

# Code of Conduct

on social responsibility

# Code of Conduct

VisionTools is committed to social responsibility as part of its corporate activities. This document (hereinafter referred to as „CoC“) sets out what this means in particular in terms of working conditions, social and environmental compatibility, transparency, trusting cooperation and dialogue. The contents of this CoC are an expression of the common value basis in our company, as laid down in particular in our commitment to the social market economy.

## 1. Basic understanding of socially responsible corporate management

This CoC is based on a common basic understanding of socially responsible corporate management. For VisionTools, this means that it assumes responsibility by taking into account the economic, technological, social and ecological consequences of its business decisions and actions and by achieving an appropriate balance of interests. VisionTools voluntarily contributes to the well-being and sustainable development of the global society at all locations within the scope of its respective possibilities and spheres of action. It is guided by generally accepted ethical values and principles, in particular integrity and respect for human dignity.

## 2. Scope of application

2.1 This CoC applies to all VisionTools locations worldwide.

2.2 VisionTools undertakes to promote compliance with the contents of this CoC also among its suppliers and in the further value chain within the scope of its respective possibilities and scope of action.

## 3. Key points of socially responsible corporate management

VisionTools actively works to ensure that the following values and principles are observed and adhered to in the long term.

### 3.1 Compliance with laws

VisionTools complies with the applicable laws and regulations of the countries in which it operates. For countries with a weak institutional framework, it carefully examines what good corporate practice from its home country should be used to support good corporate governance.

### 3.2 Integrity and Organisational Governance

3.2.1 VisionTools acts in accordance with universal ethical values and principles, in particular integrity, respect for human dignity, openness and non-discrimination of religion, belief, gender and ethics.

3.2.2 VisionTools rejects corruption and bribery in accordance with the relevant UN Convention. It promotes transparency, integrity and responsible leadership and control within the company in an appropriate manner.

3.2.3 VisionTools pursues clean and recognised business practices and fair competition. In competition, it focuses on professional conduct and quality work. It cultivates a spirit of partnership and trust with the supervisory authorities.

### 3.3 Consumer interests

As far as consumer interests are concerned, VisionTools adheres to consumer protection regulations and appropriate sales, marketing and information practices. Particularly vulnerable groups (e.g. youth protection, maternity protection) enjoy increased attention.

### 3.4 Communication

VisionTools communicates openly and dialogue-oriented about the requirements of this CoC and its implementation to employees, customers, suppliers and other stakeholders. All documents and records shall be prepared in accordance with the duties of the CoC and shall not be changed or destroyed in an unfair manner and shall be stored in an appropriate manner. Trade secrets and business information of the partners are treated sensitively and confidentially.

### 3.5 Human rights

VisionTools is committed to the promotion of human rights. It respects human rights according to the UN Human Rights Charter.

3.5.1 Privacy - Privacy Protection.

3.5.2 Health and safety - Safeguarding health and safety at work, in particular ensuring a safe and healthy working environment to prevent accidents and injuries.

3.5.3 Harassment - Protection of employees from physical punishment and from physical, sexual, psychological or verbal harassment or abuse.

3.5.4 Freedom of Opinion - Protection and granting of the right to freedom of opinion and expression.

### 3.6 Working conditions

VisionTools adheres to the following core labour standards:

3.6.1 Child labour - The prohibition of child labour, i.e. the employment of persons younger than 15 years of age, provided that local legislation does not set higher age limits and no exceptions are allowed.

3.6.2 Forced labour - The prohibition of forced labour of any kind

3.6.3 Remuneration - The labour standards concerning remuneration, in particular the level of remuneration in accordance with applicable laws and regulations.

3.6.4 Employees' rights - Respect for the right of employees to freedom of association, assembly, collective bargaining, insofar as this is legally permissible and possible in the respective country.

3.6.5 Prohibition of discrimination - Non-discriminatory treatment of all employees.

### 3.7 Working hours

VisionTools complies with labour standards regarding the maximum allowable working time.

### 3.8 Environmental protection

VisionTools complies with environmental regulations and standards and acts in an environmentally responsible manner at all locations. It also treats natural resources responsibly.

### 3.9 Corporate Citizenship

VisionTools contributes to the social and economic development of the country and the region and promotes corresponding voluntary activities of its employees.

## 4. Implementation and enforcement

VisionTools makes all appropriate and reasonable efforts to continuously implement and apply the principles and values described in this CoC. Upon request, contractual partners shall be informed about the essential measures so that it becomes comprehensible how their observance is guaranteed in principle. There is no claim to the disclosure of trade and business secrets, information relating to competition or otherwise worthy of protection.

Waghäusel, 15.01.2019

  
\_\_\_\_\_  
Alexander Tröpf  
Managing Director

  
\_\_\_\_\_  
Josef Djulic  
Managing Director



---

Heinrich-Hertz-Straße 7  
68753 Waghäusel  
Deutschland

Tel. +49 72 54-93 51-0  
Fax +49 72 54-93 51-200

**[www.vision-tools.com](http://www.vision-tools.com)**

*[info@vision-tools.com](mailto:info@vision-tools.com)*