

81000 TGE Company Procedures

Code of Conduct for TGE's Business Partners

3	24.10.2016	Issued for Use	PM4	MW1	SL
2	27.08.2015	Issued for Use	BB2	MW1	SL
1	13.11.2014	Issued for Use	BB2	MW1	SL
0	10.10.2014	Use As Preliminary	BB2	MW1	SL
Rev.	Date	Subject of revision	Author	Checked	Validated

This document is electronically approved and valid without signature.

What TGE expects of its Business Partners

TGE Gas Engineering GmbH and its associated companies ("TGE") recognise their business partners as important contributors to TGE's worldwide success. Our goal is to develop relationships with business partners who share our corporate values of precision, high quality, accountability, teamwork and trust and who conduct business in an ethical manner in compliance with relevant laws. We expect our business partners to observe the principles laid down in this code of conduct and reserve the right to follow-up potential issues in the event of doubt or to discontinue the business relationships.

1. Business Ethics

TGE expects from its business partners to respect and protect international proclaimed human rights and to refrain from child or forced labour.

Employees shall be treated fairly and equally with dignity and respect.

Essential Actions

- Prevention of all kinds of discrimination.
- Prevention of child labour.
- Enable the right of freedom of association and collective bargaining.
- Providing a safe and healthy work place.
- Observing health and safety requirements at the working place.
- No excess of national regulated maximum working hours.

2. Environmental Protection

TGE seeks to continuously reduce the environmental impact arising from its activities. Our business partners are encouraged to share and actively support this objective. TGE's environmental management system complies with ISO 14001 and therefore encourages its business partners to consider environmental aspects.

Essential Actions

- Act in line with applicable national and international statutory standards and laws concerning environmental protection.
- Consider an environmental management system.

3. Health and Safety of Employees

In order to protect the health and well-being of its employees, TGE has organized its management system to meet the requirements of ISO 9001, ISO/TS 29001 and OHSAS 18001 (Occupational Health and Safety Assessment Series). Business partners are encouraged to develop and implement equally effective quality, safety, health protection policies, trainings and management systems. For TGE, compliance with applicable national and international statutory standards and laws is substantial.

Essential Actions

- Ensure health and safety trainings on a regular basis.
- Control hazards and take precautionary measures against accidents and diseases.
- Provide an occupational health and safety management.
- Ensure security aspects in countries with an increased risk potential.

4. Corruption

TGE conducts its business with integrity and will not accept its partners to condone or actively participate in corruption. Business partners are expected to ensure the same with regard to their employees, subcontractors, representatives and other involved parties. Directly or indirectly offering, granting, promising of benefits (e.g. gifts, money, hospitalities and invitations), which are not appropriate and likely to influence decisions illegitimately or to gain an improper advantage, are not acceptable. TGE expects its business partners to have own procedures in place regulating the dealing with benefits. Please understand that if a TGE employee rejects your gift or does not give you one, it is not out of disrespect, but because of our company guidelines.

Essential Actions

- Binding rules in connection with the correct dealing of benefits from third parties.
- Implementation of corruption prevention measures (e.g. trainings, workshops etc.).
- Contractual alignments with business partners to act in line with anti-corruption laws and corresponding regulations.
- Offering benefits not with the intention to influence decisions illegitimately or gain an illegal advantage.

5. Fair competition

TGE strictly prohibits anti-competitive agreements. We require our business partners to be committed to free and fair competition and to observe applicable laws, in particular competition and anti-trust legislation.

Essential Actions

No practices with competitors to distort the market e.g. price fixing, bid rigging, segregation of markets and customers.

6. Export Control

TGE expects its business partners to comply with applicable export control legislation and to share with TGE any relevant information without undue delay. TGE will not make any business with partners, who are subject to international sanction lists.

Essential Actions

- Have procedures in place describing the export control process in the company.
- Conduct a comprehensive export control screening of all relevant business partners and countries.

7. Data Protection

TGE is dedicated not only to the protection of its own personal data and privacy, but also to that of its business partners. Our business partners are therefore expected to comply with pertinent laws on data protection and on the use, modification and disclosure of TGE's personal data.

Essential Actions

To observe statutory data protection laws and regulations.

8. Intellectual Property

TGE respects the intellectual property rights of others and expects the same of its business partners. This means not to infringe another party's intellectual property rights, use copyrighted materials or third-party trademarks without permission of the copyright or trademark owners.

Essential Actions

To observe existing intellectual property rights.

9. Physical Property

TGE expects that all kinds of materials used by business partners will be used with care, in an economical manner and only for legal purposes.

Essential Actions
<ul style="list-style-type: none">Products of TGE are stored, prepared, loaded and transported safely and with reasonable care.Physical property of TGE is protected against unauthorized access.

10. Contact

Any concerns related to the conduct of TGE's employees or business partners should be reported immediately to TGE's Compliance Officer via Compliance.Officer@tge-gas.com.