



Code of Conduct

Ethics and Anti-Corruption Policy
Berghof Automation GmbH



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1 Foreword and mission statement

Berghof Automation GmbH (hereinafter: "BAT"), as part of the Berghof Group, is committed to specific values and a mission statement. Berghof's success is based on the following attributes in particular:

Partnership: Trusting, long-term partnerships are the backbone of success. At Berghof, all employees treat each other openly and honestly. Cooperation is reliable, careful, professional and fair.

Versatility: Berghof's strength lies in its diversity. It is the source of innovation. The curiosity and uniqueness intrinsic to Berghof is demonstrated through its broad range of areas of expertise.

Standards: Berghof welcomes challenges and sets high standards for itself on all levels and in all areas. Berghof spares no efforts, because as everybody knows: Berghof can only impress through hard work.

Since the Berghof Group was founded in 1966 by Prof. Georg Zundel, these values have formed the cornerstone of everything we do. Compliance with these values requires observing ethical standards and the flawless compliance with the law. Compliance is the guiding principle of all business at Berghof. As companies, we have a significant duty to people, to our environment and to the public – a responsibility we strive to fulfil unconditionally.

Responsible and lawful conduct is the backbone of our company's success and an integral part of our corporate culture. BAT's management therefore sets great store by complying with these specifications during its business. Management is bound by this to the same extent as any individual employee.

This code of conduct contains practical explanations of this standard and is intended to serve as an essential guide in everyday working life. Consistent application of the code of conduct ensures that the company remains a responsible part of the Berghof Group.

2 Scope of application

The following code of conduct governs the principles and identity of BAT. The conduct instructions defined here apply to all of BAT's employees at all sites as well as members of the management. The conduct instructions and guidelines are internal corporate regulations. No third-party rights can be derived from it.

Members of the management promote a company culture of ethically responsible business conduct and see this as a benchmark for company management. Employees are expected to read the provisions of this code of conduct carefully and use them as a guide for how they act every day.

As part of the company, employees and members of management must comply with all laws, regulations and company policies applicable to their employment relationships and work. Flawless compliance with the law is expected. In particular, no third parties (such as advisors, representatives, traders, contractual partners, service providers) can be utilised to directly or indirectly circumvent laws or regulations. Laws and regulations may vary depending on the country or location in which the company is based or operates. As a company that operates internationally, this must be paid particular attention by BAT.

This code of conduct "**Corporate responsibility: Ethics and Anti-Corruption Policy**" is supplemented by the "**Occupational and corporate policy**" document, which defines management principles for these subareas. Individual regulation sectors and conduct instructions are also specified in more detail internally in specific guidelines/operating procedures. If this is the case, ref-

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ences will be made in this document to specific guidelines and operating procedures. Employees are responsible for familiarising themselves with these specific regulations. This applies in particular where the employee's area of work is directly concerned.

Should individual employees be uncertain about the interpretation or application of these rules, they must clarify them with their supervisor or the management, to ensure that they do not violate any of the regulations stipulated here. All management employees shall take such queries seriously, consider them and help with their interpretation.

How an employee should act if they become aware of irregularities or violations of this code of conduct is governed under Section 6 and in specific internal conduct instructions. Under no circumstances should employees overlook or tolerate violations of this code of conduct.

This document undergoes regular evaluation to reflect new risks relevant to BAT and to adapt to changes in the law.

3 Self-commitment

Employees are expected to:

- Read and understand this code of conduct;
- Be aware of all relevant laws and regulations applicable to the respective area of responsibility;
- Identify and avoid situations involving questionable business conduct;
- Respect BAT's policies on business conduct;
- Seek advice from management or supervisors in the case of ambiguities;
- And regularly familiarise themselves with potential changes.

4 Ethics guidelines, employee and management culture

The following ethics guidelines represent BAT's voluntary commitment. Through these measures, we ensure for one thing that legal regulations for the action of individual employees are observed, but also define moral and ethical standards that should shape and define relationships at BAT.

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4.1 General equal treatment, ban on discrimination.

