principles is designed to help ensure the value-based and ethical management of the company, respecting the law. We intend to live up to this responsibility in all our business activities.

#### 1.2 Duties of all employees

All employees have the responsibility to observe the relevant domestic laws and other applicable domestic regulations in the conduct of all their business activities and decisions. Contracts will be adhered to, changes to regulatory frameworks must be respected.

## 1.3 General values and principles

HUMAN's conduct is guided by generally applicable ethical values and principles, and in particular by the concepts of integrity, rectitude, respect for human dignity and non-discrimination. Business partners must be treated fairly, respectfully and in a trustworthy manner in all our activities. The reputation of the HUMAN group must be protected and promoted. Conflicts of interest between business and private affairs must be prevented. It is strictly forbidden to procure any unfair advantage whatsoever. National determinations on workplace safety, environmental and data protection must be observed.



# 2 Social and community responsibility

## 2.1 Human rights

HUMAN respects and supports the observation of internationally recognised human rights. In particular, HUMAN respects human rights as defined in the UN Charter of Human Rights (the Universal Declaration of Human Rights, Resolution 217 A (III) of the General Assembly on 10/12/1948).

#### 2.2 Prohibition of discrimination

Within the scope of prevailing laws and statutes, HUMAN rejects any form of discrimination. This rejection relates in particular to any discrimination against employees on the basis of their race, ethnic origin, gender, religion or world view, disability, age or sexual identity.

#### 2.3 Workplace safety, health protection and data security

HUMAN shall ensure workplace safety and health protection in the workplace in accordance with national regulations. HUMAN supports the on-going development and improvement of the working environment.

Personal data may be collected, made use of or stored only in accordance with the applicable law on data protection. Company and business-related data must be treated as confidential and may be used only in the context of the tasks for which it was collected.

## 2.4 Working conditions, prohibition of forced and child labour

HUMAN will respect workplace regulations in accordance with applicable national laws and regulations. Employees must be protected against corporal punishment and against sexual, psychological and verbal harassment. The privacy of employees shall be respected.

The prohibition on forced labour shall be strictly observed. In particular, the 1930 Convention concerning Forced or Compulsory Labour (Convention 29 of the International Labour Organization) and the 1957 Convention concerning the Abolition of Forced Labour (Convention 105 of the International Labour Organization) shall be respected.

HUMAN observes national regulations on the prohibition of child labour. The 1973 Convention concerning Minimum Age for Admission to Employment (Convention 138 of the International Labour Organization) and the 1999 Convention concerning the Prohibition and Immediate Action for the



Elimination of the Worst Forms of Child Labour (Convention 182 of the International Labour Organization) are observed.

## 2.5 Environmental protection

HUMAN is committed to the on-going protection of the natural resources basic to life both for today's and for future generations. National laws and regulations that have been enacted in order to protect the environment must be observed.

#### 2.6 Communication

HUMAN communicates openly and in a manner conducive to dialogue with employees, customers, suppliers and other interested and stakeholder groups on the requirements of this Compliance/CSR Policy and on its implementation.

#### 2.7 Donations

HUMAN gives funding and donations in kind for non-profit and charitable purposes, including aid for training, research, the arts, cultural, sport and social purposes.

## 3 Customers, suppliers and competitors

## 3.1 Prohibition on bribery and corruption

The following is strictly prohibited:

- To offer, promise or confer any personal benefit on any office holder domestically or internationally in return for the performance or non-performance of any official act.
- To offer, promise or confer any illegal personal benefit to any employees in or representatives of domestic or international companies.
- To cause any act of corruption to occur with the help of any third party for example, family members, friends, agents, advisors, planners or intermediaries.
- To provide support for the illegal activities of any other person.



#### 3.2 Invitations, gifts and other personal benefits

As an initial general principle, employees may not request, accept or solicit a promise of any personal benefits either for themselves or for any person associated with them.

In particular, employees may accept personal benefits (e.g. gifts or invitations to dinner or to sports events) only where such an acceptance does not produce any impression that any consideration is expected in return.

