

Code of conduct of the ADDI-DATA GmbH

The company ADDI-DATA commits herself to make the principles of ethical behaviour, integrity and compliance part of her corporate strategy, her organisational culture as well as her daily business activities.

The code of conduct and the compliance guidelines lean on to the basics of the principles of the Global Compact Initiative in the areas of human rights, labour standards, the environment and anti-corruption.

Human rights

We support and respect the protection of internationally proclaimed human rights and are not complicit in human rights abuses.

Labour

We neither support compulsory labour nor child labour.

We support the elimination of discrimination in respect of employment and occupation.

We pay attention to the health, safety and personal rights of our employees and adhere to the principles of respect, fairness and non-discrimination.

We employ and remunerate our employees on the basis of fair and compliant contracts and maintain international minimum labour standards.

Management of health and safety protection in labour

We do not have a management system of health and safety protection according to OHSAS 18001 or EMAS. Nevertheless the health and safety protection belongs to our company's guidelines. We stick to the legal commandments and to those of the Berufsgenossenschaft (employer's liability insurance coverage). Once a year an external service provider makes an inspection during which probable risks of accidents and health are checked specifically.

Furthermore we observe the provisions for the prevention of accidents, as our electrical equipment and instruments are regularly checked according to BGV A3.

The number of trained first-aiders in our company is higher than prescribed.

New employees are trained on these topics of health and safety protection.

Environment

Mainly we are a development and service establishment. Thus the impact on the environment of our business activities is restricted and not comparable to production companies.

As we have no production processes, the usage of environmentally hazardous substances is beyond question.

We encourage the development of environmentally friendly technologies.

Management for environmental protection

Although we do not dispose of a management system for environmental protection according to DIN ISO 14001, we observe relevant legal environmental standards and minimise environmental pollution.

We observe the legal prescriptions for the separation and disposal of waste.

When developing our products we take into consideration the impact on the environment of the used materials i.e. we only use RoHs-compliant materials and components depending on their market availability.

We fulfil the European directives for RoHs, WEEE and REACH respectively the German GPSG, the Equipment and Product Safety Act.

All our employees are regularly sensibilized on the ecologically sensitive usage of electricity, water and thermal heat.

Even for the selection of new suppliers and partners, the aspects for environment are decisive.

Anti-corruption

We counteract actively and consistently criminal or unethical influence on decisions taken in our company and fight corruptibility within our company.

We do not participate in anti-competitive bid riggings.

Certifications:

ISO 9001 : 2008, certification no. 067045 QM08

Since the 25th of May 1999 we are certified according to standard ISO 9011 of the quality management systems and thus demonstrably meet the statutory and regulatory requirements related to the quality of our products and our service.

Our internal processes are described transparently. The basic internal processes are accompanied and tested by a process-oriented quality management system. Thus the satisfaction of our customers is increased and the error rate and the costs are reduced.

This is the basis of a continuous improvement process.

Methodical controls as well as regular annual quality audits ensure a continuous improvement and a permanent high quality.

Authorized Economic Operator (AEO), certificate no. DE AEOF 115271

Since the 11th of June 2012 we are owner of the AEO-certificate in the highest status "F". An authorized economic operator is defined as a party involved in the international movement of goods in whatever function that has been approved by or on behalf of a national Customs administration as complying with WCO or equivalent supply chain security standards.

The approval of this status is subject to substantial preconditions regarding the reliability, the solvency, the adherence to respective statutory provisions as well as to the fulfillment of security standards. We comply to all these conditions and thus ensure a modern and effective risk management and a secure supply chain.

Our mutual task is also the export control, the fight against proliferation of weapons of mass destruction can only mutually waged.

We have introduced internal compliance programmes (ICP) for protecting the good reputation of our company and not to affect the reputation of Germany as excellent location of business.

Rheinmünster, in May 2013