

1 Foreword

The applicable laws are the basis of our business relations. They are not negotiable. With these guidelines, we give ourselves a codified basic law that is binding for every employee and the executive board. Our Code of Conduct follows these initiatives in the same way as bodies of law are based on a constitution. It will not provide patent remedies for all conceivable situations in business life. Rather, it lays down non-negotiable minimum standards that we follow in corporate management just as we demand them from our employees and suppliers.

The immutable basis of these minimum standards is compliance with all applicable laws.

Prof. John Kwasi Afriyie Chairman of Ghatronic Foundation	Charles Owusu Marfo Secretary of Ghatronic Foundation
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2 Human Rights

We commit our partners, and we commit ourselves to uphold human rights, human rights as we understand them. This includes in particular the Prohibition of violence.

Physical or psychological violence must never be used, not even and especially not in disciplinary measures. They must be in accordance with applicable laws and at the same time with internationally recognised human rights. Psychological violence also includes sexual harassment, coercion, and mobbing.

- Prohibition of discrimination

No one may be discriminated against because of their gender, skin colour or religion. This also applies to national, ethnic, or social origin, physical or mental disabilities, sexual orientation, political opinions, provided they are in accordance with our constitution, or membership of workers' organisations.

- Prohibition of child labour

No one shall exploit children and young people. They may only be employed when they are no longer subject to compulsory school attendance. Dangerous and unhealthy work may not be carried out by children and young people.

- Prohibition of forced labour

Only employees who voluntarily make themselves available may be employed. Any form of forced labour (including bonded labour, servitude, slavery) is prohibited.

3 Working conditions

By signing this Code of Conduct, our partners guarantee that they comply with all applicable laws and relevant regulations concerning working conditions, employee rights, occupational safety, and environmental protection. We expect our partners to also commit third parties in the supply chain, especially their direct suppliers, to this. In the areas of working hours, remuneration, occupational safety, and freedom of association, we require compliance with minimum requirements irrespective of possibly missing or lower national standards. These are:

-Working time

National labour laws must be respected.

- Remuneration

The agreed wages and salaries must not fall below the statutory minimum wage. If there is no statutory minimum wage, the standard wage in the respective sector must be used as a benchmark. Wages and salaries, if any, shall be based on collective agreements. The remuneration paid must be sufficient to cover the basic needs of the employee. Wages and salaries shall be paid regularly and in a form that is pragmatic for the worker (cash, cheque, or bank transfer). In addition, workers must be given regular pay slips. Wage deductions because of disciplinary action are prohibited.

4 Occupational safety

Applicable safety standards and regulations resulting from government requirements or contractual regulations must be complied with. In addition, our partners must ensure a safe, clean, and healthy working environment. We expect everything to be done to prevent accidents, damage to health and illness. Employees must be regularly informed and trained about applicable health and safety regulations. Written evidence of this must be kept. Injured or ill employees must be treated with respect. Medical treatment for work-related injuries and illnesses shall be provided. Risks to public health must be identified by our partners and reported to us immediately. Appropriate measures shall be taken to eliminate these risks.

-Right of association

Employees have the right to freedom of expression. Employees have the right to form, join or leave associations or organisations, and to work for them, to promote and protect their interests, if this does not interfere with the performance of their employment. The partner shall grant employees the right to collective bargaining.

5 Bribery and corruption

We condemn all forms of bribery and corruption. We expect our partners to deal with third parties in a correct and transparent manner so that no obligations or influence arise. Bribes, kickbacks, or other unlawful payments must not be offered or accepted to obtain, retain, or otherwise secure an advantage. An improper benefit may be anything of value to the recipient, including employment or consultancy contracts for the benefit of related persons. An anti-bribery and anti-corruption policy will be developed. Where gifts are customary and courteous in nations, care should be taken to ensure that they do not create binding dependencies and comply with applicable local laws.

6 Sustainability

Ghatronic understands sustainability as the long-term safeguarding and further development of high standards in ecological, economic, and social dimensions. This applies not only to our products and services, but to all areas. We also expect such a self-image from our suppliers.

- Environmental protection

Legal obligations for environmental protection, in particular emission standards, must be complied with. Our partners have to work continuously to reduce environmental pollution. In particular, the handling of toxic and hazardous substances and their disposal must comply with the applicable procedures, regulations, and laws. This also applies to waste management. Like ourselves, our partners also strive to minimise the consumption of natural resources, especially raw materials, energy, and water.

Domestic flights are not reimbursed. International flights are only reimbursed in exceptional cases; the justification must be assessed by the two financial auditors. Our partners are also asked to refrain from domestic flights.

7 Fairness

Our good reputation is one of the most important values of our Foundation. It is based on integrity, honesty, and fair business conduct. We expect our partners to follow these values as well.

- Confidentiality

Our partners are committed to handling information about Ghatronic that comes to their attention over time in a responsible and trustworthy manner. Data such as syllabus details, product details, pricing, costs, customer data, employee information and other information about working methods and organisation must be treated as strictly confidential and may only be used and communicated with written consent, if at all.

- Protection of opportunities

Our partners undertake to protect our business opportunities. This applies in particular to conflicts of interest.

- Sharing expertise

For us, sharing expertise means exchanging knowledge in the interest of joint positive development and is an important component of a good partnership.

8 Violations of the Code of Conduct

Ghatronic will expand the system for verifying the aforementioned points. We reserve the right to check compliance with the Code of Conduct ourselves or to have it checked by third parties. In the event of deviations or non-compliance, we will oblige the partner to take remedial action or terminate the cooperation.