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**CHT**

SMART CHEMISTRY  
WITH CHARACTER.

# CODE OF CONDUCT

THE FUNDAMENTAL STANDARDS OF THE CHT GROUP

# OUR POLICY COMPRISES IN PARTICULAR:

The code of conduct of the CHT Group defines fundamental standards and describes the expectations upon the female and male managers' and staff members' actions in the company's daily business. Conduct with responsibility, lawfulness and integrity is of highest importance for the image of our company and the confidence of our business partners and the public.

The code of conduct applies to all companies of the CHT Group. The managers of all domestic and foreign CHT companies are responsible for the implementation and communication of this directive as well as the control of its observance. They have to set an example of integrity by their conduct and ensure that the assigned staff members understand the requests of the code, that they can participate in training units and get the necessary support of the organisation or organisation unit in charge.

If there are additional rules of conduct fixed in special directives for individual company units or groups of persons, they are applicable without restrictions and added to the code of conduct. Furthermore the specific applicable laws shall apply to our business activities and to the conduct of all staff members. In case of any information or indications of violation of our code rules, the matters have to be investigated by the responsible manager and/or superordinate manager and reported to the RBI management with immediate effect. Immediate remedy has to be taken, and violations shall have to be penalised.

We expect business partners to respect our standards and to comply with equivalent rules of their own codes respectively.



**Dr. Frank Naumann**  
CEO

## 1. MEETING OF WORK AND SOCIAL STANDARDS

- ▶ Respect of trade unions and the company codetermination, the relevant collective labour agreements and ethical principles
- ▶ Meeting of safety regulations valid for the corresponding working place
- ▶ Responsible personnel management, respectful behaviour within the company and towards third parties
- ▶ Promotion of a versatile and integrative working environment
- ▶ Obligation to respect human dignity and refrain from any type of discrimination, in particular discrimination based on age, race, colour, gender, sexual orientation, religion or disability
- ▶ No tolerance of child labour and forced labour within our group of companies as well as the combat of child labour and forced labour at our partners along the procurement and supply chain

## 2. PREVENTION OF CONFLICTING INTERESTS

- ▶ Prevention of situations which lead to conflicting interests or loyalties
- ▶ Company decisions ought to be made on the basis of objective criteria
- ▶ Presents, invitations or donations must not influence companies decisions; in case of doubt the management is to decide on this.
- ▶ Personal advantages granted to us by our business partners must not have any influence on our business decisions

## 3. PREVENTION OF RISKS FOR HUMANS AND THE ENVIRONMENT

- ▶ Consideration of legal and technical guidelines and members in production and product safety to protect staff members, neighbours and business partners
- ▶ Meeting of environmental and health protection
- ▶ Responsible and gentle use of material and resources within the sustainability management, based on economic, ecological and social aspects

#### 4. PROMOTION OF FAIR COMPETITION

- ▶ Fairness towards competitors, avoidance of anti-trust risks under anti-trust laws
- ▶ Emphasis on our strengths without discrediting our competitors
- ▶ Fairness towards colleagues, competitors, customers and suppliers

#### 5. PREVENTION OF CORRUPTION AND MONEY LAUNDERING

- ▶ Intolerance of corruption in cooperation with suppliers, customers, dealers or other business partners or officials
- ▶ Prevention of money laundry, that means transferring of assets resulting from criminal offences into the regular financial and economic cycle

#### 6. GRANTING OF INFORMATION AND DATA PROTECTION

- ▶ Confidential treatment of personal or company-related data in accordance with applicable data protection laws
- ▶ Protection of the IT safety and consideration of IT safety guidelines

#### 7. PROTECTION ON COMPANY PROPERTY AND BUSINESS PARTNERS' PROPERTY

- ▶ Responsible dealing with company property by protection of assets of the company from loss, damaging, theft, misuse and unlawful actions. Ensured protection of business secrets and intellectual property
- ▶ Respect of company property and intellectual property of our competitors and business partners based on agreements and applicable legal provisions

#### 8. CONSIDERATION OF IMPORT AND EXPORT REGULATIONS

- ▶ Checking of customer relations within national and international trading controls
- ▶ Respect of import regulations and export restrictions for products and services

#### 9. PRESENTS AND INVITATIONS

- ▶ We accept invitations and presents in business contacts and on the occasion of official company events only if they are socially adequate and correspond to trustworthy business practices
- ▶ Tax regulations have to be observed





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