

# Code of Conduct

行为准则

360°  
原则和价值观



360°  
Principles and  
values





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以当地语言便利性翻译。有任何疑问, 以德文版本为准。

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Convenience translation. In case of doubt, the German version shall apply.

## 1. 序言

H&R 是一家经营化工医药原料及精密塑料部件的专用化学品业务领域的国际化集团。

一个稳定的公司即使在困难的环境中也能保持其平衡。

我们每天都在公司的各个领域努力证实这一说法。通过专注于我们在灵活性、创新、质量和可持续性方面的优势，我们可以继续积极展望未来。

在平衡这个概念下，我们结合多样化的主题和任务使我们的业务独具特色：员工，企业管理，产品责任，气候和环境。

我们希望在对待客户、同事、商业伙伴、股东和公众的行为方式上成为一个榜样。正直、真诚、公平和对公司内外所有人的尊重是我们行动的基础。

所有员工，包括监事会和执行董事会成员，都应遵守当地适用的法律法规，公认的道德原则，行为准则和其他内部规定。

因此，每个人都必须了解与自己职责范围相关的法律规定和 H&R 集团的内部规则。

该行为准则并不涉及所有潜在的问题和方面，但强调了基本的道德原则，汉圣集团的原则和价值观。

如果某个国家的当地法律或其他强制性法律规定与本行为准则的规定相冲突，应以当地法律和法律规定为准。

10 月 2022

Niels H. Hansen

Nils Hansen – Sven Hansen

## 1. Foreword

The H&R Group is an internationally active group of companies in the specialty chemicals business areas of chemical-pharmaceutical raw materials and precision plastic parts.

A stable company keeps its balance even in a difficult environment.

We work every day in all areas of our company to confirm this statement. The focus on our strengths, flexibility, innovative strength, quality and sustainability allows us to continue to look positively to the future.

Under the concept of balance, we combine the variety of topics and tasks that make our business so special: employees, corporate management, product responsibility and climate and environment.

We want to be a role model in the way we behave towards customers, colleagues, business partners, shareholders and the public. Integrity, sincerity, fairness and respect for all people inside and outside of our company form the basis of our actions.

All employees, including the members of the Supervisory Board and the Executive Board, shall at all times comply with the applicable laws and regulations, the generally accepted ethical principles, the Code of Conduct and other internal regulations.

It is therefore important that everyone knows the legal regulations and internal rules of the H&R Group relevant to their area of responsibility.

The Code of Conduct does not deal with all potential issues and aspects, but highlights the fundamental ethical principles, principles and values of the H&R Group.

To the extent that local laws or other mandatory legal provisions in a particular country conflict with the provisions of this Code of Conduct, the local laws and legal provisions shall prevail.

October 2022

Niels H. Hansen

Nils Hansen – Sven Hansen

## 2. 原则和价值观概述

公司方针和行为准则是我们行动的基本准则，塑造了H&R的原则和价值观。

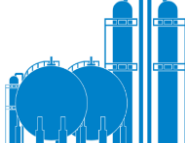
### 360° 原则 和价值观



我们希望在对待客户、同事、商业伙伴、股东和公众的行为方式上树立一个榜样。

正直、诚实、公平和对公司内外所有人的尊重是我们行动的基础。

- HUR-UP-IMS-01 公司方针
- HUR-OA-GF-02 行为准则



#### 更多信息请联系



- 上司/上级
- 管理层
- 合规管理  
+49 40 43218-580 / [compliance@hur.com](mailto:compliance@hur.com)
- 文件管理系统
- 合规接口H&R Intranet IMS --Compliance

## 2. Overview of our principles and values



- 员工**
- 人权
  - 禁止歧视
  - 禁止童工/强迫劳动/非法就业
  - 安全和健康保护
  - 对商业伙伴的行为
  - 数据隐私



- 公司治理**
- 防止贿赂和腐败
  - 贸易管制
  - 防止洗钱和资助恐怖主义
  - 政治参与/捐款
  - 给予利益、津贴和礼物
  - 反垄断和竞争法
  - 避免利益冲突



- 产品责任**
- 产品安全
  - 保护我们的敏感信息和公司财产
  - 报告、文件记录和对外交流



- 气候和环境**
- 以可持续的方式行事
  - 风险和资源管理

#### 我们的举报热线

请向我们的 举报热线报告任何有理由怀疑的可能违法行为:

举报热线

- +49 40 43218-324 (匿名的)
- [speakUp@hur.com](mailto:speakUp@hur.com)

The corporate policy, and the code of conduct, are essential guidelines for our actions, and they shape the principles and values of H&R.

### 360° principles and values



We want to set an example in the way we behave towards customers, colleagues, business partners, shareholders and the public.

Integrity, honesty, fairness and respect for all people inside and outside of our company form the basis of our actions.

- HUR-UP-IMS-01 Corporate Policy
- HUR-OA-GF-02 Code of Conduct



#### Further information



- Superior
- Management
- Compliance Management  
+49 40 43218-580 / [compliance@hur.com](mailto:compliance@hur.com)
- DokWeb
- Compliance-Portal



- Employees**
- Human Rights
  - Prohibition of discrimination
  - Prohibition of child labour/forced labour/illegal employment
  - Safety and health protection
  - Behaviour towards business partners
  - Data privacy



- Corporate Governance**
- Prevention of bribery and corruption
  - Trade control
  - Prevention of money laundering and terrorist financing
  - Political participation/donations
  - Granting of benefits, perks and gifts
  - Anti-trust and Competition Laws
  - Avoiding conflicts of interest



- Product responsibility**
- Product safety
  - Protection of our sensitive information and company property
  - Reporting, documentation and external communication



- Climate and the environment**
- Acting sustainably
  - Risk and resource management

#### Our whistle-blower hotline

Please report any justified suspicions of possible violations to our Speak Up Line:

Speak Up Line

- +49 40 43218-324 (anonymously)
- [speakUp@hur.com](mailto:speakUp@hur.com)