Versatility and diversity have made BAT the successful company it is. We aim to create a discrimination-free environment, in which everyone is able to bring their personal and individual strengths. Equal opportunities and mutual respect are basic requirements for this.

Disadvantages or harassment based on

- Race,
- Ethnic origin,
- Gender,
- Religion or ideology,
- Disability,
- Age
- Or sexual identity

will not be tolerated, either internally or externally. We treat people equally, regardless of their personal background.

4.2 Conflicts of interest

A conflict of interest arises when an employee's personal interest may influence their official decisions. We want to avoid even the appearance of a conflict of interest, because such an appearance could harm the integrity and reputation of the company or individual employees. A conflict of interest may arise in particular if one of the following situations arises. This is not an exhaustive list; other conflict situations may exist.

- The employee is a member of management, the owner, agent or representative of a supplier or customer relevant to a project.
- The employee is a member of management or the owner, agent or representative of a competitor of BAT.
- The employee has a financial interest in or receives payments from a supplier, customer or competitor of BAT.
- The employee has direct business dealings with their spouse or close relative who is employed by a supplier, customer or competitor.

All employees shall inform the management of the company in writing of any actual, apparent or potential conflicts of interest and clearly document them in writing. Members of the company's management must have dealings approved by the company in advance and in writing if a conflict of interest exists.

All employees are prohibited from directly obtaining through a family member, representative, broker, trade association, consultant or other third party that which they are not permitted to obtain by direct means due to a conflict of interest. Employees must inform

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the management immediately if they in their position influence a decision by BAT concerning the purchase of goods or services from a company which employs a close relative of a member of staff. Only then will BAT be able to assess whether a conflict of interest or the appearance of a conflict of interest exists.

4.3 Secondary employment (consultation, talks, publications, reports, scientific activities by employees for third parties)

Employees are expected as far as possible not to pursue any interests or activities outside of BAT, in particular but not exclusively those of a remunerated nature, that could have a detrimental effect on the fulfilment of their official duties towards BAT. Such engagement may call into question the loyalty of employees between BAT and third-party interests, thus creating a potential conflict of interest.

In principle, employees must not work for, provide benefits to or offer consulting services to competitors, suppliers or customers.

During the employment relationship, taking up any secondary employment that is geared towards procurement or that could impair the employment relationship is only permitted with the prior consent of BAT.

BAT shall grant consent provided that no justified business interests are compromised.

The following requirements apply to the issuance of corresponding permission to undertake secondary employment:

- (1) *It must be checked in advance whether or not this activity is in BAT's professional interests and could be viewed as part of its official tasks. To do so, corresponding contracts should be entered into between BAT and the third party and accounting and taxation of BAT's accounts should take place.*
- (2) *Services and considerations must be in appropriate and proportionate, i.e. remuneration must stand up to third-party review. The amount and conditions must correspond to market conditions if there were no acceptance or referrer relationship between the contractual partners or their employers.*

The mere appearance of an influence must be avoided. There must not be a direct connection between the frequency of research and development orders and the procurement of products and services.

- (3) *Process: The employee must report this in writing at least three weeks before starting the secondary employment. Insofar as they have general approval to undertake secondary employment, the specific secondary employment – which only needs to be indicated in this case – may be forbidden in the event of a violation of a corresponding works agreement.*

Consent can be withdrawn.

4.4 Receiving donations, gifts or other favours

Employees may only accept donations of any kind (e.g. payments in kind, services, money, gifts, financial advantages) with the approval of BAT. Reasonable meals (currently EUR 60.00 in accordance with Section 8 Paragraph. 2 sentence 8 EStG) at business appointment, such as meetings or events, do not require approval.

Prior approval is not necessary in the case of

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- a) Promotional items, i.e. low-value items (max. EUR 5.00), which feature the permanent and clearly visible name of the advertiser,
- b) Gifts for special events (Christmas etc.), provided that these are on a small scale (max. value of EUR 35 in accordance with Section 4(5(1) EStG),
- c) Low cash amounts and low donations to a shared pot for the relevant department (“coffee kitty”), each up to a max. of EUR 35.00.

