



Code of Conduct

Since their establishment in 1986, *dsl* have developed a corporate culture. We require all staff to fully and responsibly subscribe to this culture and adhere to certain ethical principles. These principles go beyond statutory provisions.

The Management Board has compiled this code of conduct in awareness of their responsibility to our customers, business partners and the environment. The code is binding for our employees and is approved, supported and monitored by the Management Board.

This code of conduct is based on the corporate values of *dls*. The Management Board expects all employees to act in accordance with these values in their personal relations with each other and in business activities. As role models, the Management Board and department heads are responsible for making these values and principles part of everyday life in the company. The following requirements flow from the code of conduct:

1. Manners

We are dealing daily with customers, who entrust their valuable and often time-critical goods and products to us. Hence, customers are entitled to expect fast, dedicated and respectful service. This obviously includes a friendly tone of voice. This is also what we expect when dealing with colleagues and suppliers. Out of consideration for employees who understand neither Polish nor Russian, our office language is German. Outside of the office building, or in breaks, employees are of course welcome to use their mother tongue.

2. Discrimination and harassment

All employees, customers and suppliers are entitled to fair and respectful treatment. We do not discriminate based on gender, race, ethnic origin, religion, belief, disability, age and sexual orientation. Therefore, we guarantee our employees a working environment free of any harassment or discrimination based on the above characteristics. Personnel decisions are based on qualifications, experience and other work-related criteria.

3. Business activities

We ensure transparency in relations with customers, suppliers and authorities. Business decisions must be taken exclusively based on quality and performance criteria and must be objectively comprehensible at all times. We adhere to international standards for combating corruption. This means that presents may be accepted only if they have a value of not more than EUR 20. Presents to customers have to comply with their criteria or instructions.

4. Health and safety

We offer a working environment where the health and safety of employees are protected as best as we can. In turn, employees are required to comply with rules and practices on health and safety. All accidents at work as well as working conditions and equipment that may present a hazard must be reported to the Management Board and the Occupational Health and Safety Officer. We do not tolerate violent behaviour, nor working under the influence of alcohol or other drugs. We have undertaken to comply with the statutory provisions on minimum wages (Minimum Wages Act - MiLoG) and do not tolerate or support child labour.

5. Data protection

We give high priority to the protection personal data. Employees, who process personal data are obliged to maintain the confidentiality of the data. Based on section 5 of the German Federal Data Protection Act (BDSG), employees are not permitted to process or use personal data without authorisation. Furthermore, the principles for using Internet and email at *d/s* pursuant to the Privacy Policy of 17 August 2015 are binding. This obligation remains in effect even after termination of the employment.

6. Confidential information

In our daily work we entrust our employees with many sensitive data that have to be protected in accordance with the provisions established in the employment contract. No order-related data provided by the customer may be disclosed to unauthorised persons.

7. Property, rights and online access

We provide our employees with the necessary equipment and trust that they will deal with those resources responsibly. In addition to material property, we also hold rights, licences and online accesses granted by customers and portals. They may not be used outside *d/s* without authorisation.

8. Environmental protection

We are committed to environmental protection. For us, resource-friendly service delivery means that we use our resources (materials, energy, water, oxygen) in our daily work as efficiently as possible and continuously strive to reduce consumption. We are a paperless office and separate our waste according to the 'recycling ABC'. We have implemented 'green logistics' through the increased use of intermodal transports (moving towards transport by rail).

This code of conduct applies to all *d/s* employees and executive staff and is an integral part of the employment contract. We expect all employees to abide by these rules. Any breach must be reported to the Management Board or to the department heads. Such report will be treated confidentially and will not have any consequences for the reporting person. An employee, who has committed a breach will receive a reminder, a notice warning or termination, depending on the severity breach.

This code of conduct is part of the corporate philosophy of *d/s* and must be observed strictly by every employee.

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Bodo Engler, Managing Director