### 3. 原则和价值观

#### 360° 原则和价值观



#### 3.1. 员工

没有员工，企业就无法运作。我们公司的成功本质上是基于我们员工的技能、表现和承诺。因此，长期保持这些成功因素是非常重要的。



我们 **H&R** 确保一个建设性的和富有成效的工作环境，其特点是相互支持、员工多样性和包容的文化。

我们 **H&R** 保护每位员工的个人权利。

我们 **H&R** 谴责并抵制任何形式的童工，强迫劳动和非法雇佣。

我们 **H&R** 保护公司所有员工的健康和安全。

我们 **H&R** 谨慎地选择我们的商业伙伴，并采取措施避免供应链中的违规行为。

我们 **H&R** 致力于保护我们员工、商业合作伙伴和可能的第三方的个人信息。

我们 **H&R** 致力于保护那些想要报告任何违反我们行为准则、公司准则或适用法律的举报人。

### 3. Principles and values

#### 360° principles and values



#### 3.1. Employees

The business cannot function without employees. The success of our company is essentially based on the skills, performance and commitment of our employees. Maintaining these success factors over the long term is therefore of immense importance.

**We at H&R** ensure a constructive and productive working environment, characterised by mutual support, employee diversity and a culture of inclusion.

**We at H&R** protect the personal rights of each individual.

**We at H&R** condemn and refrain from any form of child labour, forced labour and illegal employment.

**We at H&R** protect the health and safety of our employees.

**We at H&R** select our business partners carefully and take measures to avoid violations in the supply chain.

**We at H&R** are committed to protecting the personal data of our employees, business partners and possible third parties.

**We at H&R** are committed to protecting whistleblower who want to report any violations of our code of conduct, our company guidelines or applicable law.

### 3.1.1. 尊重人权

我们 H&R 确保一个建设性的和高效的工作环境，其特点是相互支持、员工多样性和包容的文化。

这样做的前提条件是相互尊重的互动和相互欣赏。通过这种方式，我们为我们的员工和商业伙伴的福祉，以及在我们的工作地点尊重人权做出了积极的贡献。

我们提倡一个包容性的工作环境，不允许有任何形式的歧视，包括民族血统或种族、肤色、国籍、语言、血统、宗教、社会出身、残疾、体质、性取向、健康状况、社团成员、政治派别、性别、年龄、外表、可能的父母身份或其他受法律保护的特征。作为一家全球性公司，多样性是我们日常业务的重要组成部分。

关于员工的选择和进一步发展/晋升的决定是在客观和可理解的标准基础上做出的。我们希望我们的所有员工在任何时候都能尊重每个人的尊严和权利以及平等对待的原则。我们努力确保这些原则也被我们的商业伙伴所遵循。

### 3.1.2. 禁止歧视

我们 H&R 保护每个人的个人权利。

在任何情况下，我们都不会容忍歧视、欺凌或侮辱。我们以尊重和公平的态度对待彼此，并将提倡多样性作为我们企业文化的一个重要组成部分。每位员工都确保其他员工和商业伙伴得到诚实和公平的对待，确保愉快的工作氛围和积极的公众形象成为公司的基本组成部分。我们生活在一种宽容的文化中，利用我们的差异、不同的观点和视角，在商业活动中充分挖掘我们作为一家国际公司的潜力。

### 3.1.1. Respect for Human Rights



We at H&R ensure a constructive and productive working environment characterized by mutual support, employee diversity and a culture of inclusion.

The prerequisite for this is respectful interaction with one another and mutual appreciation. In this way, we make a positive contribution to the well-being of our employees and business partners, as well as to respecting human rights at our locations.

We promote an inclusive work environment that leaves no room for discrimination of any kind with regard to ethnic origin or race, skin colour, nationality, language, descent, religion, social origin, disability, physical constitution, sexual orientation, health condition, membership in associations, political affiliation, gender, age, appearance, possible parenthood or other legally protected characteristics. As a global company, diversity is an essential part of our daily business.

Decisions about the selection and further development / promotion of employees are made on the basis of objective and comprehensible criteria. We expect all of our employees to respect the dignity and rights of every human being and the principle of equal treatment at all times. We work to ensure that these principles are also followed by our business partners.

### 3.1.2. Prohibition of discrimination



We at H&R protect the personal rights of every individual.

Under no circumstances do we tolerate discrimination, bullying or insults. We treat each other with respect and fairness and promote diversity as an essential part of our corporate culture. Every employee ensures that other employees and business partners are treated honestly and fairly and that a pleasant working atmosphere and a positive public image prevail as fundamental components of the company. We live a culture of tolerance and use our differences, different points of view and perspectives to exploit our full potential as an international company in our business activities.



### 3.1.3. 禁止童工/ 强迫劳动/ 非法雇佣

在 H&R，我们谴责并避免任何形式的童工、强迫劳动和非法雇佣。



童工是指由儿童从事的任何有报酬的工作，这些工作剥夺了儿童的童年和适合儿童的发展。不雇用年龄低于国家立法规定的法定最低年龄的人员。雇用未成年人员的类型和范围总是基于适用的法律，以保护他们免受可能危及健康和安全的活动，如危险活动或夜间工作。

我们也明确反对所有其他形式的强迫劳动和非法雇用工人。这些不仅侵犯了人权，而且还破坏了劳动力和社会保障体系。每位 H&R 员工都能获得符合市场和法律要求的公平薪酬，都有合法的工作许可，自愿开展活动。H&R 确保工作时间符合所有适用的工作时间和法规，雇员在工作结束后可以自由离开场所。任何雇佣关系都可以在任何时候由双方按照可行的通知期限终止。此外，我们根据适用的权利和法律，尊重员工的结社自由、集会自由和集体谈判的权利。

### 3.1.3. Prohibition of child labour/ forced labour/ illegal employment

We at H&R condemn and refrain from any form of child labour, forced labor and illegal employment.

Child labour is any work that is performed by children for gainful employment and that deprives the children of their childhood and child-appropriate development. No employees are employed whose age is below the legal minimum age, which is defined by national legislation. The type and scope of the employment of underage employees is always based on the applicable law in order to protect them from activities that could endanger their safety and health, e.g. B. dangerous activities or night work.