Other gifts to employees, especially payment of money to private accounts, which are not managed and monitored by BAT itself, are not permitted. The same applies for social donations (e.g. Contributions to anniversaries, company excursions, Christmas and birthday parties). If the donations are subject to approval, the potential donor must be informed. Should the person nevertheless like to give the gift to certain employees, approval must be requested from the management informally in writing. This request must include the value of the donation and the relationship between the donor and the recipient employee. Employees are also forbidden from offering or granting the aforementioned donations not subject to approval.

4.5 Handling company property

BAT employees are expected to protect company property, handle it carefully and ensure its efficient use. Theft, carelessness and waste have a direct impact on the profitability of the company and also violate our commitment to sustainable action. Inefficient or illegal use of company property is detrimental to BAT as a whole and may result in sanctions. In particular, this may result in disciplinary action up to and including termination (without notice).

4.6 Use of IT and other resources

All of BAT's offices, furniture, resources and other equipment and furnishings are its property and therefore to be used exclusively for work, even if these are entrusted to the employee temporarily. Private use by employees of the entrusted objects is forbidden. Employees must use computer systems and the data stock in such a way that the interests of the company are protected at all times and data protection is guaranteed.

Employees must take reasonable care to safely store and transport laptops and other portable devices both on and off the premises. In particular, employees may download and store confidential data and information or data files protected by personal access code on portable storage devices only to the extent strictly necessary to perform official tasks/assignments. Employees must delete such information from the portable devices when they no longer need the former, unless the information is required to remain on the device pursuant to a management directive under a pending procedure. The specific work instructions for mobile working must be observed in this respect.

Only licensed and approved software, for which BAT has been granted rights of use, may be used on computer systems. Please note that, in certain cases, licence conditions prohibit commercial use, while use of software by private individuals is free of charge. In addition, the use of software that has not been approved by BAT represents a considerable security risk for the entire company. Insofar as the use of a specific, non-available software is essential, let the person in charge know and do not use this software off your own back. Employees who receive electronic access to documents or materials from other companies or individuals must respect their copyright, confidentiality agreements and data protection (cf. Sections 5.5 and 5.6 of this document on property rights).

When using the internet (e.g. blog posts, email or social media), the following guidelines should be considered:

Comply with all applicable laws, rules and regulations.

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Do not make any statements on behalf of BAT, do not attribute opinions to third parties and do not comment on BAT products and services on the internet unless this is permitted as part of a company-approved marketing programme. Anything you say as a recognisable employee – whether positive or negative – can be traced back to BAT.

Do not comment on any confidential and company-related financial matters of BAT. Specifically, this includes internal financial information such as pricing or contracts, and also publicly available financial data about BAT, information about corporate strategy, the market situation or competitors.

Do not disseminate, store or forward any offensive, abusive, obscene, discriminatory or threatening statements. Please refer to Section 4.1. of this document in particular. In particular, any hateful, offensive, chauvinistic, sexually harassing or racist remarks and jokes, obscene, pornographic or other material that creates a hostile work environment, violates BAT's corporate policies and/or violates applicable laws are forbidden.

Do not distribute or reproduce illegally copied material (e.g. music, video files, news articles, publications, software). The terms redistribution and reproduction include, but is not limited to, reproducing, emailing, posting, distributing, displaying, storing, selling, publishing, transmitting and photocopying protected material within and outside of the BAT.

Do not even attempt to gain unauthorised access to computer systems by hacking, misuse or through other means, if this does not occur as part of arranged and approved search for errors. Insofar as you unintentionally happen upon security breaches or incorrect access authorisations, which facilitate or could facilitate unauthorised access, you must immediately inform your supervisor or the person in charge using the intended internal reporting process (cf. e.g. Section 6), so that no damage arises for BAT or for third parties (responsible disclosure). Such responsible approach shall in no event result in negative consequences for employees and BAT expressly requires that security risks be reported and not ignored (see also Berghof's data protection manual - 200_Data protection guidelines).

4.7 Protection of proprietary information

The protection of confidential, proprietary information and business secrets is of fundamental importance for BAT. In addition to the below obligations, detailed duties of employees of BAT may also arise from respective work contracts or from confidentiality agreements. There may also be further or more specific obligations that employees must also be aware of.

