



CODE OF CONDUCT





» PREFACE

Honesty, integrity, and respect – these are the central guidelines for our conduct. They provide the basis for the trust which our customers, suppliers, employees, and colleagues place in us each day. eks sets high standards in terms of ethical behavior and responsible conduct, both for the company and for every individual involved with it. The principles which are designed to determine our conduct and decisions are bindingly defined in our Code of Conduct, which applies for all management staff and employees of eks worldwide.

We want to act professionally and respond to market opportunities and customer requirements. To achieve this, we need employees who are prepared to take on responsibility. Personal integrity on the part of each individual is just as decisive in this context as acting in accordance with the principles which are relevant for our work.

Ralph Engel
CEO

» AUTHENTIC
THROUGH
CONFIDENCE –

How we treat
each other



» HOW WE TREAT EACH OTHER

EQUAL OPPORTUNITY

As a company which is active internationally, eks stands for diversity, tolerance, and equal opportunity. Diversity is valuable to us, because the varied backgrounds of our employees promotes creativity and enables us to understand our customers better worldwide. In all our decisions and in all units of the company, direct or indirect discrimination must therefore be excluded. This is true irrespective of gender, age, race, skin color, religion, ideology, sexual orientation, or disability. Nor may cultural, ethnic, or national origin, or political or philosophical attitude play a role.

RESPECTFUL INTERACTION

We settle differences of opinion fairly and objectively with each other. In everything we do, we ensure that we do not endanger, importune, or disturb others. We are friendly, helpful, and reliable in our interaction with others. A friendly „Good morning“ or „Hello“ shows our respect for other people.

SOLVING PROBLEMS WHERE THEY OCCUR

Problems cannot always be excluded in our daily work. We take these as an opportunity to find solutions within the company which will improve us in the long term and participate actively in putting these solutions into practice.

HEALTH AND SAFETY

eks is obliged to offer all members of staff safe and healthy working conditions, and to continuously enhance these conditions. We constantly work together to improve health and safety at work. Every one of us is jointly responsible for protecting people and the environment in our working environment. Every manager is obliged to instruct and support their staff in complying with laws and regulations. We shall report infringements and accidents without delay to the persons responsible.

ENVIRONMENT

We are aware that protecting the environment and natural resources is an important objective of our company. All employees are obliged to use the resources energy and water, as well as raw materials, sparingly and efficiently.

GRANTING AND ACCEPTING BENEFITS, GIFTS, AND INVITATIONS

We do not tolerate corruption of any kind – irrespective of the form in which it occurs. The promotion, acceptance, offering, or sanctioning of monetary benefits from or to third parties is expressly forbidden. This applies without exception. No other types of contributions from suppliers, customers, or other business partners may be demanded. Such benefits – occasional gifts, hospitality, or other benefits worth up to €25 – may only be accepted if they comply with standard business practice and provided they do not influence entrepreneurial decisions. Such benefits may only be granted in the context of a customary business partner relationship and provided that no inappropriate exercise of influence can be seen.

SOCIAL COMMITMENT

We are aware of our social obligation. Consequently, we provide appropriate monetary donations and donations in kind which are intended solely to promote projects in the fields of education, family, and culture.

» TRUST THROUGH OPENNESS –

Our organization
and structure



» OUR ORGANIZATION AND STRUCTURE

RELIABILITY

We observe the working hours and break times defined in our department, and are ready to work punctually at our workplace.

COMMUNICATION

If we notice something or encounter problems in our daily routine, we contact our immediate superior or the colleague responsible. We always keep to the communication paths and responsibilities defined in the organization chart.

MEETING CULTURE

When we are invited to an appointment, we shall provide binding confirmation or decline it in good time if we are unable to attend. We shall appear at any meeting on time and well prepared. In conversation we are respectful and allow our counterpart to have their say. The results and tasks defined shall be recorded in writing and transferred to all the relevant people. The organizer shall ensure that the room is left in an orderly state.

USE OF WORKPLACES AND STAFF FACILITIES

We all want to work in orderly surroundings. Consequently, we shall keep our workplace neat and tidy and return materials, tools, and documents we have used to their designated places as soon as they are no longer required. Out of consideration for our colleagues, we shall ensure that we always leave break rooms and bathrooms in a clean and orderly state.

OPEN FOR INNOVATION

Changes frequently mean breaking free from established routines in the interest of mutual further development. We regard change as an opportunity and are fundamentally open to it. We always have an open ear for trends and innovations in our area of responsibility, and we are also interested in enhancing the company and its processes by means of new momentum created on our own initiative.

