



Durchführung von
Laborvergleichs-
untersuchungen GbR

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To all Recipients

Code of Conduct

The following principles are guidelines all employees at LVU are bound to follow:

- 1) We act in accordance with all applicable laws and regulations in countries we operate. This includes European and international regulations, laws, sanctions as well as export controls, antitrust regulations, and data protection.
- 2) We commit to zero tolerance to all forms of extortion, corruption, bribery, or other forms of embezzlement. If there is any conflict of interest in our business dealings, we must declare it.
- 3) We must not take part in money laundering or engage ourselves in insider trading, or any other improper action regarding the influencing of future decision making. No deals are made behind closed curtains. Every deal we make in the name of LVU must be transparent to the company.
- 4) We adopt and adhere the legal and contractual rights of employees under the strict German regulations. This includes all minimum wage regulations and overtime standards. All employees receive a fair wage that is in commensurate with their work performance. All overtime work by employees is on a voluntary basis and will be compensated.
- 5) Child labor (incl. working below the legal minimum working age) and any form of slavery is prohibited and is neither supported, encouraged nor promoted by us. When young employees are employed, they must not do work that is mentally, physically, socially, morally dangerous, harmful or interferes with their schooling by depriving them of the opportunity to attend school.
- 6) We treat all employees with respect and dignity. We work voluntarily and based on an employment contract, not under duress. We work with each other, not against each other. We strictly prosecute and punish any form of discrimination and bullying. No employee may be subject to any physical, sexual, psychological verbal harassment, abuse, or other form of intimidation. Mental and physical coercion is strictly prohibited. Employees must not be intimidated or harassed in the exercise of their legal right to join or refrain from joining any organization.
- 7) We insure our employees and ensure a low risk working environment to minimize the risk of injury. Where risks are unavoidable, employees are made aware of them and trained by us to ensure safety for everyone.

- 8) We have an open, critical working environment. Problems can be addressed freely without any threat of retaliation, punishment, or similar consequences.
- 9) We operate in an environment whereby the legal rights of employees to freedom of association and collective bargaining are recognised and respected. Employees must not be intimidated or harassed in the exercise of their legal right to join or refrain from joining any organization.
- 10) We always safeguard confidential information, know-how and intellectual property. All information provided through our relationships that is not publicly available is deemed confidential and is only to be used for its intended and designated purpose. All and any personal information about individuals must be handled with full respect for the protection of their privacy and for all relevant privacy laws and regulations.
- 11) We utilize competitive information obtained only through legitimate means and for legitimate purposes in compliance with all applicable laws and regulations. No attempt may be made at any time to divulge information about competitors that is commercially sensitive or confidential, and not publicly available.
- 12) We ensure that all our products meet the specified and communicated product descriptions and are fit for their intended use.
- 13) We respect the rights and title to property and land of the individual, indigenous people and local communities. All negotiations regarding their property or land, including the use of and transfers of it, must adhere to the principles of free, prior and informed consent, contract transparency and disclosure.
- 14) We try to eliminate waste as far as possible. We avoid products with a short lifespan.