

Code of Conduct

Preamble

Together we have developed our company philosophy - this expresses what our company stands for today and in the future.

Specific rules and regulations for situations and circumstances in the professional environment are formulated in the corresponding work and organisational instructions (AO) and are valid and binding for all FORMAT employees. Any employee who does not adhere to these instructions and to general company practices must expect appropriate consequences within the framework of company and legal regulations.

Building on this, the following Code of Conduct summarises the essential principles and rules for all our actions.

Behaviour in the business environment

Compliance with applicable laws

For us, compliance with laws and regulations is a fundamental principle of economically responsible and correct behaviour. If national laws contain more restrictive regulations than FORMAT instructions, national law takes precedence.

Rejection of bribery and corruption

Bribery and corruption by employees of FORMAT Software Service GmbH as well as business partners are not tolerated - we would rather forego an order and thus the achievement of internal goals than violate applicable laws.

Behaviour towards colleagues and employees

Equal treatment

We treat all employees equally - regardless of gender, age, skin colour, culture, ethnic origin, sexual identity, disability, religious affiliation or ideology.

Human and labour rights

We respect internationally recognised human rights and support their observance - we reject all forms of forced and child labour in the strongest possible terms. We recognise the right to appropriate remuneration for all employees.

Occupational health and safety

The safety and health of our employees is a high corporate goal - on a par with the quality of our products, customer-orientation and economic success.

Occupational health and safety is integrated into all operational processes from the outset. Every employee implements occupational health and safety in accordance with the applicable internal guidelines, and every manager is obliged to support their employees in doing so.

[Behaviour within the company](#)

Environmental and climate protection

Sustainable environmental and climate protection are important corporate goals for us - we all have a responsibility to contribute to protecting the environment and climate through our individual behaviour.

Donations

FORMAT is involved in social projects through donations. These are voluntary services for which FORMAT neither expects nor receives anything in return. They may not be misused for the purposes of corruption, nor may they give the appearance of exerting influence. Donations to political parties, party-like organisations, elected officials or office holders are not permitted.

[Dealing with information](#)

Confidentiality

Information that has become known in the course of a collaboration with a business partner is used solely for the purposes of our collaboration and, in particular, is not disclosed or made accessible to third parties.

Data protection regulations

We insist on compliance with data protection regulations. The protection of personal data of employees and business partners is of the highest relevance and priority for us.

No personal data may be collected and/or processed without legal authorisation or the consent of the data subject.

[Realisation and contact persons](#)

Managers are the first point of contact for questions about understanding these rules and ensure that all employees know and understand this code of conduct - unacceptable behaviour is thus prevented and measures can be taken to prevent breaches of the rules.

Through open and honest information and communication between all employees and managers, a trusting and good co-operation between them is achieved.