The benefit must be within the limitations of generally applicable business practices domestically and must not be in violation of any law.

#### 3.3 Prevention of conflicts of interest

All employees must strictly separate their private interests from those of the HUMAN Group. It should be avoided even to allow any impression to arise that there may be a conflict of interests. In particular, the following are prohibited:

- Ordering goods and services from associated persons (for example, spouses, relatives, friends and private business partners)
- Ordering from businesses in which associated persons work
- Ordering from businesses in which associated persons have a greater than 5 % ownership share
- Engaging in sideline activities for competitors
- Engaging in sideline activities for business partners

Any exceptions to the above may be approved only by the Managing Director.

Employees who, either directly or indirectly, already have a share or intend to purchase a share of more than 5 % in any competitor company must inform the Managing Director. A check will be made as to whether any such ownership may constitute a conflict of interests.

## 3.4 Collaboration with customers and suppliers

HUMAN expects the following from all employees, customers and suppliers:

- Respect for human rights at all times
- Observance of all applicable national laws, in particular the laws in force against child labour
- Refraining from corruption, and thus refraining from abusing their position of trust in order to receive a tangible or intangible benefit for which the person has no legally grounded right



(corruption, bribery, traffic in influence, etc.).

- The observance of the applicable legal provisions on international business and commerce.
- The observance of all applicable export and import prohibitions and of all relevant embargo measures.
- Protection of the health and safety of all employees.
- The observance of all relevant domestic laws and international standards on workplace safety, environmental protection and data security
- The observance and enforcement of all the above points even within the company's own supply chain.

## 3.5 Conduct in relation to competitors

- All competition and anti-trust law must be respected.
- No arrangements may be made with competitors in relation to prices, quantities or conditions.
- It is prohibited to make any arrangements with competitors on market allocation.
- In general, all contact with competitors should be kept to an absolutely minimum.

#### 3.6 Trade secrets

HUMAN respects and defends the operating and trade secrets of others. Confidential information and documentation must not be transmitted to unauthorised third parties or made accessible in any other way unless an authorisation has been issued to treat it as publicly available information or the decision of a public authority or court of law requires its publication.

## 4 Scope of application, implementation, suppliers and distributors

## 4.1 Scope of application

This Compliance/CSR Policy applies to all companies in the HUMAN Group.



#### 4.2 Implementation and observation

HUMAN will make its employees aware of this Compliance/CSR Policy and shall ensure that it is observed.

## 4.3 Suppliers and distributors

HUMAN will provide direct suppliers and distributors with this Compliance/CSR Policy and will promote observance of its contents to the best of its ability, and will request them to conduct themselves in accordance with it. HUMAN recommends its direct suppliers and distributors in turn to request their suppliers and distributors to operate according to a Compliance/CSR Policy.

## 4.4 Consequences of violations of the Compliance/CSR Policy

Violations of the Compliance/CSR policy may have the following consequences for employees:

- Formal warning
- Dismissal
- · Claims for damages from third parties
- Fines
- Criminal prosecution

Violations of the Compliance/CSR policy may have the following consequences for HUMAN:

- · Claims for damages from third parties
- Costly legal proceedings
- Fines
- · Damage to the company's image

Violations of the Compliance/CSR policy may have the following consequences for business partners of HUMAN:

- Transfer of claims for damages from third parties
- Claims for damages from HUMAN
- Termination of business cooperation by HUMAN



#### 4.5 Contact Persons

Do you have any thoughts or questions?

## For employees:

- Then please talk to your line manager about it.
- If this produces no satisfactory response, the Director Human Resources and the Managing Director are both available to address your concerns.
- The Director Human Resources or the Managing Director can be contacted directly at any time privately and anonymously where requested.

If you have become aware of any violation of Compliance/CSR Policy, you are duty-bound to inform the Director Human Resources or Managing Director immediately.

#### For business partners:

Please contact the Managing Director directly.

# 5 Acknowledgement by the business partner

Signea:	
Name:	
Position:	
Place & Date	