



Excellence in drivetrain testing

Code of Conduct

Guideline of conduct for employees and managers.



Fairness
Respect **Responsibility**
Collaboration
Integrity Transparency
Competence

Acting together, achieving the best together

Dear Colleagues,

As a mid-sized company with an international focus, we operate on a global scale. Over 800 people work with and for us. Each one is seen as part of ATESTEO and represents our company to the outside world. We have earned an excellent reputation from our customers, suppliers, and the public through our work, innovative technologies, and first-class quality. This is a valuable asset that we want to safeguard and build on. By treating each other and others with respect and appreciation, we achieve a positive internal and external image. This strengthens our position as the leading specialist for drivetrain testing in the market and competition in the long term.

The behaviour of each individual ensures the success of the entire company. Therefore, it is important to have a common goal and a common way to reach it. At ATESTEO, this common way is characterised by fairness, mutual respect, and integrity. This is how we wish to be a trusted partner of our customers, suppliers, and of course our employees. The three essential success factors in this endeavour are transparency, trust, and collaboration.

Our Code of Conduct expresses our understanding of ethically and socially correct and environmentally friendly and resource friendly behaviour. This is an ideal target state that we expect not only of ourselves, but also of our partners and suppliers, and which we can only achieve and sustain together. This guideline is intended to strengthen each employee in his or her self-responsibility and at the same time motivate to act in a team and in the interest of the company. We all wish to contribute to leading ATESTEO into a future which is successful over the long run.

Please apply our Code by consistently orienting your daily behaviour towards each other and towards business partners and the public. Thank you very much for your good and trustful cooperation and your support!

Dipl.-Ing. Wolfgang Schmitz

CEO/Chair of the Executive Management

***“Transparency creates trust,
and trust is the basis for
good cooperation.”***



Principles with business partners

ATESTEO is committed to complying with applicable laws and guidelines and will work with our respective stakeholders to ensure compliance. As a reliable partner, we act transparently towards

our customers and suppliers and also among ourselves. Transparency is crucial for building trust and also means dealing with problems and mistakes openly and honestly while working together.

We comply with and abide by applicable laws and regulations

- We honour integrity in our dealings with business partners, customers, suppliers, and competitors and expect them to also comply with legal requirements.
- We stand for fair competition and adhere without exception to the requirements of antitrust law and law of competition.
- We respect and observe all applicable local, national, and international laws and regulations wherever ATESTEO does business.

If the national legal regulations are more restrictive than the regulations applicable at ATESTEO, the national legal regulations take precedence.

- Respect for human rights is an integral part of the corporate responsibility of ATESTEO. We respect the dignity and personal rights of individual employees and colleagues and of third parties with which ATESTEO does business.

We deal carefully with corporate assets

- We take great care to protect corporate assets, including all material and immaterial assets, such as computers, information systems, and intellectual property. Intellectual property includes all products and concepts developed by ATESTEO employees for use at ATESTEO.

We avoid conflicts of interest

- We always work, act, and communicate lawfully and incorruptibly and in the interest of ATESTEO. Own private or commercial interests may not influence or adversely affect the commercial interests of ATESTEO.

We fight corruption

- We condemn the abuse of business relationships for private or business benefit and we are committed to fighting corruption. This also includes strictly refusing gratuities, invitations, bribes, or kickbacks and all other forms of possible active or passive corruption.
- We vet all sponsoring activities or donations to charity with the utmost care and are always aware of our responsibility to fight corruption.

We comply with trade agreements

- We ensure with appropriate procedures that business with third parties does not violate economic embargos or trade agreements or regulations on import and export controls or regulations to prevent financing terrorism.
- All employees of ATESTEO who deal with imports, exports, or domestic trade of goods, technologies, services, and dealing with certain products are obliged to observe the respective laws and regulations on importing, exporting, and trading domestically.

Dealing with employees and colleagues

We provide fair work conditions and further development

- ATESTEO recognises the right of its employees to appropriate remuneration and complies with the labour regulations respectively in effect at the company.
- With its encompassing continuing education programme, ATESTEO offers all employees the possibility of training in accordance with their skills and occupational interests as far as this is in line with the company's interests.
- ATESTEO also supports the further development of the social and technical competencies of its employees.

We are socially sustainable

- We respect the dignity and rights of each individual person. We deal respectfully and appreciatively with one another and treat all people equally.
- As a member of the *Charta der Vielfalt*, we promote diversity at the company. We create a diverse work environment in which the uniqueness of the individual is recognised and treated with respect and honesty.
- We provide that the workplace and work environment at ATESTEO are free of discrimination and harassment owing to gender, ethnic heritage, religion, age, disability, or sexual orientation.
- We strictly adhere to legal requirements and guidelines to avoid discrimination in any way. Harassment, bullying, or intimidation in any form is not tolerated at ATESTEO.
- ATESTEO respects the right of its employees to collective bargaining and the freedom of association. Regardless, ATESTEO always permits its employees to speak up directly.



We wish to combine work and family

- Through family-friendly agreements, ATESTEO contributes to the satisfaction and motivation of its employees and thus to increasing the performance of the company.
- ATESTEO works in a spirit of trust with all employees and their representatives. We strive to find a balance between the economic interests of the company on the one hand and the interests of the employees on the other.



Protecting people and the environment

We actively provide a safe work environment

- We strictly comply with regulations, requirements, and norms of legislative bodies for the promotion of health and safety at work.
- ATESTEO provides a safe work environment for its employees in that the company fulfils or exceeds the relevant legal requirements with respect to work safety and active health protection.

Our managers have a special responsibility for this. They are responsible for observing the protective measures for themselves and our employees.

- All young employees are protected from work that can be harmful to health or safety.

We reject forced labour and child labour

- We strictly reject every form of forced or child labour. We observe legal requirements and condemn exploitation and discrimination.

We act sustainably in the interest of the environment

- Protecting the environment is one of the core corporate goals of ATESTEO. We reach this goal through working responsibly and in an environmentally friendly way and through continuous improvement of our environmental management system in accordance with ISO 14001.
- We are committed to sustainability in any form and ensure sustainability through forward-looking, environmentally oriented corporate policy. This includes the economical and responsible use of all resources.
- All employees are responsible for reducing energy and water consumption and greenhouse gas emissions in all their activities.
- We are committed to observing all environmental regulations and norms applicable to the company and to applying environmentally conscious practices at all locations. The ecological damage should be reduced to a minimum and environmental protection continuously improved.

Dealing with information

We protect confidential information

- We are committed to protecting the confidential corporate data and information of ATESTEO.
- We protect all confidential information provided to us by our partners and customers.
- We set our standards in the area of our information security management system (ISMS) in accordance with ISO 27001 and orientate ourselves on the measures and recommendations of the IT Baseline Protection Catalog of the German Federal Office for Information Security.

We observe data privacy regulations

- We protect personal data according to the requirements of the German Federal Data Protection Act (BDSG).
- We proceed with great care and sensitivity when processing business partner specific or employee specific data.
- With internal controls and processes, we guarantee the best possible protection of all sensitive data.

Contact

Contents

The ATESTEO Code of Conduct was developed by the marketing department in collaboration with the management of ATESTEO. Changes to the contents are possible only with the express permission of the ATESTEO management.

Your contact

Do you have questions or suggestions about the Code of Conduct? Or would you like to confide in someone regarding a personal concern? Please openly approach your supervisor, the HR department, or management.



Excellence in drivetrain testing

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