

# Code of Conduct

## Laws

**I undertake to comply with laws and regulations.**

I comply with the laws and regulations of relevance to my sphere of responsibility.

If I am uncertain whether an action is legally admissible, I first clarify the situation with my line manager, the Site Manager or the Compliance Officer.

## Ethics

**I act in accordance with ethical standards.**

I act ethically and fairly, and respect the rights and dignity of individuals.

I do not exploit my position to gain personal advantage for myself or persons close to me.

I treat all employees and business partners alike, irrespective of their gender, religion or other attributes. I also avoid any harassment or personal offence.

In the context of my activities I support solutions which preserve the environment.

## Confidentiality

**I communicate openly; I protect confidential information.**

I communicate actively, openly and honestly with employees, business partners and official bodies.

Statements I make and documents I draw up are accurate and truthful.

I treat information about SFS and business partners which is not publicly accessible as confidential, and protect it.

## Competition

**I am committed to fair competition and do not tolerate any form of corruption.**

I respect and comply with the rules of fair competition.

I am not open to bribery and do not demand, accept or promise any gifts or payments.

I refrain from any dishonest actions with which I could influence decisions made by customers, suppliers, competitors or official bodies.

I avoid conflicts of interest and situations in which family links or personal interests are contrary to those of SFS.

## Responsibility

**I am responsible for compliance with the Code of Conduct.**

I am familiar with the Code of Conduct. Each and every employee is responsible for compliance with it in his/her sphere of responsibility.

I am aware that violations will be resolutely penalised.

If I become aware of an instance of non-compliance with the Code of Conduct, I report this immediately to my line manager, the Site Manager or the Compliance Officer.

**What must I do?**

In the event of queries or uncertainty I turn to my line manager, the Site Manager or the Compliance Officer of the SFS Group, who is listed on the Intranet under "SFS Group". They can be reached orally or in writing.  
→T +41 71 727 63 73, [compliance@sfs.biz](mailto:compliance@sfs.biz)

Reports can be made anonymously. The Compliance Officer is bound to confidentiality.

Reports of violations of this Code of Conduct will result in no negative consequences for the employee making the report.