



**Business Conduct Guidelines**  
**TLT-Turbo GmbH**

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## **Preface**

Throughout its history our company has earned an excellent reputation all over the world. Technical capacity, innovation, quality, reliability and its international character have turned TLT into one of the leading companies for heavy-duty fans.

The present **Business Conduct Guidelines** give the ethical and legal framework within which we want to operate and continue our success story. They contain the key principles and rules for our conduct within our company and in relations with our external partners and with the public. They define how we fulfil our ethical and legal responsibility as a company.

The present Business Conduct Guidelines adapt to the legal requirements and are geared to international treaties on human rights, anti-corruption and sustainability. They are designed to raise awareness of the law and moral standards as integral part of our entrepreneurial actions. The core statement is that only clean business is TLT business.

All employees are called upon to focus their actions on these Business Conduct Guidelines.

**The management board of TLT-Turbo GmbH**

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## **A. Basic Behavioral Requirements**

### **A.1. Behavior which Complies with Law**

Observing the law and the legal system in every country where we do business is a fundamental principle for TLT. All employees must obey the laws and regulations of the legal systems within which they are operating in addition to applicable TLT policies. Violations of the law must be avoided under all circumstances.

Regardless of the sanctions that could be imposed by law, all employees guilty of a violation will be subject to disciplinary consequences because of the violation of their employment duties.

### **A.2. Mutual Respect, Honesty and Integrity**

We respect the personal dignity, privacy, and personal rights of every individual. We work together with individuals of various ethnic backgrounds, cultures, religions, ages, disabilities, races, sexual identity, world view and gender. Consistent with our corporate principles and with the employment laws of numerous countries in which we work, we do not tolerate discrimination against anyone on the basis of any of these characteristics or harassment or offensive behavior, whether sexual or otherwise personal.

These principles apply to both internal cooperation and conduct towards external partners. We make decisions about those we work with – including personnel, suppliers, customers and business partners – based only on appropriate considerations, not on the basis of inappropriate considerations such as discrimination or coercion.

We are open, honest and stand by our responsibilities. We are reliable partners and make no promises we cannot keep. And we expect our employees to act with integrity.

### **A.3. Responsibility for the Reputation of TLT**

To a substantial degree, the reputation of TLT is determined by our actions and by the way each and every one of us presents and conducts himself/herself. Illegal or inappropriate behavior on the part of even a single employee can cause the Company considerable damage.

Every employee should be concerned with maintaining and promoting the good reputation of TLT in the respective country.

#### **A.4. Management, Responsibility and Supervision**

The culture of integrity and compliance in an organization starts at the top. All managers must fulfill their duties of organization and supervision. All managers bear responsibility for all employees entrusted to them. All managers must earn respect by exemplary personal behavior, performance, openness, and social competence. This means, among other things, that each manager must emphasize the importance of ethical conduct and compliance, make them regular topics of everyday business and promote them through personal leadership and training. Each manager must also set clear, ambitious and realistic goals and lead by example.

Managers should permit their employees as much individual responsibility and leeway as possible, while making it clear that compliance is required under all circumstances, at all times. All managers shall also be accessible in case employees wish to raise compliance concerns, ask questions or discuss a professional or personal problem.

These responsibilities of managers do not relieve employees of their own responsibilities. We must all work together to comply with applicable laws and TLT policies. These specific manager responsibilities are listed here to give employees an idea of the leadership and support they should expect from their superiors.

It is the responsibility of all managers to see to it that there are no violations of laws within their area of responsibility that proper supervision could have prevented. They still remain responsible, even if they delegate particular tasks.

In particular, the following duties apply to managers:

1. The manager must carefully select employees based on their personal and professional qualifications and suitability. The duty of due care increases with the significance of the task the employee must perform (duty of selection).
2. The manager must give precise, complete and binding instructions to employees, especially with regard to compliance with the law (duty to give instructions).
3. The manager must ensure that compliance with the law is continuously monitored (duty of monitoring).
4. The manager must clearly communicate to employees the importance of integrity and compliance in everyday business. He/she must also communicate that violations of the law are unacceptable and will have employment consequences (duty of communication).

