



Code of Conduct

Lenz Laborglas GmbH & Co. KG

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Introduction/Preamble

Economic success and social responsibility are two of our corporate goals that are interdependent. Responsible and ethical behaviour towards our employees, business partners, society and the environment determine our actions. Compliance with the law is a matter of course.

Lenz Laborglas has developed a Code of Conduct as a binding guideline for our decisions and as a basis for responsible action in our daily business practices. We apply this code

both within our organisation and in our relationships with our business partners and the public. We expect all our employees to align their behaviour with these principles.

Furthermore, we strive to continuously optimise our business activities, products and services in terms of sustainability and encourage our business partners to contribute to this in the spirit of a holistic approach.

Human rights and labour standards

Human dignity is inviolable. That is why we respect the internationally recognised human rights set out in the United Nations Universal Declaration of Human Rights.

In all our business activities, we strive not to cause or contribute to human rights violations. We expect the same from our business partners.

Employment relationships

We treat our employees with respect and reject any form of unlawful punishment, abuse, harassment, intimidation or other undignified treatment of employees.

We apply the applicable labour law to all employment relationships and expect the same from our business partners. At the beginning of the employment relationship, employees must be provided with comprehensible information about the essential working conditions, including their rights and obligations, working hours, remuneration and payment and accounting modalities.

We respect and support the right of employees to terminate their employment relationship in compliance with the applicable notice period.

Rejection of child labour and protection of young workers

We do not hire employees who do not meet the applicable minimum age for employees. Internships are organised in accordance with legal requirements.

Rejection of forced labour

No employee may be forced to work directly or indirectly through violence and/or intimidation. Our company complies with the prohibition of child labour in accordance with the standards of the International Labour Organisation (ILO) and rejects any form of child labour, forced labour, slavery and slavery-like practices, human trafficking, and the recruitment, placement or offering of illegal activities.

Principles of remuneration

We apply the statutory or collectively agreed provisions on working hours, including overtime, rest breaks and annual leave, and ensure that the regular weekly working hours plus the maximum possible overtime are not exceeded and that the working time regulations are complied with.

Health and safety at work

We comply with national and international labour and health standards and ensure a safe and healthy working environment in order to maintain the safety and health of our employees and third parties. We conduct regular training courses to ensure occupational safety and health.



Principles of our corporate conduct

General principles

Scope

Our Code of Conduct sets out binding rules that must be observed by every employee of our company. The Code of Conduct is the basis and guideline for dealing with ethical and legal requirements in our daily work. In particular, members of the management and all executives are responsible for actively implementing these rules. They must act as role models in every respect. Any employee can contact their supervisor and/or the management with questions and comments in this regard.

Ethical/moral obligation and integrity

We pursue only legal business objectives and practices and maintain business relationships only with reputable partners. We treat our business partners and customers fairly and with respect. We respect different legal, economic, social and cultural backgrounds and the specific circumstances of the countries and regions in which we operate.

In doing so, we respect the laws and regulations of the countries and regions in which we conduct business. We always base our business activities on universally accepted values and principles, including integrity and respect for human dignity. We believe in free and fair global trade.

Corruption, bribery

We reject all forms of bribery and corruption. To this end, we avoid any appearance of this, whether in the form of granting or accepting unfair advantages. We act in accordance with the applicable import and export control regulations and comply with the legal requirements for the prevention of money laundering.

Fair competition

We advocate free and fair competition. We do not tolerate anti-competitive agreements and ensure that we act in accordance with applicable antitrust laws. We reject competitive advantages gained through unfair business practices.

As a matter of principle, the exchange of market-sensitive, non-public information with competitors is also prohibited.

Foreign trade law

All dutiable goods are properly cleared through customs by us. We consistently comply with the legal requirements for export control and customs under foreign trade and customs law and ensure their proper implementation. We expect our suppliers to provide export control and foreign trade data in a qualified and timely manner and to implement sufficient foreign trade and customs standards to ensure security in the supply chain.

Handling of personal data, protection of confidential information and intellectual property

We respect the personal rights of our employees, business partners and customers and comply with the applicable legal and regulatory requirements for the processing of personal data and information security when handling personal information.

We protect the business secrets and other confidential information entrusted to us by our business partners and customers from unauthorised access, use and disclosure, at least in accordance with the relevant legal provisions for the protection of business secrets.

We respect the intellectual property of our business partners, customers and other third parties and, when exchanging know-how and technologies, ensure that sufficient precautions are taken to protect intellectual property rights.

Protecting consumer interests

Insofar as our products and services affect consumer interests, appropriate measures are taken to ensure the safety and quality of the products. In the context of sales and information measures, we take consumer interests into account by applying the legal requirements for fair business, marketing and advertising practices and consumer education.

Environmental protection

We fulfil our ecological responsibility by applying the applicable legal requirements and recognised standards for climate and environmental protection. We are constantly working to continuously reduce the negative impact of our business activities on the environment and climate. We regularly review our environmental protection measures and implement appropriate improvements.

We take appropriate measures based on legal and internationally recognised standards, covering topics such as:

- Proper and responsible handling of hazardous substances, chemicals and waste, including their disposal
- Measures to reduce and avoid waste
- Minimisation of emissions from operational processes (e.g. wastewater, exhaust air, noise, greenhouse gases)
- Conservation of natural resources, for example by saving water, chemicals and other substances
- Use of climate- and environmentally-friendly technologies, processes, raw materials and products
- Measures to increase energy efficiency and the share of renewable energies in energy consumption

We reserve the right to adapt our Code of Conduct to changing requirements.