



The  
**POSTUNING**  
behavioural  
code

# Code of Conduct

# Preamble

## 1. Preamble

POSTUNING is the specialist for the point of sale. Our vision of the „happy shopper“ is our drive and motivation to simply make shopping better. We automate and digitalise stationary retail to create time for the most important thing: the customer. With many innovations and strategic developments, as a family-run company we stand for quality, professionalism and cooperation in a spirit of partnership.

We make sure that the products at the POS (Point of Sale) are always:

- available
- visible
- accessible

With our solutions we reduce costs, increase sales success and ensure better utilisation of resources, such as labour time or shelf space. Our solutions are durable, easy to install and simple to use.

POS TUNING is a customer and market oriented company and strives for innovation and market leadership for automation and digitalisation solutions at

the „Point of Sale“. We ensure an edge over the competition with permanent strategic development and thus secure an above-average return on investment, which we reinvest in our business. Protecting our environment is important to us. We use all resources responsibly and sparingly.

POS TUNING is an owner-managed company. We enjoy turning customers into fans with our attitude and skill. We succeed through prompt and faultless delivery with first-class quality products and services. We generally strive for a long-term, trusting and cooperative partnership with our customers and suppliers – for mutual benefit.

We build on a lean organisation, transparent communication processes and a high level of decision-making authority in individual areas. As an exemplary employer, we create the conditions for a

motivating and performance-oriented working environment that attracts and retains the best people. The permanent training and empowerment of our employees ensures high process quality. Promoting employee satisfaction and quality awareness is a permanent management task throughout the company. Against this background, the following Code of Conduct has been drawn up:

The Code of Conduct of POS TUNING Udo Voßhenrich GmbH & Co. KG is based on the following generally recognised guide-lines:



## 2. Compliance with laws and guidelines

Compliance with all applicable laws and regulations is a matter of course for us – both at national and international level. This is the only way to ensure our business success worldwide.

Every employee is obliged to observe the legal system and is personally responsible for complying with the regulations and laws in his/her area of work.

All managers must live up to their role model function and demonstrate a high level of social and ethical competence. They are responsible for knowing the basic laws, regulations and internal company rules relevant to their area of responsibility.

## 3. Employees as representatives of the company

Every employee is aware that we are perceived as representatives of the company through our actions and behaviour.

With our behaviour and our work, we support economic success and contribute to the positive perception of POS TUNING.



## 4. Product safety and product quality

POS TUNING is a customer and market oriented company. Our primary goal is to provide our customers with flawless products and services that meet their expectations.

The high quality standards of our customers for our products are the guideline for our actions. A central guiding principle is the assurance of quality and the safety of our products. For us, quality is a dynamic process of continuous improvement of both product and process quality.

## 5. Fair competition, antitrust law and corruption

We always respect the rules of fair competition and refrain from exchanging sensitive information (prices, price changes, margins and discounts). The existing global antitrust laws are binding for us. Corruption and attempted corruption of any kind, including extortion and bribery and other illegal practices will not be tolerated.

## 6. Respect Human rights

Respect for human rights and the protection of health and the environment form an essential part of our social responsibility.

POS TUNING is expressly committed to upholding human rights within its sphere of influence. We advocate that we are not involved in any form of human rights violations, either directly or indirectly.

POS TUNING is committed to the prohibition of all forms of forced and child labour. The services of an employee must be rendered voluntarily.

We also expect our suppliers to treat all people with respect and fairness and to respect human rights within their sphere of influence.



## 7. Human, health and environment

As an owner-managed company, POS TUNING relies on a lean organisation, transparent communication processes and a high level of decision-making authority in the individual departments. The permanent training and empowerment of our employees ensures high process quality. Promoting employee satisfaction and quality awareness is a constant management task throughout the company. As an exemplary employer, we create the conditions for a motivating and performance-oriented working environment that attracts and retains the best people.

We ensure fair working conditions, a healthy and hazard-free working environment for our employees. We comply with legal regulations to ensure fair working conditions, including those on pay, working hours, occupational health and safety and privacy.

All workers have the right to equal treatment and equal opportunities. Any discrimination based on gender, age, religion, belief, race, social class, social background, disability, ethnic and national origin, nationality, membership of workers' organisations including trade unions, political

opinion, sexual orientation or other personal characteristics, for example with regard to employment, pay, access to training, promotion, termination of employment or retirement, is prohibited.

Employee satisfaction, especially the compatibility of family and work, is very important to us, so we have set up our own large day care for our employees.

Products and processes are always considered from the point of view of sustainable environmental protection and the resource-saving use of energy and valuable materials. Environmental protection is a special concern of ours, which is why we attach importance to keeping environmental risks and negative effects on the environment as low as possible through precautionary measures. We ensure compliance with applicable national

environmental laws, regulations and standards in all associated companies. Furthermore, we support the use of modern, efficient and environmentally friendly technologies.



## 8. Social Commitment

The active promotion of charitable institutions and the support of a variety of projects in sports, youth development, research and science as well as education and upbringing are particularly close to our hearts.

## 9. Data privacy

Digital media, social networks and blogs are becoming increasingly important. However, due to the various communication channels that we use to serve our customers on a daily basis, the data in our customer base, including the contact details of our contact persons, is an absolutely necessary basis for us to provide optimal customer service. We assure you that the data available to us is used exclusively for our communication with the customers.

The data is not passed on to third parties and all personal rights of our contact persons are preserved. Our own data protection officer is responsible for compliance and implementation.



## 10. Confidential Information and Protection of intellectual Property

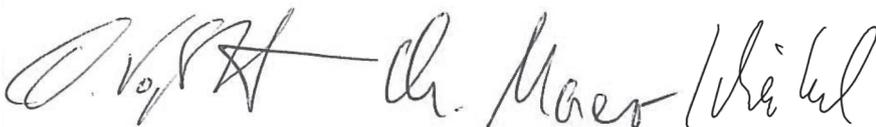
Every employee contributes to the protection of POS TUNING's intellectual property. We are aware that intellectual property is a valuable asset and the basis for the company's success. Inventions, prototypes, product concepts, software developments as well as details about customers and suppliers and other business secrets are considered intellectual property. Confidential information must not be disclosed to unauthorised persons.

## 11. Compliance

The rules contained in this policy form a core part of our corporate culture. Every employee is given this Code of Conduct.

Company-wide compliance with this policy by each individual employee is essential and is monitored by POS TUNING.

Bad Salzflun, 11 March 2021



Oliver Voßhenrich  
Managing Partner

Christoph Moser  
Managing Director

Bernd Schäkel  
Managing Director

### CONTACT PERSON FOR THE CODE OF CONDUCT/CODE OF BEHAVIOUR

Each of our employees and business partners is encouraged to confidentially contact POS TUNING Udo Voßhenrich GmbH & Co. KG in confidence. The first point of contact is the management. In addition, POS TUNING employees can also turn to their managers or the designated persons of trust within the company. Information will be treated strictly confidentially throughout the entire process.

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