We also explicitly reject any other form of forced labour and illegal employment of workers. These not only violate human rights but also undermine the labour market and social security systems. Every H&R employee receives fair remuneration in line with the market and legal requirements, has a legal work permit and carries out his or her activities voluntarily. H&R ensures working hours in compliance with all applicable working time laws and regulations and employees are free to leave the premises at the end of work. Any employment relationship may be terminated by either party at any time, subject to the applicable notice periods. Furthermore, we respect the rights of employees to freedom of association, freedom of assembly and collective bargaining in accordance with applicable rights and laws.

### 3.1.4. 职业安全与健康保护

在 H&R，我们保护员工的健康和安全。



在职业安全与健康保护方面，我们的运行过程需要特别注意。

我们已经建立了先进的技术和操作安全标准作为我们工作的基础。为了确保我们的工作环境是安全健康的，我们在工作过程中通过持续的风险评估引入了适当的预防措施。此外，职业健康和安全专家协助预防疾病和事故的发生。

### 3.1.4. Occupational safety and health protection

We at H&R protect the health and safety of our employees.

With regard to occupational safety and health protection, our operational processes require special care.

We have established high technical and operational safety standards as the basis of our work. To ensure that our working environment is safe and healthy, we have introduced appropriate precautionary measures through continuous risk assessments in our processes. In addition, occupational

我们依靠员工遵守我们的健康、安全和安保规定，并帮助创造一个工作环境，使每个人都能发挥其最大的能力。这需要对安全操作的含义有一个共同的理解。因此，我们定期对员工进行培训，使他们了解在处理我们的设备、产品和材料时所涉及的风险。每位员工都对其所在领域的安全负有共同责任，必须遵守职业安全规定并使用规定的防护设备。此外，我们还相互照应。

我们不仅要确保规则和条例得到遵守，我们还希望培养一种企业文化，使每个员工都感到对职业健康和安全负责。通过执行相关的规则和条例，我们将风险降到最低。

我们也期望我们的商业伙伴能像我们自己在职业安全和健康保护方面所设定的那样，作出雄心勃勃的承诺。特别是，我们与我们的商业伙伴一起努力，促进安全工作，从而维护他们对可持续工作环境的贡献。

所有这些都可持续地加强了我们的员工、客户和商业伙伴之间的相互信任。

### 3.1.5. 与商业伙伴的行为

在 H&R，我们谨慎选择我们的商业伙伴并采取措施避免供应链中的违规行为。



作为一个全球性的公司，H&R 与国内和国际商业伙伴保持着大量的关系。因此，我们作为一个商业企业的成功也取决于我们合作伙伴的可靠性和表现。

遵守本行为准则是 H&R 集团供应商选择和评估过程中的一个组成部分。因此，我们的系统不会接受那些不能提供相应的，最重要的，有效的质量和过程认证的供应商，例如，根据现行的 ISO 标准。我们在客观标准的基础上进行谨慎的选择，以防止不适当的偏袒。这也有助于确保我们的潜在商业伙伴遵守我们的行为准则，使他们的行动符合我们的价值观，并在与他们自己的商业伙伴打交道时同样培养这些价值观。负责选择商业伙伴的员工在选择过程中不会受到个人关系的影响，并立即向

health and safety specialists assist in the prevention of illness and accidents.

We rely on our employees to comply with our health, safety and security regulations and to help create a working environment in which everyone can perform to the best of their ability. This requires a common understanding of what it means to operate in a safe manner. We therefore train our employees regularly so that they are aware of the risks involved in handling our equipment, products and materials. Every employee is jointly responsible for safety in his or her area and must adhere to the occupational safety regulations and use the prescribed protective equipment. In addition, we look out for each other.

We not only want to ensure that rules and regulations are complied with, we also want to foster a corporate culture in which every employee feels responsible for occupational health and safety. By living the relevant rules and regulations, we minimize risks.

We also expect from our business partners the ambitious commitment that we have set ourselves in the areas of occupational safety and health protection. In particular, we work together with our business partners to promote safe working and thereby preserve their contribution to a sustainable working environment.

All of this sustainably strengthens the mutual trust between our employees, customers and business partners.

### 3.1.5. Behaviour towards business partners

We at H&R select our business partners carefully and take measures to avoid violations in the supply chain.

As a global company, H&R maintains a large number of relationships with national and international business partners. Our success as a commercial enterprise is therefore also dependent on the reliability and performance of our partners.

Compliance with this Code of Conduct is an integral part of the supplier selection and evaluation process in the H&R Group. Accordingly, no suppliers will be accepted into our system who are not able to present corresponding and, above all, valid quality and process certifications, e.g. according to the current ISO standards. Careful selection is made on the basis of objective criteria, which prevents inappropriate favouritism. This also serves to ensure that our potential business partners adhere



其主管报告任何利益的提供或利益冲突。业务伙伴是通过书面协议的方式进行的。薪酬是基于对服务的适当描述，并通过电子支付交易进行非现金支付。

我们非常重视平等相处的伙伴关系。因此，上述所有的行为准则同样适用于我们公司的所有员工和商业伙伴。

为此，H&R 为商业伙伴制定了一个额外的行为准则，希望其中所列的原则能够得到尊重和遵守。该准则可在 H&R 官方主页上找到，是采购和订单的一般条款和条件的一部分。在接受和执行订单时，商业伙伴有义务不受限制地遵守 H&R 公司政策和商业伙伴行为准则中的原则，这些原则在签订合同时是有效的，并执行由此产生的要求。

如果我们发现有严重违反行为准则的行为，H&R 认为，除了其它事项外，这是对合同关系的违反。第一步，我们要求商业伙伴对违规行为进行补救。如果这一要求没有得到令人满意的遵守，我们保留终止合同关系的权利。

### 3.1.6. 数据隐私

我们 H&R 致力于保护我们员工、商业伙伴和可能的第三方的个人数据。



我们认为数据保护是对个人权利的保护。这就是为什么我们在处理个人数据方面保持高标准。任何向我们提供数据的人都应该能够相信，他们的数据将以合法和安全的方式得到处理。我们非常认真地对待数据保护所带来的责任，并且已经实施了以最佳方式满足适用法律要求的系统。我们不仅在日常工作中遵守这一原则，而且还在不断进一步发展我们的流程的框架内遵守这一原则。

to our code of conduct, align their actions with our values and cultivate these values in equal measure in their dealings with their own business partners. Employees responsible for selecting business partners are not influenced by personal relationships in the selection process and report any offers of benefits or conflicts of interest to their supervisor without delay. Business partners are engaged by means of a written agreement. Remuneration is based on an appropriate description of services and is paid non-cash via electronic payment transactions.

