

## Preamble

Responsible, future-oriented, and sustainable thinking and action characterize the business activities of GfPS mbH.

GfPS mbH is guided by the core principles of the German Corporate Governance Code, according to which companies should strive to achieve their

goals in a way that serves the company, its owners, customers, business partners, and society in the long term.

The actors at GfPS mbH - its governing bodies, the management and executive board, the executives, and all employees - commit to this Code as a framework intended to support and empower them to jointly embody the values of GfPS mbH in their daily business.

In order to serve as role models, the decision-making bodies, the management and executive boards, as well as all employees of GfPS mbH, are particularly expected to conduct themselves in accordance with the values of this Code.

Furthermore, for market and business partners, the orientation towards comparable standards and principles should be a guideline and a matter of self-understanding when initiating and implementing business activities with GfPS mbH.

## Legal compliance as the basis of business activities

GfPS mbH undertakes, within the scope of its business activities, to comply with the legal requirements applicable at the place of performance and

for the provision of services, as well as to fulfill the performance parameters contractually agreed upon with its business partners, which specify the legal framework of the cooperation.

This includes knowledge of and adherence to laws, regulations, guidelines, and contractual agreements that form the basis of business activities and

cooperation with business partners.

Knowledge and adherence to these are the responsibility of management and all employees equally.

GfPS mbH is subject to audits by the central drug monitoring agency and the accreditation monitoring bodies.

GfPS mbH subjects its quality and performance compliance to the following internationally recognized accreditation standards and certification systems:

- Accreditation according to DIN EN ISO/IEC 17025:2018
- GMP Compliance

In our extended corporate responsibility, we adhere to internationally recognized principles and standards:

- the principles of the UN Global Compact in the areas of human rights, labor standards, environmental protection, and anti-corruption
- the Universal Declaration of Human Rights of the United Nations
- the principles of the conventions of the International Labour Organization (ILO)

### Corporate principles and objectives

- To achieve our goals, we aim to maintain an effective and economical quality management system based on DIN EN ISO/IEC 17025 in order to realize the defined quality level in all areas and thus guarantee our clients the expected and promised quality and reliability of our services.
- We aim to ensure the economical production and maintenance of the required quality by clearly identifying and defining the requirements for our services.
- We always strive to meet the wishes and needs of our clients through discreet, fast, and flexible processing of our orders. We aim to earn and maintain the trust of our clients by ensuring our methods comply with legal requirements and by continuously verifying the accuracy of our results.

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- We aim to employ the best-trained personnel according to the requirements and place high demands on the skills, commitment, and personal attitude of our employees towards the company.

- We also aim to always be aware of our responsibility towards our employees and the environment and take measures to guarantee their safety.

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We always strive to meet the requirements of our clients by processing their orders discreetly, quickly, and flexibly.

- We aim to embed quality responsibility within the executing departments through self-assessment and

do not rely solely on checking and subsequently correcting deviations.

- We aim to create and maintain the necessary quality awareness among our employees through appropriate information, training, and instruction, and to commit them to quality- and cost-conscious work and action.

- We aim to ensure, through an independent quality management system, that the necessary quality assurance measures are coordinated and implemented.

- We aim to clearly define, through a clear description of the organizational structure and processes, who is responsible for, when, and how quality assurance tasks are to be performed.

- We aim to optimize procurement in terms of quality and cost by selecting suitable supplier products and vendors.

- We aim to make the success of all these measures—the satisfaction of our customers—measurable through recurring surveys.

## Ethical action

For GfPS mbH, adherence to ethical standards is an indispensable prerequisite for its market and business activities.

This includes the strict rejection of any form of child labor, forced labor, and discrimination based on race, ethnic or national origin, skin color, gender, mental or physical disability, religious beliefs, or other personal characteristics.

The General Equal Treatment Act is observed. Psychological, physical, sexual, or verbal harassment and insults, as well as any other personal attack, will not be tolerated.

A climate of appreciation and mutual trust, in which each individual is respected in their individuality and individual and cultural diversity is promoted and encouraged, is of paramount importance to GfPS mbH.

Every individual has the right to fair and respectful treatment, freedom of expression, and privacy.

GfPS mbH is committed to equal opportunities and promotes a work environment characterized by respect and tolerance.

