

# **Code of Conduct**

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# **Commitment**

SZABO-SCANDIC is distributing and servicing consumables, research products, laboratory instruments and specific diagnostics. Our strength is more than 60 years of experience and competence in the Austrian Life Science market.

Our mission is to provide premier Life Science products through a close, active and continuing relationship with our customers by selecting and cooperating with suppliers with high qualitative standards and innovative technologies. Our goal is to meet expectations and requirements of our customers and to respond to their individual needs.

Customer-specific solutions, local logistics, service and maintenance have top priority in our business policy.

We are committed to

- Customer centric strategies that create sustained cooperation
- Respect and fairness to our employees and our business partners
- Social, ecological and corporate responsibility
- Continuously improving performance
- Encouraging innovation and striking new paths

## Integrity

Our code of conduct defines and describes the professional standards we expect of our employees and the ethics which apply to all our activities. It is therefore a key element of our relationship with our employees as well as our customers, suppliers and service providers.

## Quality

SZABO-SCANDIC has been an ISO 9001 certified company since 1998. Quality aspects are integrated in all our processes, and our employees are committed to incorporate our quality policy in all activities.

The major quality targets of SZABO-SCANDIC are:

- Highest customer satisfaction by realizing the requirements of our customers and by acting efficiently and professionally
- Long-term customer loyalty by delivering excellent quality of service
- Motivated and highly educated employees achieved by fair leadership and continual training in their respective field of work
- Continuing optimization of our product portfolio
- Fair relationship with our business partners
- Quality assurance, regular inspections and accurate documentation of our processes

German version: <u>TÜV Zertifikat ISO 9001:2015</u> | English version: <u>TÜV Certificate ISO 9001:2015</u>

#### **Business partnerships**

SZABO-SCANDIC holds its vendors to high standards.

We have cooperated with many suppliers for decades, but also extend our portfolio with new business partners. We select and assess our suppliers by constant supplier evaluation and we appreciate them for playing an important role in our company's continued growth and success. SZABO-SCANDIC is a reliable business partner – we keep our commitments.

#### Innovation

SZABO-SCANDIC believes in the power of technology in science and is constantly looking for new markets and new business segments. The goods and services we deliver are state-of-the-art. Thanks to our highly skilled employees and our customer-specific technical solutions, we are able to meet the most ambitious and challenging customer-specific requirements.

#### EHS

SZABO-SCANDIC has been ISO 14001 certified since 2014.

We are committed to following regulations and practices which prevent harm or damage to people and the environment.

The major environmental and health targets of SZABO-SCANDIC are:

- Reduction of energy use by selective measures all over the company
- Assurance of an integrated waste management system by appropriate specifications and objectives for waste avoidance, separation and recovery
- Efficient use of materials and protection of resources
- Established programs to preserve and increase the security and health of our employees

Our employees are dedicated to the respective legal regulations and pursue our environmental and health goals actively.

German version: <u>TÜV Zertifikat ISO 14001:2015</u> | English version: <u>TÜV Certificate ISO 14001:2015</u>

#### Fair dealing / Conflicts of interest / Anti-corruption

Our employees deal fairly with colleagues, customers, suppliers and competitors and do not take advantage of anyone through manipulation, concealment, abuse of privileged or proprietary information, misrepresentation of material facts or any other unfair or dishonest practices. No SZABO-SCANDIC employee shall offer any payment or improper financial advantage to any third party for the purpose of obtaining a commercial advantage and must not accept such payments.

<u>Business Policy Statement</u> <u>Verpflichtungserklärung</u>

#### Data Privacy and Integrity

SZABO-SCANDIC respects the privacy of its employees and all business partners who share their personal information with us. Our employees comply with the current regulations regarding data privacy (DSGVO/GDPR) and must ensure that any personal information we collect is treated with care and used lawfully. Data integrity refers to the completeness, consistency and accuracy of data. Every SZABO-SCANDIC employee has the responsibility to ensure that the data they generate, document and report adheres to the respective principles.

German version: *Datenschutzerklärung* | English version: *Privacy Policy* 

#### Anti-discrimination and equal employment opportunities / The way we work together

The commitment and contribution of all our employees determines the success of SZABO-SCANDIC. Our employees are treated with respect – any discrimination or harassment is not tolerated. Our team consists of a rich mixture of people of diverse nationality, gender and opinion. We appreciate our diversity as a source of strength and value the unique ability of each individual to contribute. Our business culture is driven by directness, honesty and mutual esteem.

#### **Risk analysis**

Our tactic: maximize quality, minimize risks.

SZABO-SCANDIC aims to mitigate risks to our business and to our customers. We analyze our projects and processes in the context of our risk management.

To minimize risks for our customers, we maintain appropriate inventory levels of high quality products to avoid supply uncertainties.

#### **Government contracts**

SZABO-SCANDIC is committed to achieving full compliance with current regulatory requirements and applicable standards, and will work with the appropriate agencies to resolve any issues that might arise concerning performance of such contracts. We require and ensure that our employees who work on government contract projects know the respective regulations.



**Dr. Claudia Zanko** Head of Operations



Mag. Georg Mair Head of Sales