Company secrets are information

- a) That is neither as a whole or in the precise order and composition of its components known generally or easily accessible by people in circles that usually handle this type of information and is therefore of financial value, and
- b) That is subject to confidentiality measures appropriate under the circumstances by their rightful owner, and
- c) For which there is a legitimate interest in secrecy.

This information may include, but is not limited to, company practices, procedures, processes, inventions, financial data, technical plans, customer lists and marketing strategies.

Employees must not disclose to third parties any confidential information regarding BAT or suppliers of which they become aware in the course of their employment. Employees should endeavour to minimise the risk of disclosure of such information by taking steps to protect it or by reporting breaches of confidentiality by others.

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Confidential information must be protected with the utmost care. Employees must not disclose confidential information to colleagues if they do not need it for the proper performance of their work. A need-to-know principle applies, which means that only employees who urgently need it for their work have access to it.

Employees must not divulge confidential information outside of the company unless it is protected by a non-disclosure agreement or another arrangement and there is a legitimate interest on the part of the company. Further measures on handling sensitive information provided to us by third parties can be found under Sections 5.5. and 5.6. of this document.

4.8 Private exploitation of business opportunities

Employees and members of management may not exploit for themselves and for their personal use any opportunity to conduct business that has resulted from the use of company property, company data, company information or their position in the company. In addition, employees may not contribute financially to competitors, suppliers or customers if this may cause conflicts of interest.

4.9 Dealings with business partners

Trusting, long-term partnerships are the backbone of success. We maintain fair, open and friendly partnerships with our business partners, which we also maintain within the company. Fair dealing means in particular, but not limited to, not taking unfair advantage through manipulation, concealment or deception of facts, misuse of confidential or proprietary information or similar practices. On this topic, we clearly set out agreements in writing and also document changes or additions so that disputes can be avoided as far as possible. We also act openly and transparently in direct contact. This includes reporting irregularities early, so that further cooperation with business partners is not jeopardised. In cases of disputes, we will initially try to find an amicable and practical solution, because we believe that long-term cooperation is always profitable for both parties.

Employees are encouraged to make decisions on business relationships based on objective criteria such as competitive prices, delivery time, quality, reliability and service, thus providing fair and equal opportunities.

4.10 Political activities

BAT welcomes employees making use of their rights to participate in political processes. However, employees must engage in political activities in their free time and at their own expense to ensure that political activity is not associated with BAT. Employees may not use company assets or funds to support candidates for political office or political campaigns. Examples of prohibited favours include cash gifts, loans, event tickets and excursions. In individual cases, there is also a risk of culpability.

Attempts to violate free democratic constitutional order are not tolerated by BAT in any way and without exception contradict the basic values set out in this code of conduct.

4.11 Consumption and abuse of stimulants

Employees should start work in a state in which they can perform their duties unaffected by narcotics, alcohol etc. The abuse of alcohol, narcotics etc. has a negative impact on work performance and poses a risk to the safety of employees and third parties. Employees must not possess, sell, use, distribute or offer narcotics etc. while at work or on company premises. Employees must not consume alcohol if this prevents them from fulfilling their work duties, endangers others, or harms or threatens the reputation of BAT or a company employee. The use of narcotics etc. in the workplace is not tolerated.

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5 Anti-corruption guidelines, conduct in business transactions

The aforementioned ethical principles shape how we act in general and with each other. Outwardly, i.e. especially with regard to third parties and business partners, there are further requirements in business transactions. These result from legal requirements but also from BAT's mission statement itself. The following underlying requirements also result in particular from the duties and risks involved in BAT's international business activities.

5.1 Granting/accepting advantages, bribery, and corruption

BAT does not tolerate corruption of any kind. In terms of corrupt conduct, we make sure that there is not even an appearance of abuse of a position of power or trust. Corrupt behaviour is subject to criminal prosecution, is contrary to the public interest and the economic development of states and companies and may take a variety of forms.