## **B. Treatment of Business Partners and Third Parties**

### **B.1. Fair Competition and Anti-Trust Laws**

Fair competition permits markets to develop freely – with attendant social benefits. Accordingly, the principle of fairness also applies to competition for market share.

Every employee is obliged to abide by the rules of fair competition.

Anti-trust evaluation can be difficult, particularly because the rules can differ from country to country and from case to case. For example, in many places special anti-trust law requirements apply to large companies.

Here are examples of the types of behavior that can lead to a violation of anti-trust laws. Employees may not:

- talk to competitors about prices, output, capacities, sales, bids, profits, profit margins, costs, methods of distribution or any other parameter that determines or influences the Company's competitive behavior with the aim to solicit parallel behavior from the competitor,
- enter into an agreement with a competitor not to compete, to restrict dealings with suppliers, to submit bogus offers for bidding or to divide up customers, markets, territories or production programs, or
- have any influence on the resale prices charged by our purchasers, or attempt to make them restrict the export or import of goods supplied by TLT.

Moreover, employees may not obtain competitive intelligence by using industrial espionage, bribery, theft or electronic eavesdropping, or communicate knowingly false information about a competitor or its products or services.

### **B.2. Anti-Corruption: Offering and Granting Advantages**

We compete fairly for orders with the quality and the price of our innovative products and services, not by offering improper benefits to others. As a result, no employee may directly or indirectly offer, promise, grant or authorize the giving of money or anything else of value to a government official to influence official action or obtain an improper advantage. The same applies to a private commercial counterparty in a business transaction in consideration for an improper advantage. Any offer, promise, grant or gift must comply with applicable laws and TLT's policies, and must not raise an appearance of bad faith or unsuitableness. This means that no such offer, promise, grant or gift may be made if it could reasonably be understood as an effort to improperly influence a government official or as a bribe to a commercial counterparty to grant TLT a business advantage.

The term "government official" is defined broadly to include officials or employees of any government or other public body, agency or legal entity, at any level, including officers or employees of state-owned enterprises and

public international organizations. It also includes candidates for political office, political party officials and employees, as well as political parties.

In addition, employees may not give money or anything of value *indirectly* (for example, to a consultant, agent, intermediary, business partner or other third party) if the circumstances indicate that all or part of may be directly or indirectly passed on to a government official to influence official action or obtain an improper advantage or to a private commercial counterparty in consideration for an unfair advantage in a business transaction. For that reason, employees responsible for hiring consultants, agents, partners in joint ventures or other business partners must take action as appropriate to:

- ensure that those third parties understand and will abide by TLT anti-corruption policies or comparable equivalents,
- evaluate the qualifications and reputation of such third parties, and
- include appropriate provisions in agreements and contracts designed to protect TLT.

This applies in particular, but not only if they will have contact with government officials on behalf of TLT.

Any and all investment decisions of the company on the purchase of a controlling interest or a minority interest in another company or the creation of a joint enterprise/joint venture must always be preceded by a compliance check.

### **B.3. Anti-Corruption: Demanding and Accepting Advantages**

Employees are not permitted to use their jobs to solicit, demand, accept, obtain or be promised advantages. This does not apply to the acceptance of occasional gifts of purely symbolic value or meals or entertainment reasonable in value that are consistent with local customs and practices and TLT policies. Any other gifts, meals or entertainment must be refused.

### **B.4. Political Contributions, Charitable Donations and Sponsoring**

TLT does not make political contributions (donations to politicians, political parties or political organizations).

As a responsible member of society, TLT makes monetary or product donations for education and science, art and culture, and social and humanitarian projects. Sponsorships for which TLT receives advertising are not considered donations, nor are contributions to industry associations or fees for memberships in organizations that serve business interests. Some donations are always prohibited, including donations (1) to individuals and for-profit organizations; (2) paid to private accounts; (3) to organizations whose goals are incompatible with TLT's corporate principles; or (4) that would damage TLT's reputation.

