

Code of Conduct

1 Lawful conduct

Our actions are based on compliance with all applicable laws, regulations and internal guidelines. All employees should make lawful decisions and act ethically. Violations of laws or regulations will not be tolerated and may result in disciplinary action.

In addition to the relevant legal foundations – such as applicable laws contained in the Criminal Code, the Commercial Code and EU regulations – internal guidelines also apply.

2 Prevention of money laundering

We are actively committed to preventing money laundering. Employees and business partners are obliged to report suspicious transactions and ensure that all financial transactions are transparent and traceable.

The basis for this is the Money Laundering Act.

3 Competition and antitrust regulations

We are committed to respecting and complying with the principles of fair competition. All employees must ensure that no agreements or measures are taken that could hinder competition. Violations of antitrust law are prohibited and will be strictly punished.

4 Corruption

We do not tolerate any form of corruption, including bribery, extortion or unfair advantages. Employees and business partners are required to make their decisions solely on the basis of objective criteria. Accepting or giving payments or gifts that could give the impression of influence is strictly prohibited.

The corresponding gift will be checked for legality by the management.

oraise adheres to the guidelines of the UN Global Compact as part of its corporate social responsibility (CSR). The topic is also explicitly mentioned there.

5 Data protection

The protection of personal data is a top priority. Employees must ensure that all data processing is carried out in accordance with the applicable data protection laws, in particular the GDPR (for Germany) and the revDSG (for Switzerland). Confidentiality and data security must be guaranteed in all processes. The role of Internal Data Protection Coordinator is held by Torsten Ewald. Our external data protection officers are Daniel Frommel (D) and Kertin Höltje (CH). You can reach them by e-mail: datenschutz@oraise.com

6 Documentation of business activities

Our business transactions must always be documented truthfully, completely and transparently. False or misleading statements in reports, records or other business documents are not permitted.

7 Co-determination/ Works Council

The company recognizes the right to co-determination and its legal basis. Constructive cooperation with employees or their representatives is of central importance to us. Employees have the right to approach their representatives without fear of discrimination or repression. Agreements made between the company management and employee representatives apply to all areas of the company, unless other legal provisions contradict this.

8 Handling of the company's assets

Company assets, including tangible and intangible resources, must be used responsibly. Misuse or waste of resources will not be tolerated. Employees must ensure that assets are stored safely and securely.

9 Dealing with conflicts of interest

All employees are obliged to separate personal interests from professional decisions. Conflicts of interest must be reported immediately to the management or the relevant departments. Any form of preferential treatment or discrimination on personal grounds is not permitted.

10 Hospitality

Reasonable hospitality that is customary in a business context is permitted, provided it is not excessive and does not influence business decisions. Invitations must be made transparently and in accordance with the applicable regulations. Suspicious or inappropriate offers must be rejected.

If you are unsure whether hospitality is "appropriate" or "customary" please contact your HR manager in good time.

Invitations to larger events always require the approval of the respective supervisor

11 dealing with internal company information

Sensitive information and business secrets of the company are to be treated confidentially. The disclosure of such information to third parties is only permitted with express authorization. Improper handling of internal company information may have legal consequences. This naturally also applies to our customers' internal information.

12 donations and sponsoring

Donations and sponsoring activities may only be made in accordance with company guidelines. Political donations are prohibited. All donations must be transparent and documented and used exclusively for lawful and ethical purposes.

13 discrimination and bullying

Any form of discrimination, bullying, sexual harassment or other forms of inappropriate behavior is prohibited. We promote a working environment based on mutual respect, equal treatment and fairness. This applies not only to our interactions within oraise, but also to our conduct towards third parties. The basis for this is the General Equal Treatment Act (AGG) in Germany and the Gender Equality Act (GIG) in Switzerland.

14 respect for human rights

We are committed to respecting and promoting human rights. Discrimination, forced labor, child labor or other violations of human rights are not tolerated. Our actions are in line with international standards such as the UN Human Rights Charter.

15 environmental protection and sustainability

Sustainability is a central concern of our company. We are committed to minimizing environmental impact, using resources efficiently and promoting sustainable business practices. Employees and partners are encouraged to actively contribute to environmental protection.

This topic is also a key component of our sustainability strategy and is explicitly mentioned in the UN Global Compact.