Under no circumstances may a person make, offer, promise, or authorise any payment or gift or grant advantages on behalf of BAT if doing so would be in breach of legal provisions in any country. A law is only broken when advantages are granted to public officials. Granting advantages to other recipients (such as other state officials, university professors or employees of a company) may be punishable and illegal. It must be borne in mind that donations made abroad – even if this is permissible under local law – may be punishable in Germany and in legal systems and therefore business that took place legally abroad could constitute a crime in Germany. In cases of doubt, a legal analysis must only be limited to local laws.

In addition, BAT's employees must in no event accept payments or advantages themselves if there is no legal entitlement to do so or if this could influence performance or non-performance of an action. We carry out our orders and business transactions through hard work, quality, and innovation, not through corrupt or unlawful conduct.

5.2 Ban on local, legal donation of monetary contributions

Anti-corruption and administrative laws of certain nations allow in isolated cases the payment of small sums of money to promote routine, non-discretionary official activities such as the issuance of permits, notices, visas, work permits or other official documents. Although such payments are permitted under certain circumstances, BAT employees must not make or owe such payments unless written permission has been specifically obtained from management. In addition, all such payments must be accurately documented, stating the purpose of the payment and noting that the payments were made to a civil servant or public official. In cases of doubt – in particular if multiple legal jurisdictions may potentially apply – BAT will always decide against making a payment.

5.3 Securities/insider trading

Insider trading refers to the purchase or sale of securities based on knowledge of certain information that is not publicly known and therefore has the potential to considerably influence the prices of financial instruments or related derivative financial instruments.

Insider trading is against the law and subject to criminal liability and can lead to criminal consequences for insiders and disadvantages for BAT. In particular, as a company operating internationally, we may become aware of information from business relationships that could facilitate insider trading. The use of such information for securities trading is forbidden. Such information should be handled strictly confidentially and must not be revealed to third parties.

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5.4 Anti-trust/competition law

Anti-trust/competition law ensure free, unlimited and fair competition as the core principle of the market economy. BAT stands out from the competition thanks its high quality, performance, innovation and customer focus. Dishonest conduct or violations of competition principles are therefore harmful to the company. Such conduct is not tolerated by us either internally or externally and is not pursued under any circumstances.

The evaluation of matters relevant under competition law may be tricky in some cases, however. Employees of BAT must therefore pay particular attention to detecting such a situation early. Even a perceived business discussion between an employee and an employee of a competitor at a conference may constitute a violation. This not only concerns agreements or arrangements that violate competition, but also purely concerted conduct may be unlawful in some cases. This applies all the more if multiple legal ordinances of various countries are affected. In the event of cross-border business transactions, special risks therefore arise for BAT.

By way of example, the following actions in particular may violate competition or the law:

- Conversations or coordinated practices on prices, price developments or the sharing of such information with competitors
- The binding specification of purchase prices
- The distribution of customers, markets, regions or sources of supply
- The block or unfair preferential treatment of market participants and competitors
- The exploitation of a particular market position by BAT

BAT also does not spread false or misleading claims to its customers, competitors or the public that would violate fair practice.

The following guidelines apply to this:

- Marketing, promotional and sales materials are presented clearly and truthfully. They contain neither false nor exaggerated statements about BAT products and services.
- Customers and distributors should receive sales information on prices, products and services in a way that does not give the impression that they are being specifically favoured in the process.
- Employees must not knowingly make offers or promises on behalf of the company that the company cannot keep.
- Intentionally false or misleading statements by employees about products or services of a competitor, supplier, customer are prohibited.

In cases of doubt, our employees – where necessary with legal support – must also make sure that no competition or anti-trust laws were violated and that measures and transactions are refrained from until lawfulness is ensured.

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5.5 Intellectual property

Protection of intellectual property notably ensures that innovation is rewarded. Without observing such property rights, research and development by BAT would be impossible or unprofitable. As a technology-heavy company, compliance with property rights is therefore particularly important. BAT respects the intellectual property of third parties. We expect the same from our contractual partners. The term intellectual property includes both commercial property rights (e.g. patents, designs or trademarks) and copyright-protected works (e.g. in the form of photos, texts or software). In this case, owners in principle have the exclusive rights of use. This means that our employees can only utilise the intellectual property of third parties if they have been granted rights of use. This can be granted through licensing, for example. Usage only takes place to the extent granted by law.

