

## Code of Conduct

The code of conduct describes the rules, responsibilities and expectations as outlined by the Board of Directors and Executive Management Team at FAST AG. It is binding and applicable to all employees throughout the entire company. The company's code of conduct recognizes the highest ethical standards of behaviour and strictly complies with all relevant national and international laws. It forms the foundation of the company's business actions and corporate undertakings. Furthermore, the code of conduct provides a framework for how employees should behave in their daily work and activities.

Along with the Board of Directors and the Management Team at FAST AG each individual employee is responsible for the implementation and compliance of this code of conduct.

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The FAST AG Code of Conduct describes the expected behaviour of all employees.

### 1. Compliance with Law

#### **FAST AG adheres strictly to the law.**

FAST AG adheres strictly to all applicable national and international laws. With regards to internal policies and regulations the requirements defined, as applicable, by the law are exceeded. Compliance with all national and international laws along with internal policies and regulations must never be compromised.

### 2. Competition and Antitrust

#### **FAST AG is committed to competition and antitrust law.**

FAST AG is excellently positioned and well equipped to compete successfully with other companies. FAST AG behaves fairly at all times and is committed to comply with applicable antitrust, and competition laws between businesses.

With regards to the FAST AG Employees, the company requires that they conform to the following rules:

- Business policies and rates are set independently and are never formally or informally agreed with contenders, competitors or other independent parties, neither directly nor indirectly
- Contracts, clients and regions are never split between FAST AG and contenders, competitors or other independent parties. They are always the result of fair competition and/or transparent open cooperation with appropriate partners.

All employees who are dealing with tenders, and/or are in contact in any other way with clients, are responsible for understanding the applicable competition laws. With regards to the correct behavior, a member of the management team is to be contacted.

### **3. Bribery and Corruption**

**FAST AG has a zero tolerance policy on bribery and corruption; all offers are exclusive to quality and performance.**

There will be no preferential treatment given to any prospective clients, during the initial, the granting of or the execution of a project with regards to personal benefits, gifts or advantages being offered or adopted. Employees involved in the project must not offer or accept any personal gifts or benefits.

Exceptions apply only in the case of usual gifts or promotional giveaways. If an employee is confronted with such an unsolicited offer or a request it must be reported immediately. The employee's supervisor must be notified and in turn the management team informed.

Any financial relationship with a supplier, contractor or customer, which goes beyond that of the professional contractual activities within the FAST AG framework, must be disclosed to the employee's supervisor and management team at the first possible opportunity.

A violation of these bribery and corruption rules can result in criminal penalties and/or termination of employment.

If there is any doubt as to whether the rules on bribery, corruption and or corruption law are applicable or how they are to be interpreted the employee affected should immediately consult with a member of the management team

### **4. Working Rights**

**FAST AG complies with all applicable labour laws**

FAST AG complies with all applicable labour laws and recognizes the rights of employees to form or join trade unions and/or other employee organisations.

### **5. Health and Safety at Work**

**FAST AG ensures the safety and protects the health of all concerned employees.**

FAST AG provides a safe working environment; ensures health and safety in the workplace and protects the mental and physical integrity of the employees. Every individual employee is obliged to immediately report any dangerous conditions, safety issues and/or any other potential health hazards to their supervisor or a member of the management team. This is to ensure that the appropriate measures can be taken and occupational accidents can be avoided.

### **6. Remuneration and Further Education**

**FAST AG pays the market rate in salary and promotes development of employees.**

Well-trained and motivated employees are the most important assets to the company. FAST AG promotes personal and professional development of its employees and pays a function-related, market-driven equivalent salary.

## **7. Harassment and Discrimination**

### **FAST AG places their employees based exclusively on the basis of their skills and abilities; and provides a pleasant, congenial working environment**

FAST AG places their employees based exclusively on the basis of their skills, suitability and competence. Any difference in treatment, or discrimination against people based on their race, skin color, religion, nationality, origin, their political or trade union activity, in addition to gender or age is strictly prohibited.

FAST AG respects the personal dignity and rights of every employee and is fully committed to providing a harassment and discrimination free workplace in which to work and maintain standards.

Employees who feel harassed or discriminated against, whether by direct contact, via correspondence, electronic or verbal, are encouraged to report their concerns to a supervisor or member of the management team.

## **8. Data protection and confidentiality**

### **FAST AG protects data and confidential information**

FAST AG protects intellectual property, trade secrets and other confidential information from disclosure to unauthorised personnel. Employees, who have access to business secrets or confidential information, may not pass it on to any third party (this includes family members and friends).

This obligation remains in place even after the termination of employment. All employees must adhere strictly to the respective confidentiality and/or data protection policies of our customers.

## **9. Suppliers and Subcontractors**

### **FAST AG takes responsibility for their suppliers and subcontractors**

If a supplier or subcontractor acts against one or more of the rules and regulations outlined in this Code of Conduct, corresponding operations will be stopped and immediate corrective action taken. If the corrective measures are not implemented within a reasonable time, FAST AG can terminate the agreement

Special attention is paid to the handling of our business partners, particularly with regards to their employees, in all aspects of international human rights, working rights and discrimination laws.

## **10. Environmental Protection**

### **FAST AG is concerned with and protective about the environment**

Throughout daily work life the environment becomes ever more polluted. The protection of the environment costs money and resources; this often contradicts economic interests. FAST AG is aware of this conflict and endeavors to ensure that the impact on the environment is kept to a minimum and scarce resources are conserved.

FAST AG protects the environment through consistent compliance with environmental regulations and the promotion of energy-saving measures.

## 11. Dissemination of the Code of Conduct

### **FAST AG ensures that all employees, suppliers and contractors know the contents of FAST AG Code of Conduct**

FAST AG ensures that all employees, suppliers and contractors know the content of this code of conduct. For this purpose it will be published both on the Internet and the intranet.

## 12. Compliance with the code of conduct

### **FAST AG adheres to the code of conduct and can be consulted in case of doubt**

Each individual employee is responsible for compliance with this code of conduct.

In case of doubt or uncertainty, regarding compliance with the code of conduct, employees can seek advice from a member of the management team.

A violation of this code of conduct is also deemed to exist if employees do not report a known or suspected violation or do not cooperate in the investigation of a reported breach.

## 13. Violations of the Code of Conduct

### **FAST AG sanctions violations made against the Code of Conduct, against the law or the company's corporate principles.**

Employees are obliged to immediately report any violations of this code of conduct, which is subject to national or international law, or violations against other company principles to a supervisor or a member of the management team.

Employees, who report violations of the code of conduct, are protected from any retaliation.

Any breach of this code of conduct may result in disciplinary action, up to and including termination and/or lead to criminal charges.

Bubendorf 1st February 2016