

Code of Conduct

Berner Code of Conduct

Preamble

Our Code of Conduct is based on legal regulations and ethical principles and thus defines the framework that we as employees of berner adhere to in order to ensure the protection of each individual employee and the company.

We also expect our customers, suppliers and partners to commit to this Code of Conduct. Likewise, they in turn are expected to expect and demand compliance with the Code of Conduct from their employees, partners and suppliers.

In this Code of Conduct, the masculine form is used for better readability, but all genders are addressed.

Combating corruption & bribery

We comply with the United Nations Convention against Corruption and reject all forms of corruption. Bribes are neither offered nor approved. Every employee must observe the laws and regulations on money laundering. If an employee becomes aware of any attempts at bribery, these must be reported to the supervisor immediately. Likewise, suspected cases of money laundering are to be reported immediately. Before entering into a business relationship, we thoroughly verify the identity of suppliers, customers and third parties. Our employees will not solicit or accept gifts or favours from customers or suppliers that influence or could influence personal behaviour or actions concerning the company.

Trade control

International trade controls and laws ensure the lawful international transfer of goods and services. We take appropriate measures to ensure that no transactions with third parties violate compliance regulations, foreign trade laws or economic embargoes and regulations on import and export control.

Fair competition

We are committed to free and fair competition and comply with antitrust and competition laws. Agreements that prevent fair competition, such as price fixing and unfair competition methods, will not be tolerated, will be reported immediately and will be sanctioned.



Conflicts of interest

Employees' personal and private interests are strictly separated from their professional interests. Existing conflicts of interest can lead to decisions being made only with partiality. Therefore, all decisions and actions must be taken free of personal interests and views. Should conflicts of interest arise, they must be reported to the supervisor.

Freedom of association

We recognise the rights of freedom of association and collective bargaining in accordance with applicable laws and regulations. There must be no discrimination against employees because they are members of employee organisations.

Reporting concerns

Our employees are encouraged to inform their superiors of any concerns or illegal actions. Whistleblowers must not be disadvantaged or favoured as a result of reporting their concerns.

Human rights

We respect international human rights and are committed to complying with them. We reject forced labour, child labour, all forms of slavery, exploitation and human trafficking. Due diligence is taken to prevent the risk of the aforementioned inhumane conditions among employees, customers, suppliers, partners and third parties.

Working environment

We have a zero-tolerance policy towards violence and discrimination in the workplace. Any form of discrimination, disadvantage or preferential treatment with regard to social background, national origin, gender, skin colour, sexual orientation, religion, political opinion, disability or age or similar is strictly rejected. Respectful and appreciative interaction is cultivated and expected among all employees. Equal opportunities and equal rights are practised in our company.



Ban on child labour

We are strictly opposed to child labour. We only employ young people who are of the minimum legal age, provided that the employment relationship and the work to be performed do not endanger the life and health of the young people concerned. Fact-based instruction is provided before work begins. We comply with the Youth Employment Protection Act.

Fair remuneration

The remuneration paid to employees does not fall short of the statutory requirements for remuneration as set out in the Minimum Wage Act. If there are no statutory requirements, the remuneration paid must at least be sufficient to cover basic needs.

Working hours

Legal requirements and regulations regarding working hours, breaks and rest periods as well as overtime are observed.

Environmental protection

We act in an environmentally conscious manner and conserve resources. The applicable environmental regulations are complied with. Our environmental protection measures are subject to regular review and adjustment. When developing new products and services, particular attention is paid during the development phase to ensuring that the resulting and possible effects on the environment and resources are kept to a minimum.

Health and safety

We are committed to keeping our sickness and occupational accident rates as low as possible. With this in mind, our safety officer and our fire protection officer train employees at fixed intervals on occupational safety and fire protection issues. If further occupational safety measures and training are required for special work areas, these are conscientiously initiated. In addition, there is a strict ban on alcohol and drugs in our working environment. In work areas that require special work clothing, this is provided, e.g. in the form of PPE. In certain hazardous situations, all employees have the right and the duty to leave their workplace immediately and without permission.



Confidential information

The handling of confidential data and information is regulated in a comprehensive confidentiality and non-disclosure agreement. This applies equally to employees, customers, suppliers and business partners.

Data protection code

We strictly adhere to applicable laws and regulations when collecting and processing data. Personal data must be treated confidentially and responsibly. It is effectively protected and used exclusively for legitimate purposes.

Use and security of IT systems

Appropriate security precautions and procedures are used to protect data and information, as failure to observe any security measures can have serious consequences in the form of data loss, data theft, etc.

Correct bookkeeping and recording

Invoicing, financial, security and personnel data are recorded according to a defined procedure. Strict compliance with the legal provisions and regulations for bookkeeping is assumed.

As an employee, customer, supplier or partner, I acknowledge the above-mentioned berner Code of Conduct and, with my signature, confirm that I will comply with this Code in the future. I will also ensure that, in turn, my employees, customers, suppliers and partners will follow this Code.