DATA SECURITY AND CONFIDENTIALITY

We know how sensitive the data is which our customers, employees, and suppliers entrust to us and protect it by handling it carefully and confidentially. Each individual is responsible for guaranteeing a high level of protection while performing their tasks. In addition to the technical and organizational measures to ensure data privacy, each one of us is obliged to protect corporate interests. Secrecy must be observed for all internal matters of eks which are not made public. This obligation shall also apply after an employment contract has ended.

PRIVATE USE OF COMPANY PROPERTY

The private use of company property is fundamentally not permitted if nothing different is specified with respect to individual, collective, or corporate arrangements, or on the basis of corporate practice.

» SUCCESSFUL
THROUGH
AMBITION –

Our claim
to quality



» OUR CLAIM TO QUALITY

PRODUCT SAFETY AND QUALITY

We are aware that ensuring the quality, safety, and reliability of our products is the basis of the success of eks – and consequently a central corporate principle. We always implement improvements which are required to guarantee this on a long-term basis. In this context, we understand quality as a dynamic process of constant improvement of all quality-related services.

THINKING PROACTIVELY

We think proactively. When we notice that something could be done more efficiently, we contribute ideas to improve matters.

RESPONSIBILITY FOR MISTAKES

We work conscientiously to avoid mistakes and accept responsibility for our own actions and for the decisions which we make. If we do make a mistake, we acknowledge this and report it to our superior.

COURAGE TO MAKE DECISIONS

In everyday business, we are frequently called upon to make decisions. We make these with due consideration, promptly, and bindingly, and we stand by what we have said even in the event of mistakes.

OBLIGATION TO TELL THE TRUTH

All reports and other written documentation must be compiled correctly and truthfully. This shall apply regardless of whether internal or external reports are concerned. Collected data and other records must comply with the principles of proper bookkeeping and must always be complete and correct.

» A FUTURE
THROUGH
SAFETY –

Our position



» OUR POSITION

OUR VALUES

We are a company which has defined its values, and all our actions are always based on these values. Confidence comes first for us, and guarantees our future. Our openness permits a partner-like interaction with each other and with all our reference groups, and this makes us a preferred business partner. We pursue our goals with ambition, achieve milestones jointly, and cross the finish line together. Partner-like cooperation designed for the long run, and a long-term perspective in our thinking and actions combined with products of outstanding quality provide security for our customers, suppliers, and staff.

COMMITMENT

Our customers and colleagues regard us as a reliable partner. Binding statements and consistent actions are consequently a matter of course in our daily interactions. We stand by our word, commitments, and deadlines and impress our customers, suppliers, and colleagues in doing so.

EMPLOYEES AS REPRESENTATIVES OF OUR COMPANY

We are aware that we are perceived as representatives of the company in the way we act and conduct ourselves. With our work and conduct, we contribute to the positive perception of eks and support the company's economic success. Managers bear additional responsibility here; they are role models for their staff, support them when they have questions or concerns regarding compliance with statutory provisions, and help them at all times to conduct themselves in an ethically appropriate manner.

AVOIDING CONFLICTS OF INTEREST

Private interests and personal advantage may not influence our business decisions and must therefore be strictly separated from these. A conflict of interest occurs when private interests clash with the interests of the company in any way or when there is merely the impression that such a conflict of interest exists.

COMPLIANCE WITH LAWS AND GUIDELINES

We undertake to comply with applicable laws and regulations. This undertaking naturally also applies for current guidelines and policies, as well as for recognized values in the cultural areas and countries in which eks is active.

ANSWERING THE TELEPHONE

On the telephone, we always announce ourselves with our name and also with the company name in the case of external calls. We also receive calls to co-workers in their absence.

WORK CLOTHES

Our image, both internal and external, is a permanent feature of our identification with the eks brand. Above all with regard to customer visits on our company premises, we ensure that our clothing is always appropriate. When work clothes are made available by the company in a particular department, we shall also wear them.

BAN ON CHILD AND FORCED LABOR

We shall not make use of or tolerate unlawful work by children under 15 years of age or forced labor.

CONSEQUENCES OF FAILURE TO OBSERVE OUR PRINCIPLES

This Code of Conduct combines current statutory and corporate regulations. The obligation to comply with the principles described in the Code of Conduct is based either directly on the legal requirements or corporate regulations or on an accessory obligation resulting from the employment contract.





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