All donations must be transparent. This means, among other things, that the

recipient's identity and planned use of the donation must be clear and the reason and purpose for the donation must be justifiable and documented. Quasi-donations, meaning donations which appear to be compensation for a service but are substantially larger than the value of the service, are prohibited as violating the principles of transparency.

Sponsoring means any contribution in money or in kind by TLT towards an event organized by a third party in return for the opportunity to advertise the TLT brands by, for example, displaying the TLT logo, being mentioned in the opening or closing addresses, or the participation of a speaker on a discussion panel, as well as tickets to the event.

All sponsoring contributions must be transparent, pursuant to written agreement, for legitimate business purposes, and commensurate with the consideration offered by the event host. Contributions may not be promised, offered or made to secure unjustified competitive advantages for TLT or for other improper purposes, and they may not be made towards events organized by individuals or organizations that have goals incompatible with TLT's corporate principles or that would damage TLT's reputation.

### **B.5. Government Procurement**

TLT competes for contracts from government entities and government-owned businesses around the world. In all of TLT's dealings and interactions with governments, we act in a manner that is transparent, honest and accurate.

We comply with all applicable laws and regulations related to government procurements, including laws prohibiting efforts to improperly influence government officials.

### **B.6. Anti-money Laundering**

Money laundering is the process of disguising the nature and source of money connected with criminal activity – such as terrorism, drug trafficking or bribery – by integrating “dirty money” into the stream of commerce so that it appears legitimate or its true source or owner cannot be identified.

It is TLT's objective to conduct business with reputable customers, consultants and business partners who are involved in lawful business activities and whose funds are derived from legitimate sources. We do not facilitate money laundering. All employees must abide by applicable anti-money laundering laws and TLT's procedures, designed to detect and deter suspicious forms of payment or customers or other transactions that could involve money laundering. To avoid problems in this area, employees must be attentive to and report suspicious behavior by customers, consultants and business partners. Employees must also follow all accounting, record-keeping and financial reporting requirements applicable to cash and payments in connection with other transactions and contracts.

## **B.7. Trade Controls**

TLT complies with applicable export controls and customs laws and regulations in the countries where it does business. Export controls generally apply to the transfer of goods, services, hardware, software or technology across certain national borders, including by email. Export control laws may be triggered in connection with direct or indirect exports to or imports from sanctioned countries or parties, who, for example, may be designated based on national security grounds or because of participation in criminal activity. Violations of these laws and regulations may lead to serious penalties, including fines and governmental withdrawal of simplified import and export procedures (interruption of seamless supply chain).

Employees involved in the import and export of goods, services, hardware, software or technology as described above must follow applicable economic sanctions, export control and import laws and regulations and any related policies and procedures established by the business in which they work.

## **B.8. Working with Suppliers**

TLT as a company expects its suppliers to share TLT's values and comply with all applicable laws. Furthermore, TLT expects its suppliers to act in accordance with the following principles, similarly adopted by TLT, concerning responsibilities vis-à-vis stakeholders and the environment:

- Comply with all applicable laws,
- Prohibit corruption,
- Respect basic human rights of employees,
- Comply with laws prohibiting child labor,
- Take responsibility for the health and safety of their employees,
- Act in accordance with applicable statutory and international standards regarding environmental protection, and
- Promote compliance among their suppliers with TLT's "Code of Conduct for Suppliers."

## **C. Avoiding Conflicts of Interest**

It is the duty of TLT employees to make business decisions in the best interest of TLT, not based on their own personal interests. Conflicts of interest arise when employees engage in activities or advance personal interests at the expense of TLT's interests.

Employees must inform their supervisor of any personal interest they could possibly have in connection with the execution of their professional duties.

Employees are not permitted to use, for their own personal contracts or orders, companies with which they have business dealings as part of their activities for TLT if they could derive any advantage from the personal contract or order. This is particularly applicable if the employee exercises or is capable of exercising a direct or indirect influence upon whether that company receives a contract from TLT.

