

IRS CODE

Code of Conduct of
IRS Holding GmbH
and its subsidiaries

Dear IRS Team,

Our principles are also reflected to the outside in our actions. This applies to both individual employees and the entire group. Likewise, the reputation of a company is only as good as the conduct of its employees. The way we interact with each other and the values that are important to us always have an influence on our actions and thus the image we jointly present to our customers and the public as the IRS Group.

The IRS Code is our very own code of conduct. It consists of eleven principles that clearly define what we expect from ourselves, from both us as a company and each one of you. They are designed to serve you as a practical guideline.

Most of the topics covered are surely second nature to you, starting with the fact that we observe all applicable laws and regulations. Even though many of the rules correspond to the generally applicable rules of social conduct, it is important to us that you familiarise yourself with these guidelines, because this way we reinforce our corporate culture.

The IRS Code requires us to act in line with our principles every day and in any situation. By reminding ourselves of our common values and the resulting rules, we make ourselves aware of what we expect from each other, what behaviour we encourage and what we do not tolerate under any circumstances.

Let us be role models to each other.



Norbert Dohmen
Managing Director / CEO



Dirk Sonnenschein
Managing Director / CFO

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1. OUR INTEGRITY

Integrity and honesty are core elements both in our business dealings and in dealing with shareholders, staff members and business partners. While pursuing our business activities, we make sure to always observe the applicable laws and ethical standards as both individuals and representatives of our company.

2. OUR HONESTY

Compliance with the applicable laws and regulations is the basis of everything we do. We respect the national laws and regulations of the countries in which we operate and abide by them. This also includes the tax laws of the countries in which the IRS Group conducts business. While fulfilling the tax obligations, we always act to the best of our knowledge and belief. We also follow our own internal policies and standards to which we have voluntarily committed ourselves, because we run our business on the basis of honesty and the quality of our services. Therefore, we expressly reject the use of child and forced labour and refuse to engage in bribery, corruption and money laundering.

3. OUR ASSETS

The assets of the company form the basis of our business. We are aware of that and therefore handle them responsibly and carefully, while also protecting them against damage and loss. We are also aware that corporate assets may be used solely for the lawful execution of business operations. We use the same level of care to safeguard our company's intellectual property, which we regard as an important part of everything we do.

4. OUR TRUSTWORTHINESS

Confidential information we obtain in the course of our business activity is treated with discretion and is only used to the extent permitted and commercially justified. We do not allow any unauthorised persons to access such information and business secrets, whether internally or externally, and do not use them for personal gain or advantage. We are particularly careful to keep the personal data of our customers, business partners and staff members absolutely confidential. Any noncompliance with data protection laws may have serious consequences for both the IRS Group and the individual employees, ranging from loss of reputation and monetary fines to criminal prosecution. Hence, our trustworthiness is based on consistent compliance with the applicable data protection laws and regulations..

5. OUR OBJECTIVITY

The business activity of the IRS Group is based on objectivity instead of personal interests. Therefore, we always endeavour to avoid conflicts of interest. If such conflicts arise between personal and corporate interests, we disclose them internally without delay. In individual cases where a conflict cannot be avoided, we take appropriate measures to prevent an adverse effect on the company. In particular, we always fully disclose personal or financial interests in suppliers, competitors or third parties which may have an influence on the objectivity of our work.

6. OUR RESPONSIBILITY

The safety and health of our employees and business partners is our top priority. To this end, we take all legally required and reasonable precautionary measures to create a safe working environment.

7. OUR TEAM SPIRIT

Every partner, customer, supplier and employee as well as every member of the Advisory Board – we all work hand in hand to achieve our desired goals. We are a team. We contribute to the company's success as a team and the company to ours. This form of collaboration can only be based on fairness and trust, mutual respect and support. And it is exactly this form that also leaves room for personal initiative and creativity, because it is based on team spirit and common interests.

8. OUR FAIRNESS

We believe that opportunities and equality belong together. Therefore, each company of the IRS Group selects its staff members exclusively on the basis of their experiences and strengths. Likewise, our work decisions are never made based on race, skin colour, age, gender, disability, sexual orientation, religion or other factors identified by law. Discrimination and harassment are alien to our nature, because equal treatment of all employees is an integral part of our philosophy.

9. OUR RELATIONS

We strive to maintain fair and mutually beneficial relationships with our service providers and suppliers while always making sure that these relationships meet our own high standards of integrity. This requires not only open and honest collaboration and professional interaction, but also a precise definition of requirements to be met by every one of them to ultimately select those best satisfying the business requirements of the IRS Group in an unbiased manner. We make these decisions on the basis of objective criteria, such as quality, price, service, reliability, availability, technical excellence and delivery, to ensure optimum relations at all times.

10. OUR STRAIGHTFORWARDNESS

Being committed to our Code of Conduct also means reporting any noncompliance with it without delay. By notifying our direct superior, we make sure that appropriate measures can be taken. If there are grounds to believe that the superior is personally involved in breaching our common principles, each employee may also contact the next higher superior, the Management Board or the Advisory Board directly. Each corresponding notification will be treated as confidential.

11. OUR CODE

The IRS Code of Conduct applies to all of us. It is binding upon all employees, members of the Management Board and members of the Advisory Board without any geographical limitations and is also designed to serve as a guideline for all external parties collaborating with us to ensure that we all act in line with the principles to which we are committed as both individuals and a company. Because it is our code.

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Stand: 01.08.2019

