

# Code of Conduct



# Foreword

**Dear Colleagues and Partners,**

Our mission statement describes the values we share and the way we want to work together – both now and in the future. It sets out a clear vision that we must strive to realize in order to secure long-term success in our business and our aim of a sustainable improvement in the overall quality of life in developing countries. We can only achieve this goal together. Our values such as personal responsibility, openness, transparency as well as legal and ethical compliance play a vital role in this.

The basic rules and principles governing our behaviour now and in the future have been brought together in this Code of Conduct. It provides an orientation framework and applies equally to everyone – directors, managers, and each and every employee. It sets a standard for ourselves and at the same time represents a promise that we will act responsibly both externally in our dealings with business partners and the general public as well as internally in our interactions with colleagues.

The managing director of  
SiCon International Development GmbH

Michael Sickert



## Preamble

The Directors and employees of the SiCon International Development GmbH have jointly developed this set of shared norms, principles and values to express what our company stands for now and in future.

We bear joint responsibility for our company's reputation.

We the SiCon International Development staff members and integrated experts practice the set norms, principles and values ourselves.

The Code of Conduct helps us to build long term relationships with our business partners, government institutions and authorities as well as with stakeholders and among ourselves, the employees of SiCon International Development.

We share common values. Our interactions are based on transparency and mutual respect. Integrity, credibility, reliability and consistency define everything we do.

We are committed to sustainable development, which we support by subscribing to the ten principles of the United Nations Global Compact. We are also committed to the United Nations Universal Declaration of Human Rights and the core labor standards of the International Labor Organization (ILO).

The Code of Conduct is unconditionally valid and binding for all employees of the SiCon International Development GmbH.

## Conduct in business

### Compliance with the law

Compliance with law, rules and regulations is for us an essential basic principle of responsible business conduct. We adhere to legal prohibitions and requirements at all times, even if this involves short-term business disadvantages or difficulties for the Company or individuals. Where national laws are more restrictive than the rules applying at SiCon International Development, the national laws take precedence as long no conflict with the UN rights, especially the Universal Declaration of Human Rights exists.

### Avoiding conflicts of interest

Our business decisions are driven exclusively in the best interests of the company. Any conflicts of interest with personal matters or other business or non-business activities, including those of relatives or other related parties should be avoided. Should such conflicts nevertheless occur, they must be resolved in accordance with the internal company's policies. Conflicts must be dealt openly and with transparency.

### Fair competition

Our conduct on the markets is based on customer orientation, innovation and motivated, responsible employees. Corruption, bribery and antitrust violations threaten these success factors and will not be tolerated. Infringements will result in sanctions against the persons concerned. All employees must be aware of the extraordinary risks which corruption and antitrust violations can signify for SiCon International Development as well as for them personally.

## **Conduct towards employees**

### **Equal treatment and non-discrimination**

We promote equal opportunities and prevent discrimination in the recruitment, promotion, training and development of employees. We treat all employees equally, regardless of gender, age, skin color, culture, ethnic origin, sexual identity, disability, religion or world view.

We do not allow any kind of sexual harassment in the company and will strongly prevent it happening.

### **Labor rights**

We reject all forms of forced and child labor. The right to appropriate compensation is recognized for all employees. Pay and other benefits shall at least comply with the respective national or local legal standards or the standards in the national economic sectors/ industries and regions.

### **Occupational health and safety**

All employees shall promote safety and health in their work environment and comply with the health and safety regulations. All managers are obligated to instruct and support their employees in meeting this responsibility.

## **Handling of information**

### **Reporting**

The SiCon International Development GmbH is built on strong values: Reliability and honesty, credibility and integrity. We therefore attach great importance to being open and truthful in our reporting and communications on the company's business transactions to investors, employees, customers, business partners, the general public and government institutions.

Every employee shall ensure that both internal and external reports, records and other documents of our company comply with the applicable legal rules and standards and are therefore complete and correct at all times and issued in good time and in accordance with system requirements.

### **Confidential company information**

We take the necessary steps to suitably protect confidential information and business documents from access and inspection by unauthorized colleagues and other third parties.

### **Data protection and information security**

The protection of personal data in particular of employees, customers and suppliers, is of particular importance to our company. We collect and process personal data only when this is absolutely necessary to perform work-related tasks or when required by law.

For further questions relating to the Code of Conduct all employees as well as third parties (customers, suppliers, etc.) can also contact our central e-mail address: [info@sicon-development.com](mailto:info@sicon-development.com)

**Sicon International Development GmbH**  
**Lützner Strasse 91**  
**04177 Leipzig | Germany**

[www.sicon-development.com](http://www.sicon-development.com)