A conflict can take the form of a business relationship with, or an interest in, a competitor or customer of TLT, or participation in sideline activities that prevent employees from being able to fulfill their responsibilities at TLT. It is important that all employees recognize and avoid conflicts of interest, or even the appearance of a conflict of interest, as they conduct their professional activities.

### **C.1. Competing with TLT**

An employee may not operate or assist a company that competes with TLT or engage in any competing activities.

### **C.2. Sideline Work**

Employees may not engage in sideline work that competes with TLT. Before employees may engage in other sideline work for remuneration they must notify TLT and seek written permission. Occasional writing activities, lectures, and comparable occasional activities are not considered sideline work. Permission will not be granted if it is detrimental to the interests of TLT. Permission may be refused if employees have dealings in the course of their official TLT's duties with the company in question. Previously granted permission may be revoked on these grounds as well.

### **C.3. Interests in Third Companies**

Employees who directly or indirectly hold or acquire a stake in a competitor company must disclose this fact to their personnel department if this stake gives them the opportunity to exert influence on the management of that company. It can be assumed, as a general rule, that the possibility of exerting influence on the management exists when a stake exceeds 5% of a competitor company's total capital.

Employees who directly or indirectly hold or acquire an interest in a TLT business partner or a company in which TLT has ownership shares also have to disclose this fact to the personnel department responsible, if they have dealings with the business partner or company in the course of their official duties or if they will hold a position in that company. For shares in listed companies, this applies only if the interest exceeds 5% of total equity.

Once an interest in a third company has been disclosed, the Company may take suitable measures to eliminate any conflict of interest.

## **D. Handling of Company Property**

There are many devices and pieces of equipment in TLT offices and workshops, such as telephones, copying machines, computers, software, Internet/Intranet, machines and other tools, including e-mail and answering machine systems. These are only to be used for Company business and not for personal gain. Exceptions, and payment if applicable, can be agreed upon locally, provided that the use of TLT property does not:

- relate to any illegal activity,
- cause an actual or perceived conflict of interest, or
- lead to significant added costs, disruption of TLT business or other adverse effects for the Company, including by interfering with an employee's assigned duties or the assigned duties of other employees.

In no case may information be retrieved or transmitted that furthers or incites racial hatred, glorification of violence or other criminal acts, or contains material which is sexually offensive within the respective culture.

Employees are not permitted without the consent of their supervisor to make records, files, video or audio recordings, or reproductions using TLT equipment or facilities if the activity is not directly related to Company business.

## **E. Handling of Information**

### **E.1. Records and Financial Integrity**

Open and effective communication requires accurate and truthful reporting. This applies equally to relationships with employees, customers and business partners, as well as with the public and all governmental offices.

TLT is also required to maintain sound processes and controls so that transactions are executed according to management's authorization. TLT must also prevent and detect unauthorized use of TLT assets. All TLT employees are required to make sure that the TLT books and records they create or are otherwise responsible for are:

- complete,
- accurate,
- honestly reflect each transaction or expenditure, and
- are timely and in accordance with applicable accounting rules and standards

whether or not the information will be included in a public filing or provided to a government agency.

Such books and records include all data, certifications and other written materials provided for financial reporting and disclosure purposes as well as materials collected for other purposes. These also include internal expense records (such as expense account reports).

## **E.2. Confidentiality**

Confidentiality must be maintained with regard to TLT's internal confidential or proprietary information that has not been made known to the public. Non-public information from or concerning suppliers, customers, employees, agents, consultants and other third parties must also be protected in accordance with legal and contractual requirements.

Confidential or proprietary information may include, in particular:

- details concerning a company's organization and equipment, prices, sales, profits, markets, customers and other matters of business,
- information on manufacturing or research and development, and
- internal reporting figures.

The obligation to maintain confidentiality extends beyond the termination of the relevant relationship, since the disclosure of confidential information could cause harm to TLT's business, clients or customers no matter when it is disclosed.