5.6 Protecting secrecy, third-party information

For the same reasons, we protect business secrets, expertise or other information that third parties have given to us, for example in the context of a confidentiality agreement. This also applies in the event that this information is not protected by other property rights and regardless of how and in which way this information has been made accessible. To ensure secrecy, it is necessary that information is only accessed by the employees that absolutely need to know it. Further sharing is not permitted. Insofar as we disclose protected information illegally, we are at risk of considerable contractual and legal claims for damages as well as an unquantifiable loss of reputation and trust.

5.7 Taxes, duties and bookkeeping duties

BAT complies with applicable tax and fiscal provisions and laws. Careful compliance with these requirements results from our social responsibility as a company. We can only comply with these obligations when orderly bookkeeping takes place.

All accounting records, reports, accounts and balance sheets must be kept in sufficient detail so that the underlying facts are clearly and accurately presented in all material respects. Business transactions must be recorded accurately and clearly to reflect the company's business and conform to the company's internal control procedures and to comply with applicable legal and accounting standards.

Specifically, company books must fully and accurately demonstrate assets and liabilities and accurately document all company expenses, including travel and business expenses. Employees are prohibited from drafting, receiving, approving or sending any document which is clearly falsified or which intentionally or otherwise misleads as to the true nature of the transaction. Documents that appear to be fraudulent must be shared with the management.

The company has established accounting standards and other internal control standards and procedures to ensure that all assets of the company are safeguarded and properly used and that all financial statements are accurate and reliable. Employees share the responsibility for regularly and properly implementing the required internal controls and ensuring that company assets are not misappropriated.

5.8 Prevention of money laundering

BAT complies with applicable legal provisions to avoid money laundering activities. Employees are required to report unusual activities to their supervisors and to have suspected cases of money laundering reviewed so that they – where necessary – can be reported to the responsible authorities and can comply with legal obligations. In international business, the authorities of different countries may have jurisdiction in different cases and procedures are recorded and must be reported that are not subject to money-laundering checks in accordance with individual national laws. We are particularly aware of this risk in all our work.

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5.9 Export controls/regulations

As a company that operates internationally, compliance of customs and export regulations is of particular relevance to BAT. We therefore pay particular attention to compliance with legal regulations concerning the importing and exporting or cross-border trade of goods or technology. In addition, laws and regulations of various countries may need to be complied with and non-compliance may result in drastic consequences for companies and individuals. We observe these provisions and related approval processes from the perspective that we – either knowingly or unknowingly – are not responsible for goods or technologies falling into the wrong hands. It often is not easy to recognise the relevance under export law of processes with certain goods or technologies. In the case of dual-use goods in particular, i.e. goods that could be used for either civil or military purposes, we are particularly attentive to export processes.

5.10 Public facilities as business partners

BAT complies without exception with laws, rules and regulations of public bodies of a country governing the purchase of goods and services and the performance of contracts with public bodies. Behaviour that may be appropriate when negotiating with non-governmental customers may be inappropriate or even illegal when negotiating with public bodies. In the case of procurement matters with public institutions, particular standards must be observed.

Sanctions for non-compliance with these laws are severe and include serious liability risks; BAT could be prohibited from doing business with public entities. It is the responsibility of BAT employees dealing with a public entity, including international organisations, as a customer to familiarise themselves with and comply with all applicable company policies and procedures, as well as all regulations governing contracting with public bodies and negotiations with government officials and state employees. Any questions should be addressed to the management or legal advice should be obtained.