We place great value on partnerships that are lived as equals. All the behavioural guidelines described above therefore apply equally to all employees and business partners in our company.

For this reason, H&R has established an additional code of conduct for business partners in the expectation that the principles listed therein will be respected and adhered to. This codex is available on the official H&R homepage and is part of the General Terms and Conditions of Purchase and Order. When accepting and executing an order, it obliges the business partners without restriction to observe the principles of the H&R corporate policy and the Code of Conduct for Business Partners valid at the time of conclusion of the contract and to implement the requirements resulting therefrom.

If we identify significant violations of the code of conduct, H&R considers this, among other things, as a violation of the contractual relationship. In a first step, we ask the business partner to remedy the violation. If this request is not satisfactorily complied with, we reserve the right to end the contractual relationship.

### 3.1.6. Data privacy

We at H&R are committed to protecting the personal data of our employees, business partners and possible third parties.

We regard data protection as the protection of personal rights. That is why we maintain high standards in the processing of personal data. Anyone who provides us with their data should be able to trust that it will be handled in a lawful and secure manner. We take the responsibility resulting from data protection very seriously and have implemented systems that meet the applicable legal requirements in the best possible way. We observe this principle not only in the daily performance of

如果我们有迹象表明数据被以不正确或非法的方式处理，我们会联系我们的上级和数据保护官员。

### 3.1.7. 举报热线: 违规行为的处理

我们 H&R 致力于保护那些想要报告任何违反我们行为准则、公司准则或适用法律的举报人。



报告此类违规行为的个人作为举报人，帮助我们发现这些违规行为并防止将来的违规行为。这对于保持我们公司的诚信和达到我们的高标准是必要的。

我们的员工在其职业活动过程中以及在与我们的产品、技术和商业伙伴的日常交往中，最先注意到违规行为。为了使我们的企业价值观成为我们行动的基础，我们必须创造出一个工作环境，为公开提出疑虑留有余地，而不必担心负面后果。通常情况下，举报人由于害怕报复而不愿意报告可疑的情况。这就是为什么我们需要保护这些人，当他们怀着良好的愿望报告他们在专业职责过程中所了解的信息。为此，我们建立了“畅所欲言”的渠道，举报人可以通过这些渠道提出关切和报告违规行为。

举报人必须根据现有的信息，认为举报的情况在举报时是真实的，也就是说，信息的提供必须是善意的。

我们的行为准则旨在作为一个起点，让我们在日常工作中改善我们的行为并促进合作。遗憾的是，它不能回答所有问题，也不能掌握我们可能面临的每一种情况。

如果我们遇到有担心的情况，重要的是我们要坦率地解决这些问题。

如果您有任何问题，请寻求支持并直接与您的上级或合规经理交谈。

如果你希望以匿名方式提出关切，请联系我们的举报人系统。我们保护每一个善意使用“Speak Up”热线的人。你不会以任何方式受到伤害。。

our work, but also within the framework of the continuous further development of our processes.

If we have indications that data is being processed in an incorrect or illegal manner, we contact our superiors and our data protection officer.

### 3.1.7. Speak Up Line: Handling of rule violations

We at H&R are committed to protecting whistleblowers who want to report any violations of our code of conduct, our company guidelines or applicable law.

Individuals who report such violations act as whistle-blower, helping us to detect them and prevent future violations. This is necessary to maintain the integrity of our company and to meet our high standards.

Our employees are the first to notice violations in the course of their professional activities and in their daily dealings with our products, technologies and business partners. In order to make our corporate values the basis of our actions, we must create a working environment that leaves room for concerns to be raised openly and without fear of negative consequences. Often whistle-blowers are reluctant to report suspicions for fear of reprisals. That is why we need to protect these individuals when they report information they become aware of in the course of their professional duties with good intentions. To this end, we have established “Speak Up” channels through which whistle-blowers can raise concerns and report violations.

The whistle-blower must consider the reported circumstances to be true at the time of the report based on the information available, i.e. the information must be provided with good faith.

Our Code of Conduct is intended to serve as a starting point for us to improve our behaviour in everyday work and to facilitate cooperation. Unfortunately, it cannot answer all questions and cannot grasp every situation that we may be confronted with.

If we encounter situations in which we have concerns, it is important that we address them openly.

If you have any questions, get support and speak to your superior or your compliance manager directly.

If you prefer to raise concerns anonymously, contact our whistle-blower system. We protect everyone who uses the Speak Up Line in good faith. You will not be harmed in any way.





- 上级
- 当地管理层
- 合规管理层  
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compliance@hur.com
- DokWeb
- Compliance-Portal
- +49 40 43218-324  
(anonym)
- speakUp@hur.com



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- Compliance-Portal
- +49 40 43218-324  
(anonymous)
- speakUp@hur.com



### 3.2. 公司治理

作为一个意识到自己在社会中的角色和社会责任的公司集团，H&R 在一个不断发展的监管框架内运作，但又利用机会促进自身的发展。



As a group of companies that is aware of its role within society and its social responsibility, H&R operates within a constantly growing regulatory framework and yet makes use of the opportunities for its own development.

我们 H&R 坚决拒绝任何形式的腐败。

我们 H&R 遵守适用于当地的国内和国际贸易法规。

我们 H&R 已将适合的措施整合到我们的业务过程中，以在我们影响范围内防止洗钱和恐怖主义融资。

我们 H&R 不向政党、组织或个人捐赠，除非他们是符合汉圣原则和价值观，否则可能被视为施加影响。

我们 H&R 拒绝不适当的礼物和获利。

我们 H&R 致力于开放市场和公平竞争。

我们 H&R 尊重员工的私人生活，相关的个人兴趣和人际关系。

We at H&R firmly reject any form of corruption.

