



Code of Ethics

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1 PURPOSE

KL-Certification GmbH stands for high quality and a transparent and reliable service following the tradition of engineering work made in Germany.

It is our claim and promise to our employees, partners and customers to offer our service based on integrity, independence and lawfulness.

It is KL-Certification's company culture that our management acts as a role model, actively living up to and communicating the principles of our Code of Ethics.

KL-Certification's Code of Ethics is based on the ethical principles promoted by the United Nations and the code of ethics issued by the International Telecommunication Union.

2 SCOPE

The Code of Ethics of KL-Certification GmbH is binding for all employees of the company worldwide.

All employees, suppliers and customers of KL-Certification GmbH have access to the Code of Ethics either as an electronic copy or via our homepage at <https://www.kl-certification.de>.

3 CODE

3.1 WE OPERATE LAWFULLY

In our daily work we continuously observe all applicable legislation. This includes but is not limited to national local laws, international regulations as well as rules and requirements set out by a specific certification scheme. It is our understanding that sustainable business for everyone's benefit may only be achieved by fair competition and strict conformity to the rules. Distortion of competition by corruption, cartels or embezzlement raises costs by causing significant fines and damage to our reputation and endangers the employment at KL-Certification GmbH.

We refuse to conduct unfair and/or dishonest business practices as well as corruption or bribery.

Breach of the law will not be tolerated and result in disciplinary action.

KL-Certification GmbH

Kaiserstrasse 170-174, 66386 St Ingbert, Germany
<https://www.kl-certification.de>
Email: info@kl-certification.de

Notified Body Identification Number: 2784



WHAT DOES THIS MEAN TO ME?

I, as an employee of KL-Certification GmbH, must comply to all applicable laws in my work.

3.2 WE AVOID CONFLICTS IN INTERESTS

Transparency and reliability are the foundation of our success and a conflict of interest may damage this basis.

The source for such a conflict in interests may arise when private interests of KL-Certification GmbH employees are in contradiction to the interests of the company.

Examples are shareholding or employment of KL-Certification employees in suppliers, customers or competitors of KL-Certification GmbH.

WHAT DOES THAT MEAN TO ME?

We, as employees of KL-Certification GmbH, don't let personal interests influence our business decisions. Business decisions must be based on objective criteria.

3.3 WE DO NOT TOLERATE CORRUPTION

Corruption is one of the biggest distorts in the business world and causes damages to individuals as well as the society.

Corruption may lead to actions under civil and criminal law and is strictly prohibited for all employees of KL-Certification GmbH.

WHAT DOES THAT MEAN TO ME?

We, as employees of KL-Certification GmbH, keep our distance from offerings, promises or providings of any advantage being financial or of any other nature during the making of business decisions. This includes the giving as well as the receiving of such treatment.



3.4 WE PLAY FAIR

Fair and free competition is the guarantee for effective consumer protection and the freedom of business. It is protected by antitrust laws and the abuse of cartels leading to market-domination.

WHAT DOES THAT MEAN TO ME?

We, as employees of KL-Certification GmbH, strictly distance ourselves from unlawful activities that eliminate, reduce or distort competition. We don't discriminate competitors through abuse of a market-dominating position.

3.5 WE CAREFULLY HANDLE INFORMATION

Access to and exchange of information and know-how is an essential part of our daily work. Transparency and fidelity in the handling of information is important for us in order to protect our company and our customers. This includes trade secrets, personal data and any other confidential information.

We commit ourselves to protect our own as well as third parties secrets and follow the applicable data privacy laws.

WHAT DOES THAT MEAN TO ME?

As an employee of KL-Certification GmbH, I will follow the correct documentation requirements as defined by law or in the internal procedures defined by KL-Certification GmbH and record all business activities accordingly.



3.6 WE ARE FOLLOWING EXPORT CONTROL AND CUSTOMS LAW

As a company operating internationally KL-Certification GmbH is subject to various national and international foreign trade regulations. These laws regulate import, export and transfer of goods, technology, services, capital and currency.

WHAT DOES THAT MEAN TO ME?

While participating in cross-border transfers of services, I, as an employee of KL-Certification GmbH, must check and apply export control regulations applicable to the destination country.

3.7 OCCUPATIONAL HEALTH AND SAFETY IS IN OUR FOCUS

Our employees are the company's capital and our primary focus.

WHAT DOES THAT MEAN TO ME?

We, as employees of KL-Certification GmbH, ensure that our workplaces are safe. We communicate any inconsistencies and support a healthy and safe working environment.

3.8 WE CAREFULLY MANAGE ASSETS

The business assets of KL-Certification GmbH as well as the assets of our customers are handled with the appropriate care. And they are only used for business purpose.

WHAT DOES THAT MEAN TO ME?

All KL-Certification GmbH employees will handle the business assets with care and attention being either the assets of KL-Certification GmbH themselves or the assets of one or our business partners.

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3.9 WE DO NOT SUPPORT MONEY LAUNDERING

Whenever illegally acquired financial means from criminal activities like organized crime, corruption or terrorism are smuggled into the legal circulation in order to disguise their real origin money laundering occurs. KL-Certification GmbH and our employees maintain business relationships with respectable business partners and observes money laundering regulations at home and abroad, and we keep our distance from businesses that are used for money laundering.

WHAT DOES THAT MEAN TO ME?

I, as an employee of KL-Certification GmbH, ensure that the identity of my business partners is thoroughly checked before entering into business with them.

3.10 WE DON'T TOLERATE DISCRIMINATION

While doing business internationally KL-Certification is in contact with various countries and cultures. It is KL-Certification's attitude that people of different ethnic origin, religion, race, age, disability, gender or sexual identity are invaluable for our success. No employee nor any business partner may be directly or indirectly be discriminated on the basis of any of these attributes, but will be protected by applicable equality legislation.

WHAT DOES THAT MEAN TO ME?

As an employee of KL-Certification GmbH, I will treat colleagues and business partners equally and respectfully independent of ethnic origin, religion, race, age, disability, gender or sexual identity.

4 SUMMARY

We, the general management and the employees of KL-Certification GmbH, commit ourselves to follow this code of ethics in our daily business life.