

code of con duct.

octanorm ®



we
believe
in
sys
tems.

**Dear Colleagues,
Dear Partners,**


As a globally active company in the field of system construction, we at **octanorm** stand for values such as trust, quality, innovation, and sustainability. These values guide not only our actions but also shape our relationships with partners, customers, and employees worldwide.

Our values form the foundation of our daily actions and serve as the basis for our collaboration and business success. However, values alone are not enough – they must be reinforced through clear guidelines and concrete actions. This is exactly where our Code of Conduct comes into play.

The Code of Conduct is our guide for ethical, legally compliant, and responsible behavior. It ensures that we uphold the highest standards in all aspects of our actions –whether in a business, social, or environmental context.

This code applies to all employees, managers, and partners of **octanorm**. If you have any questions or concerns or wish to report possible violations, our confidential channel is available at compliance-hq@octanorm.de.

Best regards,



Benjamin Bruder
CEO OCTANORM-Vertriebs-GmbH



**We shape
the future
of system
fabrication
and connect
people and
brands.
Innovative.
Sustainable.
Worldwide.**

Our Basis.

Success is mutual: Trust and partnership

We generate mutual success through reliability and transparency in the way we communicate. We see trust as the basis for long-term partnerships and a strong corporate culture. It gives us the leeway to take risks and try out new ideas.

For a healthy spirit of cooperation: Responsibility and respect

We take responsibility for our actions and promote interaction with partners, employees and the environment based on respect. We pioneer sustainable solutions effectively and do our part to create an inclusive working environment in which everyone can realize their full potential and share their ideas.

Firmly rooted in our DNA: Quality

We ensure the highest standards worldwide underpinned by uniform guidelines and rigorous quality assurance. However, our conception of quality goes beyond that of a standard. We always seek the perfect solution for our partners, custom-made to the highest standards and produced in house.

Leading the way: Innovation

Closely engaged in the market and with a keen eye, we drive continuous development in our company spurred by creativity and collaboration. This means we always offer our partners the latest trends and remain adaptable to actively shape the market.



Our Values in Practice.

Property & Data Protection.

Data Protection, Confidentiality, and Intellectual Property Protection

The protection of personal data and confidential information is our top priority. **octanorm** treats all customer data, corporate information, and trade secrets with the utmost care, ensuring they are safeguarded through strict security measures. At the same time, we respect the intellectual property of our business partners and implement careful regulations for handling know-how and technologies. Our goal is to create a trustworthy and secure environment for customers, partners, and employees.



Our Values in Practice.

Sustainability & Environment.

Sustainability and Environmental Protection

Sustainability is a core aspect of our actions. **octanorm** is committed to the responsible use of natural resources and actively supports the reduction of emissions and the promotion of environmentally friendly technologies. Our measures include the proper handling of hazardous substances, waste minimization, and the promotion of energy efficiency. We continuously strive to reduce our ecological footprint and advocate for the protection of animals and biodiversity. Our goal is to actively contribute to a climate-neutral future.



Our Values in Practice.

Rights & Obligations

Legal Compliance, Integrity, Fair Competition, and Tax & Customs Obligations

Our business is based exclusively on legal practices and fair business relationships. **octanorm** always operates in accordance with national and international laws and respects the cultural and social backgrounds of all regions in which we are active. We stand for free and fair competition and categorically reject any form of corruption, bribery, or unfair business practices. Our business decisions are based solely on the quality of our products and services –not on undue advantages. We do not tolerate anti-competitive agreements or violations of antitrust laws in any way. **octanorm** strictly complies with all tax laws as well as internationally recognized standards and principles. We refrain from aggressive tax and customs avoidance activities and do not engage in artificial tax structures. We are proud to pay our taxes in our country, making an important contribution to society and its sustainable development.



Our Values in Practice.

Human Rights & Labor.

Human Rights, Labor Standards, and Fair Compensation

Human dignity is inviolable. We are committed to respecting internationally recognized human rights as well as the labor standards of the International Labour Organization (ILO). **octanorm** strictly rejects any form of forced or child labor and actively supports fair working conditions. We treat our employees with appreciation and foster a work environment free from discrimination, harassment, or bullying. Likewise, we expect our business partners to uphold these standards. We stand for fair and transparent compensation based on objective criteria such as qualification, responsibility, and performance. Discrimination, whether based on gender, origin, or other personal characteristics, has no place in our compensation system. Our goal is to ensure fair wages that reflect both individual performance and industry standards.



Implementation + Responsibility.

Compliance with and implementation of this Code is a shared responsibility of all employees and managers at **octanorm**.

Managers bear a special responsibility: they serve as role models, actively demonstrating the principles of the Code through their actions and decisions. They create a work environment characterized by respect, trust, and transparency and support their teams in applying these values in their daily work.

If you have any questions, concerns, or uncertainties, you can always reach out to your manager with confidence. Alternatively, you can contact our central compliance address at compliance-hq@octanorm.de.

We assure you of strict confidentiality and guarantee that whistleblowers are protected from any form of retaliation.

Your participation is crucial in preserving a culture of integrity and responsibility together.



More than a Set of Rules.

More Than a Set of Rules – Our Foundation and Compass

This Code of Conduct is more than just a set of rules – it is the foundation and compass that helps us turn our vision and values into reality. It embodies our belief that sustainable growth, innovation, and business excellence are only possible with a strong foundation of integrity, responsibility, and collaboration.

octanorm is more than just a company – we are a community aware of our responsibility toward employees, partners, customers, and the environment. Our shared values and principles are the key to overcoming challenges, seizing opportunities, and shaping a future in which we succeed together as a team and as a company.

With your commitment, integrity, and courage to actively live the **octanorm** values, you make a decisive contribution to achieving our goals and realizing our vision. Together, we create a work environment defined by respect, trust, and openness – an environment that fosters innovation, creativity, and personal growth.

Let us use this foundation to set an example of excellent collaboration, responsible action, and sustainable success. Together, we are not only shaping today's success but also building a forward-thinking, value-driven corporate culture that provides opportunities for future generations.

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