We at H&R comply with the national and international trade regulations applicable to the location.

We at H&R have integrated appropriate measures into our business processes to prevent money laundering and terrorist financing within our sphere of influence.

We at H&R refrain from making donations to political parties, organizations or individuals unless they are in line with H&R's principles and values or could be construed as influencing.

We at H&R reject inappropriate gifts and benefits.

We at H&R are committed to open markets and fair competition.

We at H&R respect the private lives and associated personal interests and relationships of all employees.

### 3.2.1. 预防腐败

我们 H&R 坚决拒绝任何形式的腐败。

腐败是指为了私人利益或好处而滥用受托的权力。

作为一家公司，我们不容忍我们的员工有腐败行为。腐败不仅在道德上应受到谴责，扭曲了竞争，而且可能导致巨额罚款，因此对我们的公司、我们的员工和我们的商业伙伴都有伤害。我们支持世界范围内的反腐努力，尽我们所能在我们公司和我们的专业合作伙伴中保持和促进一个无腐败的环境。为此，我们也希望我们的商业伙伴遵守当地的法律，以及 H&R 公司政策的原则和在合同签订时有有效的商业伙伴的行为准则，并执行由此产生的要求。

所有 H&R 员工应根据客观理由做出决定，并立即拒绝贿赂的企图。所有可疑的和实际的腐败或贿赂企图都由我们的员工立即报告。

### 3.2.2. 贸易管制（进出口法规/税法和海关法）

我们 H&R 遵守适用于该地的国家和国际贸易法规。

这也包括适用于该地的各种进出口法律，包括适用于该地的准则、禁运规定、制裁或法令（例如，适用于德国公司的德国外贸法规定），以及各自国家税收和海关法的规则。

对我们来说，及时和正确地申报应缴纳的关税和税款是非常重要的。各地负责的员工确保没有未经授权的关税和税收减少或违反我们的合作义务。作为一家公司，我们的主张是可持续的贸易控制，不给非法行为留下任何空间。

### 3.2.1. Prevention of corruption



We at H&R firmly reject any form of corruption.

Corruption is the abuse of entrusted power for private gain or advantage

As a company, we do not tolerate corruption among our employees. Corruption not only ethically reprehensible and distorts competition, but can lead to significant fines and thus harms our company, our employees and our business partners alike. We support worldwide efforts to combat corruption by doing our part to maintain and promote a corruption-free environment in our company and in our professional partnerships. For this purpose, we also expect our business partners to observe the local laws, as well as the principles of the H&R corporate policy and the code of conduct for business partners valid at the time the contract was concluded, and to implement the resulting requirements.

All H&R employees shall make decisions on objective grounds and immediately reject attempts at bribery. All suspected and actual attempts at corruption or bribery are reported immediately by our employees.

### 3.2.2. Trade control (import and export regulations/ tax and customs law)



We at H&R comply with the national and international trade regulations applicable to the location.

This also includes the various import and export laws applicable to the location, including the guidelines, embargo provisions, sanctions or ordinances applicable there (e.g. regulations of the German Foreign Trade Act for the German locations) as well as the specifications of the respective national tax and customs law.

A timely and correct declaration of the duties and taxes to be paid is elementary for us. The responsible employees at the locations ensure that there are no unauthorized reductions in duties and taxes or a breach of our duty to cooperate. Our claim as a company is sustainable trade control that leaves no room for illegal behaviour.

### 3.2.3. 防止洗钱和恐怖主义融资

我们 H&R 已经将适当的措施纳入我们的业务流程，以防止在我们的影响范围内出现洗钱和恐怖主义融资。



洗钱是指非法获得的资金偷偷进入合法的金融和经济渠道中。

如果提供或筹集资金或货物时知道或打算将其全部或部分用于恐怖行为，则构成资助恐怖主义。

H&R 的员工必须特别小心，以识别可能的违规行为或可疑因素，例如，在处理付款时。可疑的例子如，非约定的第三方付款、向非标准商业账户付款或从非标准商业账户收款、以与发票不同的货币付款或以不寻常的市场条款付款。

所有员工的任务是立即报告与业务伙伴有关的可能违规行为。我们的员工必须随时保持警惕，并在设计业务流程时确保我们的公司不会被滥用于犯罪活动。特别是，这需要对潜在和活跃的商业伙伴进行基于风险的正式审查，包括使用当前的制裁名单。

### 3.2.4. 政治参与/捐赠

我们 H&R 不向政党、组织或个人捐款，除非它们符合 H&R 的原则和价值观，否则可被理解为施加影响。



各个行业 and 部门每天都面临着挑战，并希望促进与政治决策者在变革和创新方面的联合持续交流。H&R 积极参与了许多协会和政治机构，包括地区、国家和欧洲层面。沟通始终是透明的，绝不以不公平的方式影响政府官员要求特殊待遇或获得一些其他好处。

### 3.2.3. Prevention of money laundering and terrorist financing

We at H&R have integrated appropriate measures into our business processes to prevent money laundering and terrorist financing within our sphere of influence.

Money laundering occurs when illegally obtained funds are smuggled into the legal financial and economic circuit.

If funds or goods are provided or collected with the knowledge or intention that they will be used or are intended to be used, in whole or in part, for a terrorist act, this constitutes terrorist financing.

H&R employees must exercise particular care in order to identify possible irregularities or suspicious factors, for example when processing payments. This can e.g. B. non-agreed third-party payments, payments to or from non-standard business accounts, payments in a currency that differs from the invoice or on unusual market terms.

It is the task of all employees to immediately report possible violations with regard to business partners. Our employees are required to be vigilant at all times and to design business processes in such a way that our company cannot be misused for criminal activities. In particular, this requires a risk-based and formalized review of potential and active business partners, including the use of current sanctions lists.

### 3.2.4. Political participation / donations

We at H&R refrain from making donations to political parties, organizations or individuals unless they are in line with H&R's principles and values or could be construed as influencing.

