



# Compass for our actions

The IDT Biologika Code of Conduct



Dear Colleagues,

For over 100 years now IDT Biologika has been using its products and services to protect the health of people all around the world. This success is thanks above all to our employees, who lead our company into the future with expertise, commitment and passion.

Over the years we have established a reputation as a reliable and responsible partner. We are very aware of our great responsibility towards people, the environment and society – and work to live up to that responsibility every single day.

Our Code of Conduct points the way in our daily work: it shows how we aim to act in our working and business life in order to implement our common goals successfully. The foundation for this is the values and culture of our company – for co-operation built on partnership and ethical, sustainable business activities.

We want to encourage you to act upon, preserve and further develop our mission – our Code of Conduct is intended as a compass to guide and support you in this!

Best regards,

**Dr. Ulrich Valley**  
CEO IDT Biologika



# Compass for our actions

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# Our goals

## Our future. Our responsibility

IDT Biologika develops and produces innovative vaccines and biopharmaceutical products. As a scientific and technological company, we bear a high level of responsibility, which we aim to live up to. Our customers and business partners trust in the high quality of our products – as well as in our responsible actions towards people, the environment and nature.

In this, we not only observe the laws and regulations that apply to our sector: In our interaction with our employees, customers and partners from throughout the world we place great emphasis on a partnership based on fairness and trust. The observance and further development of our corporate values make us what we are today and what we wish to be in the future.

Our Code of Conduct serves as a “compass” in this. It helps us find orientation in our working life and aids us in making the right decisions. Our goal is not only to conceive a values-based, sustainable corporate culture, but also to live by it. Today – and tomorrow.





# Our values

## Signposts for our daily work

What are our convictions?  
What do we stand for? Values determine our actions, including in our daily work. Our corporate values form the guideline for our interactions with colleagues, customers and business partners. They are based on three pillars:



**Initiative**



**Innovation**



**Integrity**

These are the values that we wish to live by in our daily relations.



## Initiative

We take the initiative. Our committed and responsible action is the prerequisite for the achievement of our goals. With our high-quality solutions, technologies, and services, we work together with our customers and partners to develop solutions for better health. This enables us to secure our commercial success.

### For us, Initiative means

- **Having the courage** to accept challenges
- **Having trust** in our own abilities
- **Taking responsibility** for our actions
- **Creating solutions** and thinking ahead
- **Tackling tasks as a team**
- **Standing up for what we believe in**



## Innovation

We innovate. We use new ideas, know-how and commitment to develop sustainable solutions for a better future in the fields of medicine, life sciences, environmental engineering and technology.

### For us, innovation means

- **Being open to new things** and change
- **Dealing with mistakes constructively**
- **Pursuing new paths** outside of old patterns of thinking
- **Exchanging** differing opinions
- **Learning** to be even better
- **Future-oriented** thinking and action



## Integrity

We build upon integrity. We observe applicable regulations and laws in all that we do and abide by agreements made.

### For us, integrity means

- **Observing laws and regulations** at all times
- **Values-based actions** at all levels
- **Saying no** when values are infringed
- **Meeting our obligations** towards customers
- **Honesty and trust** in our dealings with one another
- **Responsibility** towards people and the environment



# Our responsibility

## Our working environment

### Industrial health and safety

#### **A healthy working environment? Of course!**

Together, we create a working environment that reliably protects the health and safety of our team, our customers and business partners. From the consistent observance of applicable regulations to an even work-life balance: when it comes to health and safety, we refuse to compromise.

Regular training helps us to improve day after day. We address possible risks and dangers openly and discuss these with colleagues, managers or our experts. Because safety is paramount.

### Inclusion and diversity

#### **Each individual is unique**

We are all one team. We create a working environment based on trust and partnership – cohesion and mutual respect are elementary parts of our corporate culture. Only when each single one of us can apply their individual perspectives, talent and experience can we achieve success together.

We live diversity. We pursue inclusion and diversity consistently and with dedication and focus on people in our daily actions – in our dealings with colleagues, customers, and business partners.

### A workplace free from discrimination and harassment

#### **We stand for tolerance**

However, what we do not tolerate is any form of alienation, discrimination or harassment. We do not accept any discrimination against people on the basis of cultural or national origin, skin color, sex or sexual orientation, disability, religion, age or marital status.

With us, everyone has the same opportunities. We nurture an appreciative corporate culture in which conflicts are addressed openly and resolved constructively and all employees, customers and business partners are treated with respect.

