

ista Code of Conduct

Mutual Respect and Fairness –
the ista Code of Conduct

What we stand for.

It is top products and services which can claim to be sustainable which make ista strong. This is what we stand for now and in future. This Code of Conduct lays down the ethical and legal framework within which the company and its employees shall act. It describes the fundamental principles for conduct within the company and for dealings with external partners as well as the public. This Code of Conduct serves as a basis for an open and legally compliant corporate culture to which everybody at ista is committed. In the interest of all employees, strict action will be taken against anyone violating the rules of this Code of Conduct.

Scope

This Code of Conduct applies to the management and all employees of the ista Group. If local laws differ from the provisions of this Code of Conduct, the stricter rules are to be complied with.

This Code of Conduct supplements the company's statutes, Group policies and Shared Values.

Employees

All ista employees shall show integrity and live a corporate culture defined by respect, openness and trust. This shall apply both to dealings with each other and the company's business partners.

The senior managers of ista are fully aware that they must act as role models and encourage their staff to act in a manner compliant with this Code.

Business Partners

Suppliers and service-providers shall be selected according to objective and understandable criteria.

ista shall win orders fairly through the quality and price of its products and services.

Corruption and Bribery

ista rejects all forms of corruption and bribery.

ista complies with anti-trust laws and the laws against unfair competition.

ista employees may only give or accept gifts or other benefits if the greatest caution is taken and greatest transparency maintained. This applies in particular to invitations to events or hospitality as well as the granting of commissions and discounts or the supply of goods free-of-charge.

Conflicts of Interest

ista employees shall avoid any situations where their interests conflict with ista's.

Employees may not enter, in the name of ista, into any business with members of their family or their partners or with companies in which they themselves, members of their family or their partners have a share of more than 1 % or hold a management function.

No employee may have a sideline job with a customer, competitor or supplier of ista without ista's prior consent.

The ista employees shall protect ista's property against damage, loss or misuse and shall not use it for non-company-related purposes.

Information and Communications

ista shall provide all relevant target groups with up-to-date, consistent and binding information.

Statements to the public and media may only be given by employees who have express authorisation to do so.

ista acts in compliance with the data protection laws. ista employees shall not use information, such as technical, financial, operational or customer data, for personal enrichment or for the benefit of third parties.

Responsibility and Sustainability

ista encourages responsible and sustainable handling of valuable and scarce resources. Therefore, considering ecological aspects is an integral part of the corporate actions of ista and all its employees.

Occupational health and safety have a high priority for ista. The working environment at ista meets the relevant national requirements.

ista and its employees act in compliance with the UNO Declaration on Human Rights and the Declaration of the ILO (e.g. elimination of child labour, abolition of forced labour, ban on discrimination) as well as the UN Convention against Corruption.

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