

Code of Conduct

WILD & KÜPFER

Code of Conduct

Introduction

Since our company was founded in 1979, we have placed great value on fair and sustainable actions and ways of thinking. Our culture and our values have been unchanged since day one: "Innovative – Cooperative – Versatile – Personal – Solution-driven".

However, a lot of other things have changed. The most sustained challenge is the accelerated digitalisation of the working world. New technologies and business models and increasing internationalisation have not only changed the external conditions but have also demanded and supported an internal culture change at Wild & Küpfer. We want to stay abreast of this by way of a Code of Conduct that reflects these developments and at the same time upholds our values.

Codes of Conduct provide an ethical and value-based foundation upon which to build. It is our conviction that fair and sustainable actions and ways of thinking are the basis for the trust that is placed in our company. Let us all work together to look upon this Code of Conduct as an expression of our shared values and anchor it firmly in our everyday lives.

Schmerikon, 6 December 2023



Tobias Wild
CEO



Daniel Wild
CTO / Member of the Management Team

Purpose of the Code of Conduct

The purpose of our Code of Conduct is to protect you as an employee and to guarantee that the reputation of our company is never in question. Our customers expect their collaboration with us to be based on trust. We can only be a reliable partner if we embody our values and always remain true to our principles. Equally, we expect our business partners – customers and suppliers – to meet similar ethical standards. This Code of Conduct is a practical document. It sets out our principles and their importance for our company and you as an employee.

Leadership team, example and training

It is the leadership team's duty to set a good example, both in their own adherence to the Code of Conduct and in ensuring that it is followed by others.

In order to deal properly with ethical issues, it is essential to continuously sensitise and train all employees. Our leadership team must therefore ensure that the employees have read and understood the Code of Conduct and integrate it into their daily activities. This includes proactively making sure that the employees are aware what this means in practice: the leadership team should openly and frequently address relevant issues and always offer support.

Laws and regulations

As a company we comply with the laws, regulations and rules in everything we do and in every country in which we do business. In addition, all employees are personally responsible for compliance with applicable internal regulations; this is why we give all our employees access to the necessary resources and the necessary knowledge.

Reporting

It is your right and also your duty to halt business transactions that violate our guidelines or the principles in this Code of Conduct.

Employees who believe in good faith that any specific conduct contravenes this Code of Conduct are required to report such conduct to their supervisors, the HR department or the company management. Reports of this sort will be treated confidentially. Employees who in good faith report a possible contravention of the Code of Conduct will not face any negative consequences for their employment relationship as a result of this report.

Anti-corruption measures

We do business in a fair and legal manner.

We never get involved in corrupt activities in any form whatsoever. This includes the payment or acceptance of bribes by our business partners in our name.

We build close and long-term relationships with our customers. The success of our company is based on our understanding the needs of our customers and offering solutions that meet precisely these needs – we therefore encourage our employees to build productive partnerships with our customers based on mutual trust.

Conflicts of interest

All of our business at Wild & Küpfer is conducted in an impartial manner.

We respect the private lives of our employees and in principle do not take any interest in their conduct outside of the workplace.

Business partners

We work only with demonstrably reputable, honest and competent business partners.

Business partners we work with should: exclusively offer professional services; have a good reputation; and only operate on the basis of a valid and suitable contract.

Our business

We do business in a fair and legal manner.

We have dedicated ourselves to the principle of fair, open and unrestricted competition and we do business exclusively in a fair and legal manner. This principle is of great importance to us – not just because it is a legal regulation, but also because it reflects our way of thinking.

We adhere to the regulations of import and export control.

We adhere to all regulations and provisions for the import and export of goods and services, including customs provisions and prescribed sanctions.

Product safety is important to us.

We want to eliminate risks that may arise from our products to the greatest possible extent. We therefore comply with all regulations applicable to our products and internal rules on product safety.

We communicate truthfully and with integrity.

Within Wild & Küpfer, we communicate in a manner that is truthful and shows integrity.

Company values including confidential information

We provide access to the necessary company values and information in order to run our company efficiently, and we make sure that these company values and information are protected accordingly.

Company values and information are essential for us to achieve our business goals. All assets and data used in the company or stored on company computers are the property of Wild & Küpfer AG.

We are obligated to protect personal data.

We protect the personal data of our employees and the employees of our business partners and the individuals who provide personal data to Wild & Küpfer. We collect or process personal data only where we are permitted to do so in accordance with the current Data Protection Act, and we adhere to the provisions and guidelines in carrying out the processing.

Human rights

We respect and protect internationally agreed human rights.

We have dedicated ourselves to the protection of human rights in accordance with the guiding principles for companies. We are committed to eliminating any negative consequences that we have caused, that we have a part in and with which we may be brought into contact through the activities of Wild & Küpfer and our business ties with all markets.

We place great value on equal treatment.

We support diversity and a culture that enables all employees to bring their full potential into the company.

We strive for diversity and advocate equality of opportunity irrespective of gender, ethnic origin, skin colour, age, religion, nationality or other possible grounds for discrimination. We embody diversity and provide an environment that supports the individuality of each one of us in the interests of the company. Sexual harassment and workplace bullying have no place at Wild & Küpfer.

In conformity with applicable national and international law, we pursue a fair and discrimination-free employment practice.

Health and safety

At Wild & Küpfer, we care about safety. That is why we support the cultivation of a safe and healthy working environment for all of our employees and business partners.

- We have clear health and safety standards and we require all employees to comply with them.
- Our standards are continuously reviewed to avoid accidents in the workplace.
- We do not allow any form of alcohol, drugs or any other substance abuse in the workplace.
- We support our employees in difficult situations, in case of illness and accidents or in social hardship.

Rights in the workplace

We respect and support the rights of our employees in the workplace.

- We pay our employees a fair wage for their work and offer breaks and paid leave in accordance with national legislation. The same applies to compensation for overtime.
- We adhere to the principle of equal pay for equal work and base our pay levels on performance and on the market. Equality goes without saying for us.
- We support and facilitate the personal and professional development of our employees.
- We offer basic training to young people with a view to offering them continued employment in our company after a successful training period.
- We do not tolerate slavery or any form of forced labour or child labour practices either by ourselves or our business partners.

Environment

We support the protection of the environment through our guidelines and our conduct.

We are an environmentally conscious company and we consider ourselves obligated to treat energy and natural resources carefully and sparingly. We comply with the applicable national laws, rules and standards for protection of the environment in order to keep risks to and pollution of the environment to a minimum and we are continuously improving our practices with an appropriate environmental management system.

Misconduct

This Code of Conduct applies to all employees of Wild & Küpfer and they are obligated to comply with it. Violations of the Code of Conduct will result in consequences in accordance with the severity of the violation in question.

The applicable version of our Code of Conduct is available on our employee app and on our website.

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