



Code of Conduct T&N Group

T&N ICT
SOLUTIONS

Dear Colleagues

The reputation of any company is only as good as the conduct of its employees. We must consider how we work together, what values are important to us, and whether we are observing the regulations and the law. All of these shape the public image of T&N.

In this Code of Conduct you will find our rules of behaviour, which apply to all of us as employees of T&N. The rules can be summed up in one sentence: We do not strive for profit at any price, but aim to achieve our goals by acting responsibly and in compliance with the law.

Most of the topics covered will be second nature to you because they are simply common sense. Nevertheless, it is important for us to reaffirm constantly our culture of social accountability, trustworthiness and obedience to the law. We are called on to observe these rules every day and in every situation. By reminding ourselves of our common values, we make ourselves aware of what we expect from each other, what kind of behaviour we are encouraging, and what sort of behaviour we will not tolerate under any circumstances.

If you are faced with difficult decisions, these rules should show you which direction to take.

It is important to have the central principles for our conduct constantly at hand. In that way we can ensure together sustainable success for T&N.

Hermann Graf
Chairman of the Board of Directors

In all of our dealings we are responsible, honest and reliable.

As employees of T&N, we are conscious of our responsibility to the environment and to society. We do what we do with an eye to the future, and we take full responsibility for our actions. We are honest. We mean exactly what we say. We are reliable because we keep our word. We constantly check, and have others check, whether we are actually doing what we say we will do. We are aware that we may also be associated with our enterprises or T&N in a private capacity. We take that into consideration in the statements we make and in the actions we take.

We respect the law and internal guidelines.

The foundations and framework of all that we do are formed by regulations and the law in those lands in which we operate. In addition, we follow the internal guidelines and standards, which we have freely committed ourselves to. We are familiar with the regulations which apply to us and consistently abide by them.

At T&N, sustainability is a core value of the company. It is important to us that our commitment is always measurable and transparent in this regard. To this end, we have published an environmental report every year since 2008. We are committed to acting in an economically and ecologically sensible manner and to actively living up to our social responsibility.

Human rights

T&N regards the observance of international human rights and human dignity as an elementary component of its values.

Child and forced labour

T&N condemns child labour and any form of forced or compulsory labour.

Discrimination

Equality of the individual, regardless of gender, religion, sexual orientation, ethical origin, nationality, age, political opinion, trade union activity or disability, is recognised and accepted by T&N. Discrimination against individuals is not tolerated.

Lifelong learning (Study for life)

At T&N, vocational education and training is seen as a strategic success factor. The aim is to prepare employees for current and future requirements within the company.

Occupational health and safety

T&N complies with all legal requirements and takes appropriate preventive measures to ensure health and safety in the workplace.

We don't give bribes, and we don't take bribes.

We run our business on the basis of honesty and the quality of our services. We therefore refuse to involve ourselves in bribery or any other sort of corruption.

In particular, we do not grant any undue advantages to secure an order. Nor are we likely to accept such favouritism for ourselves. We do not use third parties to engage in corrupt practices.

We are committed to free and fair competition.

As a success and performance oriented company we are committed to a free market economy, and we support fair and effective competition. As a matter of course we always comply with applicable competition law. Our business decisions are made on the basis of facts, and are free from any sort of discrimination.

We avoid conflicts of interest or disclose them at the appropriate time.

Our work is based on objectivity, not on personal interest. Therefore, we always make every effort to avoid conflict between our personal interests and the interests of T&N. We internally disclose situations which might give rise to actual or potential conflicts of interest. If in individual cases it is impossible to avoid a conflict of interest, we take suitable measures to prevent the conflict working to the detriment of T&N.

We handle confidential information diligently.

In our work we come into contact with information and commercial secrets. Information which we acquire within the scope of our business activity is always used appropriately and only to the extent permitted and commercially justified. In particular, we do not allow access to confidential information and commercial secrets to unauthorised internal or external persons. We do not misuse such information for personal gain or for unauthorised third-party advantage. We are especially careful to handle personal data relating to our customers, our employees and our business partners in confidence, and take appropriate measures to protect such data. We comply strictly with the principles of data protection.

We look after the assets of T&N.

The assets of our company form the basis of the business. We therefore handle them carefully and responsibly. We protect them against loss and damage and use them solely for the legitimate purposes of the T&N. We do not tolerate fraudulent or other illegal actions against our assets. We manage our company accounts in accordance with recognised professional accounting standards. We are responsible for ensuring that all corporate transactions are recorded properly.

In our dealings with our customers, our business partners and the public authorities, we act reliably, fairly and responsibly.

We gain the trust of our customers with quality and safety. Therefore, we do not make any compromises. We react immediately and appropriately when anything goes wrong.

Our conduct towards our business partners is fair and dependable. We always act correctly in cooperating with the public authorities.

In our communications we are open, honest and clear.

We encourage open, honest and clear communication with our customers, our employees, our external partners and the general public.

In our activities and decisions we follow the principle of sustainability.

For us, being sustainable means that we create a balance between the economic, ecological and social dimensions of our activities and decisions. In doing so we are careful to maintain an economical approach to handling natural resources.

Note: Please refer to our T&N sustainability report.

Applicability of the Code of Conduct

This Code of Conduct applies to all employees of T&N without geographical limitation.

Reaction to breaches

Breaches of this Code of Conduct must be reported immediately to the direct supervisor. The report is made to a superior, who is obliged to report the incidents to the management. The latter takes the appropriate measure.

If there are grounds for believing that the direct supervisor is personally involved in a breach, or is aware of it, employees may refer to the senior management.

Discrimination or acts of revenge of any kind against employees who report a breach of this Code of Conduct or who refuse to participate in such a breach will not be tolerated.

Additional information

This Code of Conduct is available in English, German and French. In the event of inconsistencies between the different languages, the German version is the authoritative one.

Correspondence regarding the Code of Conduct is to be sent to the following address:
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