#### **Commitment to political neutrality**

IDT Biologika is committed to observing political neutrality. We do not enter into any business activities that serve to support political parties. We respect the political involvement of our employees, so long as this does not take place in the workplace or on the company premises. Our employees undertake this as private individuals and not as representatives of IDT Biologika.





## Protection of assets and information

### Protection of assets

#### The basis for our future

We protect the property of our company, our customers and business partners – and ensure that assets are not wasted or misused for the wrong purposes. This applies for material values as well as intangible ones, such as inventions, patents, trademarks or copyrights.

All business processes are undertaken correctly and documented transparently. We act consistently to counter all forms of fraud or embezzlement – to ensure the long-term security of our company.

### Data protection

#### Focus on personal rights

In the digital world, data protection is of the utmost importance. We treat the personal data of employees, applicants, customers and business partners with great responsibility. When we collect, evaluate or utilize data we observe all data protection requirements to ensure that personal rights are not infringed.

We communicate openly and logically how and for what purpose we process data – and apply suitable measures to protect sensitive data from possible abuse. Personal data are always securely protected with us.

### Information security

#### Protecting sensitive data

We need to be able to rely upon the confidentiality, availability and integrity of our information at all times. We have therefore established a management system for information security, which is optimized continuously. This enables us to reliably protect confidential information against unauthorized access or manipulation.

This concerns IT systems such as computers or networks as well as information that is passed on orally or in paper form. We are consistently implementing information security with the aid of modern technologies and regular training.

### Business secrets

#### You can trust us

It is no secret: we employ organizational and legal measures to protect our business secrets and those of our partners. We only exchange critical information with those persons who are explicitly required to know this. Regular training sensitizes us to dealing with commercial or personal data.

We also work to protect commercial secrets in the public sphere.





## Conduct in business relationships

We conduct our transactions in an honest and transparent way, with integrity. This is a key basis for our credibility, our good reputation, and the trust that customers and partners place in us. Our business actions are characterized by fairness, sincerity, and responsibility at all times.

### Relations with customers

#### No opportunity for corruption

Our customers trust us. We conclusively reject all forms of corrupt behavior. Small gifts or an invitation to dine should also never result in the influencing of a business decision – even the mere appearance of any influence must be avoided in all circumstances.

When dealing with state institutions we abide strictly by the regulations regarding the acceptance and offering of advantages: in the case of business meals with representatives of authorities we pay the bill ourselves and do not treat the other

side. If we are asked by members of state authorities or employees of private sector companies to grant unauthorized benefits, we inform our line manager or the Compliance Officer.

### Relations with competitors

#### Fairness is key for us

We stand for fair competition. We observe all applicable laws regarding antitrust and competition law – and act consistently against agreements or practices that can restrict or distort competition. This allows us to protect our company not only against a possible loss of trust.

Breaches of competition law can have serious consequences for us: from negative press coverage and reputational damage to fines and claims for compensation. In case of doubt, we contact the Compliance Officer.



### Relations with suppliers

#### Partnership as basis

We treat our suppliers fairly, as partners. At the same time, we expect that they offer us respect and integrity. We select our suppliers in a transparent process and regularly examine our existing business relationships (e.g., using sustainability criteria).

We do not tolerate any misconduct such as corruption, unfair competition, breach of environmental requirements or unworthy working conditions from our suppliers. We consistently pursue breaches – because we need reliable partners.

### Insider information

#### Prevention of insider dealing

We allow no room for insider dealing. We treat information that we receive in the course of communication with listed business partners with the strictest confidentiality.

Whether it is a planned merger, takeover, joint venture, or a legal dispute: Specific information may have a significant influence on the share price of a company.

The illegal disclosure of insider information is a criminal offence. By consistently observing the applicable laws and our own specifications, we protect our company, our partners – and ourselves.

### Examination of business relations

#### Prevention of money laundering

We take a firm stand against money laundering. We abide strictly by the applicable laws: We select reliable forms of payment and help to reveal money laundering. We only work with trustworthy business partners – and regularly examine our business relations with risk-based analysis.

Whether it is unusually high cash sums or transactions in which the statutory reporting requirements or correct bookkeeping are not adhered to: we report suspected money laundering to our line manager or the Compliance Officer immediately.



