

## Sécheron Hasler Group



# CODE OF CONDUCT

**CONTENT**

1. Introduction
2. Legal compliance
3. Respect of employee / equal opportunity
4. Prohibition of child labour
5. Reputation of Sécheron Hasler Group
6. Fair competition
7. Conflicts of interest
8. Customer and supplier relationship
9. Confidential information
10. Environmental protection
11. Health and safety
12. Conflict minerals policy
13. Complaints
14. How does Sécheron Hasler Group verify the application of Code of Conduct

## **1. INTRODUCTION**

- This document contains the fundamental principles of the code of conduct of Secheron Hasler Group to be applied by all our employees\*, consultants and partners/agents. The goal of this code is to set a framework for a successful and sustainable development of our group.
- For our group the respect of the individual and integrity in everything we do is of highest importance.

\* in the Code of Conduct, the term of employees also includes temporary employees

## **2. LEGAL COMPLIANCE**

- All employees, consultants and partners/agents must conduct the business with honesty and integrity, and operating in compliance with all applicable laws in every country where we are present and do business.

## **3. RESPECT OF EMPLOYEE / EQUAL OPPORTUNITY**

- Respect the personal dignity, privacy and personal rights of every individual are a high priority for our group.
- Sécheron Hasler Group does not tolerate any discrimination or differential treatment in our organization, whether for reasons of race, nationality, skin color, sexual identity, political, religious or other conviction, gender or age.
- We are committed to equal treatment for all employees in connection with hiring, promotion, training, compensation, termination and disciplinary action.
- To ensure an atmosphere of quality of work, the relationships between employees must be with mutual respect, frankness and openness

## **4. PROHIBITION OF CHILD LABOUR**

- No employees will be employed who aren't at least 15 years old unless the local statutory provisions set a higher age limit and provided no exceptions are allowed.
- Sécheron Hasler Group expects its suppliers to respect this limit.

## **5. REPUTATION OF SECHERON HASLER GROUP**

- The respect of business integrity is essential to maintain the reputation of our company in the world. The reputation of our company is our most precious asset.
- The reputation of our group is determined by our actions and by the way each and every one of us presents and conducts himself/herself.
- Every employee, consultant and partner/agent should be concerned with maintaining and promoting the good reputation of Sécheron Hasler Group.

## **6. FAIR COMPETITION**

- All employees, consultants and partners/agents must conform to the rules of fair competition.
- Employees, consultants and partners/agents shall not directly or indirectly, offer, promise, grant or authorize the delivery of money or anything else of value, whoever the person, in professional activities, with the aim of obtaining an unfair advantage.
- The employees, consultants and partners/agents may not obtain competitive intelligence by using industrial espionage, bribery, theft or electronic listening, or communicate knowingly false information about a competitor or its products or services.

## **7. CONFLICTS OF INTEREST**

- All employees, consultants and partners/agents must evaluate the risk of conflicts of interest. Conflict of interest can arise where personal interests of family and other allegiances are at odds with the interests of Sécheron Hasler Group.

## **8. CUSTOMER AND SUPPLIER RELATIONSHIP**

- Every employee, consultant and partner/agent must be concerned during his/her daily activity by the importance of customer and supplier relationship. To guarantee a durable development, each communication with our customer/supplier needs to have an optimal level of quality.

## **9. CONFIDENTIAL INFORMATION**

- All employees, consultants and partners/agents must keep confidential all information about Sécheron Hasler Group operations, products and business activities that has not been made public and that is not common knowledge among competitor, customers, suppliers and others. Keeping information confidential includes not sharing it with other employees, consultants and partners/agents who do not have a valid business reason for having the information.

## **10. ENVIRONMENTAL PROTECTION**

- Protecting the environment and conserving natural resources are high priorities for our company. Through management leadership and employee commitment, Sécheron Hasler Group strives to conduct its operations in a manner that is safe for the environment and to continually improve environmental performance.
- All employees, consultants and partners/agents must contribute to these goals through their own behavior.

## 11. HEALTH AND SAFETY

- Protecting the health and safety of employees in the workplace is a high priority for Sécheron Hasler Group. We take measures to prevent accidents and occupational illness.
- All employees, consultants and partners/agents must assist the group to obtain a safe work environment to prevent accidents.

## 12. CONFLICT MINERALS POLICY

- Sécheron Hasler Group, its suppliers and subcontractors of its supplier, do not work directly with smelters producing 3TG materials. For this reason, the group is checking with its suppliers to make sure their supply-chains do not include non-recognized smelters, which are not included in CFSI CMRT list.
- The group is checking with all its suppliers to make sure all of them work with smelters identified in the CFSI CMRT list. Sécheron Hasler Group updates constantly smelters whom suppliers work with in CMRT Smelter list of the group.

## 13. COMPLAINTS

- Employees, consultants, partners/agents customers and suppliers can send an email or call the complaints contact person if they have observed or have been informed of any illegal conduct or violation of this Code of Conduct.

Complaints contact person:

Mr. Jean-Jacques Burri - QEHS Manager

Email: [jean-jacques.burri@secheron.com](mailto:jean-jacques.burri@secheron.com)

Direct telephone: 0041227394312

- If an employee would like to speak about a personal issue, he / she can contact the HR responsible or the employee committee.

## 14. HOW DOES SECHERON HASLER GROUP VERIFY THE APPLICATION OF CODE OF CONDUCT

- Every month the directors committee discuss any detected case of non-respect of the code of conduct and defines the required measures.
- Every year management discusses with all sales staff at least once potential issues with regard to fair competition.
- Every year management reminds all staff at least once about the importance of the Code of Conduct and reminds them of the key principles and informs them of any changes.