



## General Business Principles



of the  
**Institut für Luft- und Kältetechnik  
gemeinnützige Gesellschaft mbH**

**As employees and managerial staff of the ILK Dresden, we are obliged to observe General Business Principles (Code of Conduct), which include both statutory provisions and ethical values. In that way, they serve as guidance in living these values and regulations in our daily work and letting them become part of our conduct.**

Internally, they are supplemented by the Managerial Guidelines of the ILK Dresden.

### Scope of application and communication

ILK Dresden's Business Principles form the basis of the internal controlling system as well as of all procedural instructions and other regulations at the ILK Dresden. They apply to all ILK Dresden's staff and managers.

By including them into our contracts within the scope of our General Terms and Conditions, we endeavour to extend the application of this Code of Conduct to our business relationships.

The General Business Principles are regularly communicated in-house, at least once per year. The management informs and instructs the executives, and they in turn instruct the members of staff in their departments. Business partners receive them together with our General Terms and Conditions.

### Acting in the company and corporate governance

- We comply with statutory and other regulations.
- Our actions comply with the requirements of the non-profit status in the sense of the German Fiscal Code and the purposes laid down in ILK Dresden's Statute.
- We do not discriminate against minorities or act on the basis of gender, religion, ethnic or cultural affiliation or other identity-forming characteristics.
- We act sustainably, which means environmentally consciously and cost-efficiently, economically, customer-oriented and based on recognised scientific methods.
- We act in a comprehensible manner, i.e., processes and business decisions are documented in an orderly and traceable manner and, to the largest extent possible, implemented by way of a four-eyes principle.
- We act with integrity, which means that decisions are based on objective criteria and are based on scientific, entrepreneurial and legitimate considerations. They are never based on considerations of past or future personal gain. We comply with applicable anti-corruption laws and regulations. We will refrain from actions that could unlawfully or unethically influence decisions. Gifts in this sense are neither accepted nor offered.
- We act with integrity, which means that decisions are based on objective criteria resting on scientific, entrepreneurial and legitimate considerations. They are never based on considerations of rushed or future personal gain. We comply with applicable anti-corruption laws and regulations. We will refrain from actions that could unlawfully or unethically influence decisions. In this regard, gifts are neither accepted nor offered.

### Conflicts of interests

Situations in which employees or managerial staff might face a conflict of interests are to be avoided. Should the situation of a conflict of interests threaten to arise, particular consideration must be paid to sustainability, traceability and integrity. If necessary, tasks are to be delegated or other persons involved in order to take appropriate account of a potential conflict of interest.

### Working conditions, occupational safety and health

- Safety and health as well as sound working conditions for our staff are important ingredients for ILK Dresden's success and thus of paramount importance. In addition to the quality of our services and our economic success, they are therefore an equally important objective of ILK Dresden's business policy.
- We act in accordance with the requirements for sound working conditions, such as those arising from the Hours of Work Act, the Workplace Ordinance, the Act Regulating a General Minimum Wage and other employees' rights. This also includes the prohibition of child labour.

- The management, executives and works council jointly pursue the objectives of occupational safety and health protection.
- Occupational safety and health protection is an integral part of all operational processes and incorporated into technical, economic and social considerations in compliance with relevant laws, ordinances, regulations and company rules.
- We maintain an open and constructive problem-solving culture. Any irregularities that occur are addressed, resolved and the corresponding processes are continuously developed. The management guarantees all employees freedom to address irregularities without having to fear negative consequences.

#### Data protection and privacy

- When collecting, saving, processing and transferring personal data of employees, project partners, customers, suppliers, other business partners and other third parties, we take utmost care, maintain confidentiality and comply with applicable data protection standards.
- Business secrets and confidential information of the ILK Dresden itself as well as of project partners, customers, suppliers as well as other business partners and other third parties are protected by us in the sense of the “need-to-know” principle with the appropriate care customary in the industry.

#### Expectations towards contractual and business partners

We also expect our project partners, customers, suppliers and other business partners to comply with these General Business Principles and incorporate them into the contractual relationship within the framework of our General Terms and Conditions of Business. Alternatively, we accept a comparable Code of Conduct maintained by the business partner.

Professor Uwe Franzke, (Dr. Ing.)  
Managing Director