Industries and sectors face challenges every day and want to contribute to a joint ongoing discourse with political decision-makers on change and innovation. H&R is actively involved in many associations and political bodies, both at regional, national and European level. Communication is always transparent and never in a way that unfairly influences a public official to demand special treatment or gain some other advantage.



H&R 集团不允许向政党或与政党有密切联系的组织、政治职位的候选人或担任此类政府职务的人提供捐赠。如果服务或其他支持行为可能被理解为有影响力的，也不允许。因此，我们明确地拒绝捐赠。

只有经管理层作出相应决议后，H&R 集团才可进行慈善捐赠。捐赠的分配应可核实接受者和用途。在进行捐赠时，必须注意确保 H&R 集团的声誉不受损害。

### 3.2.5. 给予福利/津贴/礼物

我们 H&R 拒绝不适当的礼物和福利。

我们公司的成功也是基于我们与商业伙伴和客户的长期和信任的业务关系。在与商业伙伴和客户打交道时，只要在合理的范围内，礼品和福利是习俗，是可以允许的。

然而，这里需要特别注意。

礼物或福利只有在属于价值适中的礼貌姿态并服务于商业原因的情况下才会被我们接受或授予，例如：商业伙伴主动邀请的晚餐，只要这与场合有关。评估的依据是外部环境和整体情况。如果对礼物或福利的适当性有疑问，我们会向上级咨询。如果我们接受或给予礼物或福利，这将被记录和披露。我们一贯拒绝旨在不适当地影响决策或官方行为的礼物。

对公职人员的捐赠一般是不允许的。公职人员通常不允许为其服务要求或接受好处。可送的福利/礼品经常包括有形的和无形的增进交流的。（比如印有 logo 的笔记本或马克杯）。

汉圣集团只希望通过卓越的服务和产品质量来打动人。持续改进和优化产品和流程，以及客户的高满意度是我们公司日常工作的核心准则。每位员工都有责任确保将最高质量的产品毫无例外地按时交付给客户。我们通过业绩去获得成功，不容忍任何形式的腐败或其他可能导致可能获得优势的不公平的商业行为。

Donations by the H&R Group to political parties or organisations closely associated with political parties, to candidates for positions in politics or persons holding such government offices are not permitted. So are services or other acts of support if these could be construed as influencing. Donations are therefore categorically excluded by us.

Donations for charitable purposes may only be made by the H&R Group after a corresponding resolution by the management. The allocation of the donation shall be verifiable with regard to the recipient and the use. When making a donation, care must be taken to ensure that the reputation of the H&R Group is not damaged.

### 3.2.5. Granting of benefits/ perks/ gifts

We at H&R reject inappropriate gifts and benefits.

Our success as a company is also based on our long-term and trusting business relationships with our business partners and customers. When dealing with business partners and customers, gifts and benefits are customary and permissible, provided they are within reasonable limits.

However, special attention is required here.

Gifts or benefits are only accepted or granted by us if they are a gesture of politeness of moderate value and serve a business reason, e.g. B. an unsolicited invitation from business partners to dinner, provided that this is related to the occasion. The assessment is based on the external circumstances and the overall situation. If there are doubts about the appropriateness of gifts or benefits, we consult with our superiors. If we receive or give gifts or benefits, this will be documented and disclosed. We consistently reject gifts intended to improperly influence a decision or an official act.

Donations to public officials are generally inadmissible. Public officials are regularly neither allowed to demand nor accept advantages for their service. These benefits often include any tangible or intangible improvement (e.g., a notebook or mug printed with the logo).

The H&R Group only wants to impress with excellent service and product quality. The continuous improvement and optimization of products and processes as well as a high level of customer satisfaction are central guidelines for the daily work in our company. Every employee is responsible for ensuring that products of the highest quality are delivered to customers on time without exception.

### 3.2.6. 防止违反反垄断和竞争法的行为

我们 H&R 致力于开放市场和公平竞争。

透明的商业行为推动彼此之间的竞争，不仅促进了产品的多样性和质量，而且也有助于公司的持续发展。我们希望通过我们的商业活动对经济做出可持续的贡献，不仅与我们的客户和商业伙伴有关，而且与我们的竞争对手有关。前提是我们的行为是负责任和公平的，并始终遵守所有适用的法律和法规。

H&R 谴责并避免任何可能危及自由和公平竞争的商业行为，因为他们知道违规行为不仅会导致高额罚款和监禁，而且还会损害公司声誉。

我们遵守适用的竞争和反垄断规定，不达成任何影响价格、条件、数量或商业关系的协议或谅解，从而以不允许的方式损害自由和公平竞争。我们不做任何可能导致限制竞争的故意行为协调，并谴责这种行为。

### 3.2.7. 避免利益冲突

我们 H&R 尊重所有员工的私人生活和相关的个人利益以及人际关系。

但是，这些不能导致商业活动中的利益冲突，甚至不能让人觉得有冲突。我们不断努力提高员工的认识，即个人关系和利益不得影响我们的商业活动，必须注意避免私人利益和职业利益可能发生冲突的情况。

为了避免利益冲突，必须确保最大限度的透明度，特别是在与员工或业务伙伴的亲属、生活伙伴或亲密朋友的业务关系中。由于与客户、供应商、贷款人或其他第三

We achieve our success through performance and do not tolerate any form of corruption or other unfair business practices that could already lead to possible gaining of an advantage.

### 3.2.6. Prevention of violations of antitrust and competition laws

We at H&R are committed to open markets and fair competition.

Transparent business practices that drive competition among each other not only promote product diversity and quality, but also contribute to the continuous development of the company. We want to make a sustainable contribution to the economy through our business activities, not only in relation to our customers and business partners, but also in relation to our competitors. A prerequisite for this is that we act responsibly and fairly and always comply with all applicable laws and regulations.

H&R condemns and refrains from any business practices that could potentially jeopardize free and fair competition, in the knowledge that violations cannot only result in high fines and imprisonment, but also damage the company's reputation.

We respect the applicable competition and anti-trust regulations and do not make any agreements or understandings that e.g. influence prices, conditions, quantities or business relationships and thus impair free and fair competition in an impermissible manner. We refrain from and condemn any kind of deliberate behavioural coordination if this could lead to a restriction of competition.