It thrives on the diversity of its employees. The same applies to its dealings and cooperation with its market and business partners.

GfPS mbH will not engage in any business activity that is foreseeably likely to result in the restriction of human rights.

## Integrity and transparency

In accordance with the aforementioned ethical standards, all forms of bribery and corruption are prohibited.

Employees may not exploit their position within the company to demand or accept personal benefits.

If employees are promised personal benefits by third parties, this constitutes a reportable conflict of interest.

Gifts and gifts in connection with invitations or promotional activities may only be accepted or granted if they—in accordance with standard business practices—serve a

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legitimate business purpose and are expressly not related to the demand, promise, offer, granting, or acceptance of a benefit, or constitute consideration for a promise or grant of a benefit.

The acceptance or awarding of gifts and gifts exceeding customary occasional gifts (so-called giveaways with a value exceeding €35) is not permitted, and such offers must be declined.

Requests for or offers of sponsorship or donations for charitable purposes must be handled with care; these are only permissible with the approval of the company or management.

GfPS mbH maintains its business books and records in accordance with generally accepted and commercially recognized principles of proper accounting.

It ensures that business transactions are correctly documented.

The management adheres to the rules of proper corporate governance.

The accounting and controlling processes implemented for this purpose comply with the relevant laws, guidelines, and regulations.

GfPS mbH competes with other companies and service providers. In this competition, GfPS mbH operates fairly and in compliance with legal regulations.

All employees are obligated, to the best of their ability, to ensure that no unlawful means are used to obtain an advantage.

GfPS mbH neither makes direct or indirect payments nor grants any other advantages to individuals, in particular public authorities, company representatives, or government officials, nor does it promise, approve, confirm, or offer such payments or advantages.

GfPS mbH expressly encourages its employees to confidentially report any criminal activity that may occur in the workplace.

Since misconduct and violations of legal regulations can have personal consequences not only for the individual, but also

for the company as such, GfPS mbH pursues a zero-tolerance principle here.

## Working conditions – fair, safe and development-oriented

GfPS mbH, as an employer, takes its duty of care towards its employees seriously and ensures a healthy and safe working environment.

Compliance with national legal requirements forms the legal basis for the employment relationships of its employees.

This includes, among other things, adequate remuneration and appropriately flexible working time models.

Furthermore, health and safety have the highest priority in the design of work situations and working conditions.

GfPS mbH has implemented all standard hazard prevention measures; at the same time, employees receive regular training regarding hazardous materials and substances, as well as related protective and preventative measures.

Together with the company's occupational health and safety officers, the management of GfPS mbH ensures that appropriate procedures and protective measures are in place to guarantee health and safety in the workplace.

Employees are given the opportunity to further develop their professional skills and talents and to participate in company training and professional development programs.

Company representatives for the training sector are available as contact persons.

## Resource usage

GfPS mbH provides its employees with technical equipment, IT, office and communication facilities, and other company resources to perform their duties.

Responsible and proper handling of company property, as well as the efficient use of all resources at all levels, contribute to the long-term success of the company.

Misuse of company resources harms the operational and financial performance of GfPS mbH.

Employees are therefore expected to act in a resource-conscious and thus cost-conscious manner, to exercise care when handling company property, and to protect it from damage, theft, and destruction.

## Handling of information – confidentiality and data protection

GfPS mbH recognizes that information is a valuable asset and a key component of business success.

For this reason, copyrighted and confidential information, as well as personal data, are given special protection.

This also includes protecting files and documents from unauthorized access by third parties.

All employees are expressly required to comply with this requirement.

Further information is provided in the quality management system, specifically in the quality management manual.

## Environmental protection

Responsible and environmentally conscious action is one of the guiding principles at GfPS mbH.

GfPS mbH strives for the responsible use of resources (energy, water, and raw materials) in the provision of its services.

## Compliance with the Code of Business Conduct and contact persons

The Code of Business Conduct consolidates the applicable legal and company regulations at the place of performance.

The obligation to comply with the (conduct) rules set forth herein arises either directly from the law or from company-specific regulations.

This Code of Business Conduct is made available to and brought to the attention of management and all employees.

The management is the contact person for any questions regarding the Code of Business Conduct.