## **E.3. Data Protection and Data Security**

Access to the Intranet and Internet, worldwide electronic information exchange and dialogue, and electronic business dealings are all crucial to the effectiveness of each and every one of us, and for the success of the business as a whole. However, the advantages of electronic communication are tied to risks in terms of personal privacy protection and data security. Effective foresight with regard to these risks is an important component of information technology management, the leadership function, and also the behavior of each individual.

Personal data may only be collected, processed, or used insofar as it is necessary for predetermined, clear, and legitimate purposes. In addition, personal data must be maintained in a secure manner and appropriate precautions should be taken when transmitting it. High standards must be ensured with regard to data quality and technical protection against unauthorized access. The use of the data must be transparent for those concerned and the rights of those concerned must be safeguarded with regard to use and correction of information and, if applicable, to objections pertaining to blocking, and deletion of information.

In some jurisdictions (such as the European Union) there are strict laws and regulations pertaining to the collection and use of personal data, including data on others, such as customers or business partners. All employees must abide by such laws, to the extent they are applicable, to protect the privacy of others.

## **E.4. Insider Rules**

People that possess inside information related to TLT or another company such as a customer, supplier or joint venture partner whose securities are admitted to trading on a stock exchange or another organised market, are prohibited from trading in securities or financing instruments of such companies whose price indirectly or directly depend on the securities of such companies (insider securities). Inside information is specific information concerning circumstances that are not public knowledge, that relate to TLT or any other issuers of insider securities and which, upon being made public, would be likely to have material influence on the stock exchange or market price. Such likelihood exists if a reasonable investor considered it to be likely.

People possessing inside information must neither recommend another person the purchase or sale of securities to which such information is significant nor induce another person to trade in such securities.

In certain cases managers may be held personally liable for damages if an employee violates insider rules and if proper supervision could have prevented this violation.

In addition to these rules, some further or particular insider rules as well as possible provisions of local law must also be complied with, where appropriate.

## **F. Environment, Safety and Health**

### **F.1. Environment and Technical Safety**

For us, environmental protection and conservation of natural resources are corporate objectives that command top priority. Based on the respective leadership role of the management and on the commitment of all employees, TLT intends to act in an environmentally sound and constantly works on improving the ecological balance. The TLT environmental management system ensures the global compliance with laws and thereby sets high standards. Environmentally friendly design, technical safety and health protection are key parameters incorporated in the development process of our products.

Any and all employees must contribute to these objectives through their own conduct.

### **F.2. Work Safety**

Protecting the health and safety of employees in the workplace is a high priority for TLT. It is the responsibility of everyone to foster TLT's efforts to conduct its operations in a safe manner. The responsibility vis-à-vis employees requires the best possible accident-prevention measures, and applies to:

- the technical planning of workplaces, equipment and processes
- safety management, and
- personal behavior in the everyday workplace.

The work environment must conform to the requirements of health-oriented design. All employees must constantly be attentive to work safety.

### **G. Complaints and Reports of Misconduct**

All employees may lodge a complaint to their manager, the responsible compliance officer, human resources manager or to another person or position so authorized or to the employees' representatives. Circumstances that indicate a violation of the Business Conduct Guidelines can be reported to the compliance officer or the TLT ombudsman. There is also the option of confidential/anonymous complaints, all complaints will be investigated. Where required we will take appropriate measures. All documents will be kept confidential within the legal limits. No reprisal of any kind against complainants will be tolerated.

### **H. Compliance Implementation and Control**

The TLT management actively fosters the widespread distribution of the Business Conduct Guidelines and ensures their implementation.

A **Compliance Organisation** has been appointed at TLT with the purpose of a company-wide implementation of the TLT compliance program.

### **Further information and contacts**

Integrity constitutes the centre of our acting. These Guidelines define what "integrity" means for our business. They, however, can neither outline everything on this subject nor can they respond to every question.

Any employee, who has detected possible misconduct, may use various ways to report it. For this purpose, not only his manager and his compliance officer, but also the TLT ombudsman will be available for support.

The respective contact can be found on the TLT compliance homepage.