## Social responsibility

### Protecting the environment and nature

#### For a future worth living in

We think of the generations to come. Therefore, we ensure the protection of the environment and nature in all that we do. We conduct our business in an ecologically responsible manner with strict observance of animal and environmental protection guidelines – with the goal of protecting the environment and natural resources.

This applies not only to our research and development, manufacturing and logistics: we also strive to work in an environmentally-friendly manner in our normal day-to-day work – to create a future worth living in together.

### Observance of human rights

#### For humane and social interaction

People are the focus for us: we are committed to the UN Guiding Principles on Business and Human Rights – and work to achieve, amongst other things, humane working conditions and the prohibition of human trafficking. We also expect our business partners to meet these obligations comprehensively.

We also observe the requirements of applicable national and international laws to prevent the infringement of human rights, identify possible breaches immediately and work actively to prevent these – for humane and social interaction.

### Sustainable business operations

#### For the protection of resources

We stand for future-oriented business operations. The sustainable and efficient use of precious resources such as water, energy or raw materials is a central principle of our corporate culture. We utilize sustainably produced energy and commit ourselves to the continuous improvement of our energy efficiency.

We employ numerous measures to protect the environment and nature and fulfil all environmental law requirements. We actively promote the environmental awareness of our employees, customers and business partners – because we are already thinking of tomorrow today.

### Donations and sponsoring

#### For a strong community

Commitment to our society: we work towards the common good and use voluntary donations to support local and regional initiatives in the areas of culture, education, and social affairs. Our sponsoring activities are subject to clear contractual regulation and are documented in a legally compliant and transparent manner.

Each donation or sponsorship needs to comply with applicable legal requirements and our Code of Conduct – and requires prior examination by the Compliance Officer and approval by the management board.



## Communication

Communication is the basis of our actions. We strive for open, honest and objective interaction – with employees, customers, business partners and the public. In this, we protect confidential or sensitive information at all times. And we stand by what we say.

### Communication with media

#### The message is key

In our dialogue with the public: in the media – classic or digital – we can publicize our mission and reinforce our reputation as a responsible company. As we aim to speak with one voice, only corporate communications or the management board speak to the press or on social networks.

When representatives of the media wish to know something about our company, we forward the request to our line managers and corporate communications. This means we can be sure that our message is received.

### Use of social media

#### Preserving our good reputation

We are also active on social media. Social media is a key channel for our corporate communications. When using Facebook, Twitter etc. for corporate communication we always take care to protect confidential or internal information – and to communicate appropriately.

What we say and comment on in public can impact the public perception of our company. When we express our private, personal opinion, we are always clear about this – and do so in our own name.

### Communication within the company

#### Constant dialogue

Communication needs to work at all levels. We promote a corporate culture that is characterized by openness, honesty, and mutual respect. In this, the dialogue within our team is as much in focus as the targeted exchange of information and knowledge – we always have an open ear to all.

For us, listening is a decisive process of communication: it enables us to learn from the knowledge and experience of others – and find common solutions to new challenges. We also want to maintain this communication in the future.



# Our Code of Conduct in our daily work



## Asking questions and reporting concerns

If in doubt, it is better to ask again than take the wrong action: in our day-to-day work, situations may arise in which we are uncertain as to which decision is the right one. When we have questions about our Code of Conduct or have noticed possible breaches, we contact our line manager or the Compliance Officer.

We also have the option of expressing our questions and concerns anonymously – online or via the telephone hotline. This allows us to preserve our corporate culture and assume joint responsibility.

Our business partners (service providers, suppliers, etc.) can also report legal infringements or breaches of our Code of Conduct under the following link - including anonymously.



<https://bit.ly/3irYYMX>

**+49 800 3800 999**

Mo. - Fr.: 09:00 - 17:00

## Advice of the Compliance Officer

Do you have any questions regarding our Code of Conduct? Or ideas and suggestions as to how we can improve it further? Our Compliance Officer, Annette Beth, is happy to help you:

E-mail: [annette.beth@idt-biologika.de](mailto:annette.beth@idt-biologika.de)

Telephone: 034901 885 4176

Mobile: 0162 1357459





## **IDT Biologika GmbH**

Am Pharmapark  
D-06861 Dessau-Roßlau

Telefon: +49(0)34901 8850  
E-Mail: [info@idt-biologika.com](mailto:info@idt-biologika.com)  
[www.idt-biologika.com](http://www.idt-biologika.com)



@idtbiologika

04-2024