### 3.2.7. Avoiding conflicts of interest

We at H&R respect the private lives and associated personal interests and relationships of all employees.

However, these must not lead to conflicts of interest in business activities or even give the appearance of them. We work continuously to raise awareness among our employees that personal relationships and interests must not influence our business activities and that care must be taken to avoid situations in which private and professional interests could collide.

In order to avoid conflicts of interest, the greatest possible transparency must be ensured, especially

方的个人或业务关系而可能产生的利益冲突也应作为一个原则问题加以避免。

如果发生这种情况，必须通知当地上级和管理层。在个案的基础上，他们与有关雇员商定如何解决利益冲突或如何消除出现利益冲突的印象。

in business relationships with relatives, life partners or close friends of employees or business partners. Conflicts of interest that may arise as a result of a personal or business relationship with customers, suppliers, lenders or other third parties should also be avoided as a matter of principle.

If such situations occur, the local superiors and the management must be informed. On a case-by-case basis, they agree with the employee concerned how the conflict of interest can be resolved or how the impression that a conflict of interest has arisen can be dispelled.

### 3.3. 产品责任

我们希望我们的产品按预期使用时以及在整个生命周期中都是安全的--从研发到生产、销售和客户服务到处置。



We want that our products are safe when used as intended and over the entire life cycle – from research through production, marketing and use by the customer to disposal.

我们 H&R 使用安全工艺流程确保我们的产品与人接触时是无害的。

我们 H&R 保护公司有形资产、无形资产或金融资产及其他形式资产。

我们 H&R 以负责的态度进行媒体沟通、报道

### 3.3. Product responsibility

We at H&R use safe processes to ensure that our products are harmless when they come into contact with people.

We at H&R protect our tangible, intangible or financial assets and the assets of others.

We at H&R use communication and reporting media in a responsible manner.

#### 3.3.1. 产品安全

我们 H&R 使用安全工艺流程确保我们的产品与人接触时是无害的。



We at H&R use safe processes to ensure that our products are harmless when they come into contact with people.

我们的产品被用于许多行业和几乎所有的生活领域，例如食品和包装行业，但也用于化妆品和制药行业。

因此，我们的产品通过其使用的最终产品被人们直接接触。所以保证产品生命周期内是无害和安全的特别重要。

一方面，我们通过在实验室数据信息管理系统（LIMS）中详细安排所有的产品开发和测试过程来确保产品的安全性。另一方面，我们采用国际标准，如先期产品质量策划（APQP）和标准化的内部审批程序。

#### 3.3.1. Product safety

Our products are used in many industries and almost all areas of life, for example in the food and packaging industries, but also in the cosmetics and pharmaceuticals sectors.

Our products thus come into direct contact with people via the end products in which they are used. It is therefore particularly important that they are harmless and non-hazardous to health over their entire life cycle.

On the one hand, we ensure the safety of our products by mapping all product development and testing processes in our laboratory data information management system (LIMS). On the other hand, we apply international standards such as Advanced

只有当所有的要求都无一例外地得到满足时，才会向客户交付。

### 3.3.2. 敏感信息和公司财产的保护

我们 H&R 保护我们的有形、无形或金融资产以及他人的资产。

H&R 的业务领域，即以碳氢化合物为基础的专用产品的生产，是一个非常特殊的领域。我们生产的产品以广泛用于各种行业的原料为基础。

受保护的信息，像个人专业知识、贸易和商业秘密或受保护的专利，是我们企业资源的一部分，使我们具有竞争力。这些必须得到保密处理。因此，我们必须对 H&R 和我们的商业伙伴的商业机密信息进行保密，并确保它不会被第三方滥用。在与客户和业务伙伴讨论时，也应尽可能遵守这些原则。我们也以同样的方式对待他人的知识产权，只有在得到许可的情况下才使用。

我们也谨慎和负责任地对待我们的有形公司财产。

我们只将提供给我们的资源，即委托我们完成任务的资源，如移动电话、公司车辆、公司电脑、笔记本电脑和其他设备，用于预定和批准的目的。

我们有责任谨慎对待它们，从而保护它们不被不当使用、损坏和误用。

### 3.3.3. 报告，记录和外部沟通

我们 H&R 以负责任的方式使用交流和报告媒体。

作为一家全球性的公司，我们有责任在与员工、商业伙伴、客户以及在社交网络和公众的日常沟通和报告中遵循我们的企业原则。特别是，这需要谨慎和尊重地处理内容，无论选择何种沟通渠道。

Product Quality Planning (APQP) and standardized internal approval processes.

Delivery to the customer only takes place when all requirements have been met without exception.

### 3.3.2. Protection of our sensitive information and company property

We at H&R protect our tangible, intangible or financial assets and the assets of others.

H&R's business field, the production of hydrocarbon-based specialties, is a very special one. We manufacture products based on a feedstock that are used in a wide variety of industries.

Protected information such as individual expertise, trade and business secrets or protected patents are part of our corporate resources that make us competitive. It must be treated confidentially. It is therefore important that we keep confidential business information of H&R and our business partners to ourselves and ensure that it cannot be misused by third parties. These principles are – as far as possible – also to be observed in discussions with customers and business partners. We also treat the intellectual property of others in the same way and only use it if we have permission to do so.

We also treat our tangible company property carefully and responsibly.

We only use the resources made available to us, which have been entrusted to us to fulfil our tasks, such as mobile phones, company vehicles, company computers, laptops and other devices, for the intended and approved purposes.

It is our responsibility to treat them with care and thereby protect them from improper use, damage and misuse.

### 3.3.3. Reporting, documentation and external communication

We at H&R use communication and reporting media in a responsible manner.

