

## SAAS INSTRUMENTS / CODE OF CONDUCT

The Code of Conduct is a set of ethical guidelines designed to provide employees and partners with a common set of rules and an understanding of how we conduct ourselves in our daily work and behavior. We all need to learn about ethical principles, adopt a responsible mindset in everything we do and promote a good culture by setting a positive example.

**OUR CORE COMMUNITY VALUES****PEOPLE**

People are at the heart of everything we do in our work community. We do not operate in isolation from the rest of the world; we do everything together, so respect for each other is a prerequisite and the lifeblood of our work.

**INNOVATIONS**

We fight mediocrity and demonstrate that things can be done differently. The constant change around us requires innovation and flexibility. Close cooperation and a spirit of mutual encouragement also fosters curiosity. We embrace the inevitable with an open mind, challenging ourselves and constantly striving forward.

**INSPIRATION**

We believe that our inner enthusiasm is outwardly visible, and our aim is to share it with others—even a brief encounter is enough to inspire. We want to excite and create a spark: that is who we are.

**EMPLOYEES' RIGHTS AND WELL-BEING**

We comply with labor legislation and ensure that all our employees have a written employment contract, agreed regular working hours, and pay commensurate with their skills, education, and experience. Our company has an occupational health care action plan and all employees have access to this care. All staff have an automatic right to a proper induction and a safe working environment, both physical and mental.

Our business partners must also comply with local legislation and fulfill their obligations towards their employees, such as proper pay, insurance, and equality. We do not accept violations of workers' rights or human rights abuses in any form.

## **EQUALITY AND A SAFE WORK COMMUNITY**

Discrimination, bullying, and harassment are not tolerated in our workplace. We treat everyone equally, regardless of age, gender, sexual orientation, or ethnic, religious, social, or political background. We respect our colleagues and value a tolerant and trusting atmosphere. Inappropriate behavior is addressed, and we expect our employees to raise any and all concerns with management. We break down prejudices and increase understanding of each other through open and objective dialogue.

## **PARTNERS AND FAIRNESS**

We comply with our legal obligations as contractors and require our goods suppliers and service providers to commit to the fulfillment of their obligations under the law. We comply with competition law and want fair cooperation and competition that benefits all parties. That is why our partners must also fulfill their employer obligations and environmental responsibilities and otherwise act in accordance with good and responsible business practices.

## **ENVIRONMENTAL RESPONSIBILITY**

Energy efficiency, timelessness, and durability have been the starting point for all our activities and the foundation of our design philosophy from the outset. We avoid trends and a throw-away culture: although we are producers, we aim to meet real needs, not just desires. We understand our responsibility as a producer and are committed to identifying our biggest environmental impacts according to the criteria of the third-party certification body, EcoCompass.

We hope to see a similar awareness and willingness from our partners to develop the whole sector in a more environmentally sensitive way—we all have a major impact and responsibility to maintain the viability of our living environment. We cannot do it alone, but here too, open-mindedness and cooperation will help us all move forward.

## **MATERIALS**

Our environmental program has a special focus on procurement, material use, recycling, and logistics. We understand the environmental impact of the raw materials we use and we strive to avoid excessive consumption and increase recycling. We already recycle all waste aluminum from production and will increase the use of 100% recycled aluminum in our products. We always aim to maximize the life cycle of our products, for example by enabling the broken luminaire components to be replaced.

We regularly monitor and measure our progress and are constantly working to reduce our environmental impact with all our staff

## **CHEMICALS**

The chemicals we use to manufacture our luminaires are a small but essential part of the production process, and their safe handling is of paramount importance for our employees and the environment. We maintain a good safety culture by familiarizing new employees with the use of chemicals, monitoring the types and quantities of chemicals used, and keeping Material Safety Data Sheets (MSDS) updated and easily accessible.

We require our business partners to comply with the European Chemicals Regulation (REACH) and other chemical legislation on the safe handling and reporting of chemicals. We hope that the upstream end of the supply chain, where chemicals are used most, will seek to minimize the use of chemicals and look for alternative, more environmentally friendly products and production processes. Our common goal must be to reduce the environmental impact of chemical use and promote sustainable development throughout our industry.

## **QUALITY AND CUSTOMER SATISFACTION**

We pride ourselves on our quality and do not compromise on it. Part of our service pledge is to extend the life of our products by repairing and upgrading, so that they can last almost indefinitely. We make sure customers get the support they need at the beginning of the process, during it, and at the end of the project. We strive for lasting customer relationships with mutual trust and long-term cooperation.

## **CONTINUOUS MONITORING AND EVALUATION**

If there's something on your mind about decision-making, or if you do not feel you have clear instructions, ask yourself:

1. Are you complying with laws and regulations?
2. Do the activities comply with Saas Instrument's Code of Conduct?
3. Has the situation been handled fairly?
4. What if the issue was to become a public debate on social media or in the media?

If the answer to any of the above is no or uncertain, stop for a moment and check with management—we will solve it together.