

# COMPLIANCE GUIDELINE

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# INTRODUCTION

Our customers throughout the world trust our products. Trust is also an integral part of our company culture and values. Our compliance guidelines lay out our values clearly and embed them in binding principles.

All EyeC employees, both in Germany and worldwide with our sales and service partners, commit to these guidelines voluntarily. The guidelines describe the principles that are the basis for our actions and decisions. They are binding for all who act on behalf on EyeC.

For us, compliance means more than simply complying with the laws and guidelines within which we operate. This voluntary obligation should strengthen our ethical behavior and responsibility and provide guiding principles for every employee.

We all represent the company EyeC in our work, commitment and behavior.



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# BASIC REQUIREMENTS

EyeC and its employees commit to comply with all laws, ordinances, guidelines and other provisions applicable to their area of responsibility. This applies also for existing laws, guideli-

nes and recognized values of the cultures and countries in which we operate.

# EQUALITY

EyeC operates globally and we are committed to tolerance, diversity and equality. Our employees are from diverse cultures and backgrounds. That is something we want to respect and maintain.

We are actively and explicitly against any form of discrimination. No one should be disadvantaged because of their gender, origin, skin color, religion, beliefs, sexual orientation, age or disability. Individuals' political and philosophical beliefs should also have no bearing for anyone in the company, as long as they are based on the liberal and democratic order.

We are committed to trusting, friendly and open communications. We categorically and explicitly reject harassment of any kind. Any employee who experiences or identifies a breach of these principles can contact their line manager or HR department at any time. We follow up all information, to ensure discrimination and harassment do not take place.

## FIGHTING CORRUPTION

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We oppose any form of corruption and take decisive action against it. Any unlawful payments to third parties, particularly to public officials, are strictly forbidden.

We do not demand any personal benefits for our business activities and do not accept them in any circumstances. This applies worldwide and also in countries where corruption is an everyday problem.

The current laws on fighting corruption must be observed and followed by all employees.

Violations of anti-corruption regulations and laws can have serious consequences for both the individual and EyeC.

## HANDLING GIFTS AND INVITATIONS

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Gifts and invitations that exceed a certain value are fundamentally problematic as they can lead to the person giving the gift or invitation expecting benefits.

We only accept low value gifts, which must be appropriate and not tied to any kind of return service. This principle also applies to invitations. 60 EUR is deemed appropriate for gifts. In the case of doubt, the line manager or compliance team should be contacted.

We do not accept any gifts sent to the private address of those concerned. If an employee receives a gift at their private address, they must report it to their line manager or compliance team. They will decide how to proceed according to the measures of these compliance guidelines.

## LABOUR RIGHTS

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The wellbeing of our employees is very important to us. We respect the rights of our employees and always act in accordance with these guidelines.

We also respect the dignity and personal rights of our employees and third parties with whom we have business relationships.

We oppose child labor and forced labor, as well as any form of exploitation or discrimination and ensure that we comply strictly with the relevant laws.

## SOCIAL RESPONSIBILITY

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As a company we also believe that it is our task to secure the future through training. We ensure that our employees have professional training and development.

We value individual responsibility and trust, so that our employees can act as well as possib-

le in their areas of responsibility. We treat each other with respect and have developed a relevant values and management concept, which we ensure is implemented.

## SAFETY AT WORK

As EyeC GmbH we take care that, and are obligated to our employees to ensure that, they have a safe and healthy workplace by complying with laws and regulations on health and safety in the workplace.

Each individual and especially the management bears responsibility for ensuring that the appropriate procedures and protective measures are in place to guarantee health and safety in the workplace.

Therefore we urge all of our employees to act carefully and with thought to avoid putting anyone (colleagues, partners, customers and yourself) in danger. Any incidents that cause a safety risk will be reported to the relevant manager.

Our employees have regular training in occupational health and safety. We can all make the work environment safer!

## ENVIRONMENT AND SUSTAINABILITY

Our products make a considerable contribution to reducing material wastage and avoiding reprints by identifying possible faults in the print image before or during printing.

So we help our customers work in an environmentally friendly and resource efficient way.

For all waste generated by our company, EyeC disposes of the materials properly in accordance with the applicable local disposal and

environmental standards. In terms of resource efficiency, we are careful to use the minimal amount of materials to avoid wastage.

## PRODUCT SAFETY

The safety and reliability of our products are crucially important to our customers. We comply with all nationally and internationally recognized regulations on product safety and the quality of our products.

We ensure that our customers receive any updates fast and we actively observe the mar-

ket so that we can respond quickly and sustainably to problems.

We guarantee that all users can work safely with our systems. We give clear and comprehensive descriptions of all the safety measures and we offer thorough training for our products.

## COMPETITION

We are committed to the rules on competition for the benefit of all market participants. EyeC is committed to ensuring that the free competition of companies in the market is guaranteed. We observe the antitrust laws that exist internationally and treat our competitors fairly.

We refuse agreements with competitors on prices, market sharing or restricting production.

We do not discuss with competitors sensitive business information such as prices, margins, discounts or turnovers. We strongly oppose any abuse of a market-dominating position.

## ISO 9001 AND OUR QMS

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EyeC strives to achieve quality in all areas, for our customers and our company. We are continually improving our products, services and processes.

We are ISO 9001 certified on principle. By complying with the standards of these internationally widespread and recognized quality management norms, we are supporting our company's success. We are also creating the basis for our customers' trust in the consistent high quality of our work.

Our process-oriented quality management system (QMS) defines the processes in all areas

of the company. We think and act in a risk-based, customer-oriented manner. We place importance on the complete documentation of all quality-related processes.

We enable a growing number of our employees to progress with us by always giving everyone the chance to have a say and develop. All employees contribute to complying with the quality principles

## PRIVACY

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We are committed to treating personal data confidentially. Every employee is responsible for acting responsibly with information entrusted to them by customers, partners or colleagues

We guarantee comprehensive protection of data given to us in accordance with the applicable statutory provisions of the EU General Data

Protection Regulation (GDPR) and the Bundesdatenschutzgesetz (Federal Data Protection Act). We adhere with any information, reporting and disclosure obligations to supervisory authorities and those concerned.

## PROTECTION OF CONFIDENTIAL INFORMATION

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We protect confidential information and trade secrets and secure them against unauthorized access, both electronically and in paper form. All employees are encouraged to protect confidential information as much as possible. We follow internal guidelines on IT security and protecting trade secrets. All agreements concluded between EyeC and business partners on protecting confidential information must be strictly observed.

We conduct conversations with confidential content in such a way that the information is not disclosed to third parties. All confidential information is used by us only for business purposes.

## CONTACT

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**Questions?**

**Write to**

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