5.11 Environmental protection, sustainability, REACH-Ordinance of the European Union

Only sustainable and resource-efficient operation protects our environment in the long term and therefore forms the basis of our company's success. We therefore comply by environmental protection standards without exception. We strongly believe that innovation in terms of environmental protection and sustainability can only grow our company's success. Where possible, we employ environmentally-friendly procedures and the sustainable use of resources. The same applies to the emission of pollutants, which we aim to reduce in the interests of protecting the climate and the environment. Through strict controls of the materials and substances we use, we avoid the use of harmful substances in our products and comply with duties to inform within the supply chain when using substances subject to registration. When doing so, we strictly observe the REACH Ordinance (EC No. 1907/2006) in order to comply with our responsibility in the use of such substances in the supply chain and to protect our customers.

Sustainable action to protect the climate and environment requires the commitment of all employees. Each employee is therefore instructed to check and point out sustainable alternatives where possible, but in particular to value and ensure compliance with applicable regulations.

5.12 Employee protection and health protection, freedom of association

BAT is committed to applicable laws on employee rights and the principles defined in the ILO core labour standards. The areas of employee and health protection as well as freedom of association are particularly important to BAT, which is why we have defined our principles in a separate **“Occupational and corporate policy”** document. This document constitutes an equal part of this code of conduct and substantiates it.

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5.13 Data protection and data security

Protection of personal data has special priority for BAT. This applies regardless of whether it is the personal data of employees, customers or third parties. We therefore observe applicable data protection standards and laws and expect all employees to comply with them. Compliance with these standards also includes a corresponding error culture. So that errors can be avoided, we maintain appropriate technical and data protection-compliant, state-of-the-art IT equipment and also, in analogue areas, ensure compliance with data protection requirements independently of the risk in question. Should a data breach occur despite all efforts, this must be reported by the employee through the internal reporting channel, regardless of the suspected severity or absence of consequences, so that damage can be avoided, and it can be handled in accordance with the law. A report can be made directly to the appointed data protection officer or using the procedure provided for in Section 6 of this document (see also the Berghof Group's data protection manual).

5.14 Compliance in the supply chain, selection of business partners

We select our business partners (e.g. suppliers, customers or service providers) based on objective criteria. Prioritising or discriminating against certain individuals does not take place based on other, especially non-objective criteria.

We expect our business partners to hold comparable values and to demonstrate the same compliance with the law as BAT does itself. Awareness that business partners are violating fundamental values of the guidelines set out here or our guidelines on occupational and corporate policy shall in principle result in the termination of the business relationships. Even at the selection stage for business partners, we pay care and attention to ensuring that said business partners can and shall comply with these standards. Ideally, our business partner demonstrate observance of these requirements through corresponding self-commitments.

6 Implementation of these guidelines and reporting violations

Employees who violate this policy may be subject to disciplinary action, up to and including termination, in accordance with applicable laws, provided the requirements under employment law are met. In individual cases, violations against the principles specified here may also constitute criminal offences and result in considerable claims for damages against those involved or BAT.

Subject to all applicable laws and employee duties, certain employees may periodically be required to sign a statement that they understand and will comply with this code of conduct as a condition of their employment with the company. This applies, for example, to management, marketing managers, sales staff and purchasers.

The company's governing bodies must immediately report any suspected violation of applicable laws, regulations and provisions of this policy to management.

Employees who become aware of a suspected violation of this guideline are hereby required not to ignore or tolerate such irregularities, but rather to remedy the situation or seek to rectify it by reporting it. BAT will not discipline, terminate or otherwise take action against any employee who notifies the company in good faith of a violation if they had sufficient grounds to assume that the information reported was accurate at the time of reporting. Reporting of suspected violations, which ultimately turn out to be ungrounded, will not have any negative consequences for employees who make reports, insofar as the false report is not made intentionally or negligently, and that these take place via the intended internal reporting channels. The provisions of "Directive (EU) 2019/1937 of the European Parliament and of the Council of 23 October 2019 on the protection of persons who report breaches of Union law" (Whistleblowing directive) as well as their future implementation nationally remain unaffected.

BAT offers confidential and/or anonymous contact options for reporting suspected violations. The specific internal reporting procedure will be described in future in a separate document.



GF / Dr. Bernhard Flaig

12.06.2023

Release, date

RV00

Status

Note: Printed work instructions (QA) are unguided documents. Ensure the current status by comparing the status of this document with the output from the system (intranet).