As a global company, it is our responsibility to follow our corporate principles in our daily communication and reporting to employees, business partners, customers, as well as in social networks and to the public. In particular, this requires careful

汉圣集团最重要的原则之一是要始终确保所有创建的和准备展示或发布的信息和记录符合事实以及法律法规和规范。

面向公众，特别是面向媒体的官方声明和事件相关声明，由各公司的官方新闻发言人（如果可能，与集团层面的负责人协调）或 H&R 集团，以及管理委员会发布。所有其他涉及 H&R 集团利益的定期声明和宣传文本都由投资者关系/公共关系部门在出版前发布。在有疑问的情况下，如有可能，应咨询管理层。

我们不代表 H&R 表达个人意见，或者我们确保这些意见被确定为个人意见。为了保护 H&R 不被滥用，我们始终确保不损害 H&R 的声誉，不在未经授权的情况下发布内容。

### 3.4. 气候和环境

负责任地使用自然资源的标准以及保护气候和环境已固定地成为我们公司的方针。我们努力不断减少能源消耗和生产过程中对环境有害的物质的积累。我们持续努力支持我们的客户保护环境。



**我们 H&R** 以可持续和负责任的方式行事。

**我们 H&R** 致力于在处理风险和资源方面的特别关注和持续培训。

and respectful handling of content, regardless of the chosen communication channel.

One of H&R's overriding principles is always to ensure that all information and documentation created and intended for presentation or publication corresponds to the facts as well as the legal regulations and specifications.

Official and event-related statements intended for the public, in particular to the media, are issued by the official press spokesperson of the respective site (if possible, in coordination with the responsible persons at Group level) or the H&R Group, as well as by the Management Board. All other regular statements and publicity texts concerning the interests of the H&R Group are released by the Investor Relations/Public Relations department prior to publication. In cases of doubt, the management is to be consulted, if possible.

We do not express personal opinions on behalf of H&R or we ensure that these are identified as such. In order to protect H&R from abuse, we always ensure that we do not damage the reputation of H&R and do not release content without authorisation.

### 3.4. Climate and environment

The standard for a responsible use of natural resources as well as the protection of the climate and the environment are firmly anchored in our corporate policy. We endeavor to continuously reduce energy consumption and the accumulation of environmentally harmful substances in the production process. We continue to work to support our customers in protecting the environment.

**We at H&R** act in a sustainable and responsible manner.

**We at H&R** are committed to particular care and continuous training in dealing with risks and resources.



### 3.4.1. 以可持续的方式行事

我们 H&R 以可持续和负责任的方式行事。

在开展与环境、社会事务和公司治理(ESG)有关的业务活动时，公司致力于履行公认的企业社会责任(CSR)要求。

尊重我们的环境，尊重我们的邻居以及我们的商业伙伴和员工，迫使我们实现可持续发展，从而生产出安全使用的产品，节约使用自然资源，使用环保、节能和安全的生产工艺。因此，在整个 H&R 集团，所有员工的共同任务是不断寻找方法来减少我们的过程、产品和服务以及他们自己工作环境对环境的影响。

H&R 宣称的目标是通过保持尽可能低的能源消耗，并使其尽可能高效，从而尽可能减少我们的二氧化碳排放。

### 3.4.2. 风险和资源管理

我们 H&R 致力于在处理风险和资源方面的特别关注和持续培训。

只要技术上可行，经济上合理，我们就会使我们的生产过程和工艺系统符合当前的最先进水平，并实现最佳的资源节约使用目标。作为一项规则，空气、水和土壤等自然资源只能在事先获得许可的框架内使用。

我们希望我们的员工在处理我们的物料和生产设施时能特别注意并了解其中的风险，这需要负责任的使用。因此，H&R 集团所有参与其中的员工都有义务在法律批准要求的框架内建立和运行我们的生产设施。

通过对 H&R 集团的员工持续进行适当的指导、培训和监督措施，以及定期的风险分析，我们确保我们的生产是负责任地进行的，系统的使用符合预期，对人和环境没有风险。

### 3.4.1. Acting sustainably



We at H&R act in a sustainable and responsible manner.

In carrying out its business activities with regard to the environment, social affairs and corporate governance (ESG), the company is committed to the recognized requirements of corporate social responsibility (CSR).

Respect for our environment, for our neighbours as well as for our business partners and employees obliges us to sustainability and thus to the manufacture of products that are safe to use, to the economical use of natural resources and to the use of environmentally friendly, energy-saving and safe production processes. In the entire H&R Group, it is therefore the common task of all employees to continuously look for ways to reduce the environmental impact of our processes, products and services as well as in their own working environment.

It is H&R's declared goal to reduce our CO2 emissions as much as possible by keeping our energy consumption as low as possible and making it as efficient as possible.

### 3.4.2. Risk and resource management



We at H&R are committed to particular care and continuous training in dealing with risks and resources.

Wherever technically possible and economically reasonable, we align our manufacturing processes and process systems with the current state of the art and the goal of optimally sparing use of resources. As a rule, the natural resources air, water and soil may only be used within the framework of a previously granted permit.

We expect our employees to be particularly aware and knowledgeable about the risks involved in handling our materials and production facilities, which require responsible use. All employees of the H&R Group involved in this are therefore obliged to set up and operate our production facilities within the framework of the legal approval requirements.

With continuous appropriate instruction, training and supervision measures for the employees of the H&R Group, as well as regular risk analyses, we ensure that our production is carried out responsibly and that the systems are used as intended and that there is no risk to people or the environment.



#### 4. 实际应用

在 H&R，我们向员工宣传和培训我们的行为准则的原则，确保其日常执行和遵守。



我们的行为准则对整个集团的所有员工都具有约束力。它伴随着他们在公司工作的整个过程，在他们被雇用时就已经提供给他们，然后成为我们培训措施的一个持续组成部分。

#### 5. 范围和生效

本行为准则适用于 H&R 集团的所有公司。

它得到了管理层的通过和批准。

因此，该行为准则对 H&R 集团的公司及其员工具有约束力。

#### 4. Practical application

We at H&R inform and train our employees on the principles of our Code of Conduct, ensuring its daily implementation and compliance.

Our Code of Conduct is binding for all our employees throughout the Group. It accompanies them throughout their entire employment with the company by being made available to them for the first time when they are hired and then becoming a continuous component of our training measures.

#### 5. Scope and entry into force

This code of conduct applies to all companies in the H&R Group.

It was adopted and approved by the management.

The Code of Conduct is therefore binding for the companies of the H&R Group and their employees.