



CODE OF CONDUCT

FOR HENNIG ARZNEIMITTEL

Better Together.

HENNIG ARZNEIMITTEL

Working for human health since 1898



INTRODUCTION

Dear employees and partners
of Hennig Arzneimittel,

We at **HENNIG ARZNEIMITTEL** have been dedicated to human health for over 125 years. We strive to produce and sell high-quality pharmaceuticals, medical devices and nutritional supplements, while maintaining high standards of ethics and fostering collaboration in a spirit of trust and responsibility – both internally and with our business partners and customers.

The aim of this code of conduct is to serve as a set of guidelines for our daily working lives and to define principles for how we treat each other and our partners. Applicable to us as executive directors and to all managers and staff at **HENNIG ARZNEIMITTEL**, the principles described here encompass a variety of issues, including discrimination, labour standards, handling sensitive data, sustainability, environmental protection and financial crime.

Actively integrating the code of conduct into our daily working lives – and into those of all of our employees – is very important to us. Conducting ourselves responsibly strengthens our relationships and the trust that our business partners and customers have in us, which, in turn, plays a major role in the long-term success of **HENNIG ARZNEIMITTEL**.

Thank you so much for your support!



Holger Schleenhain



Dr. med. Kai Schleenhain

HENNIG ARZNEIMITTEL

Working for human health since 1898

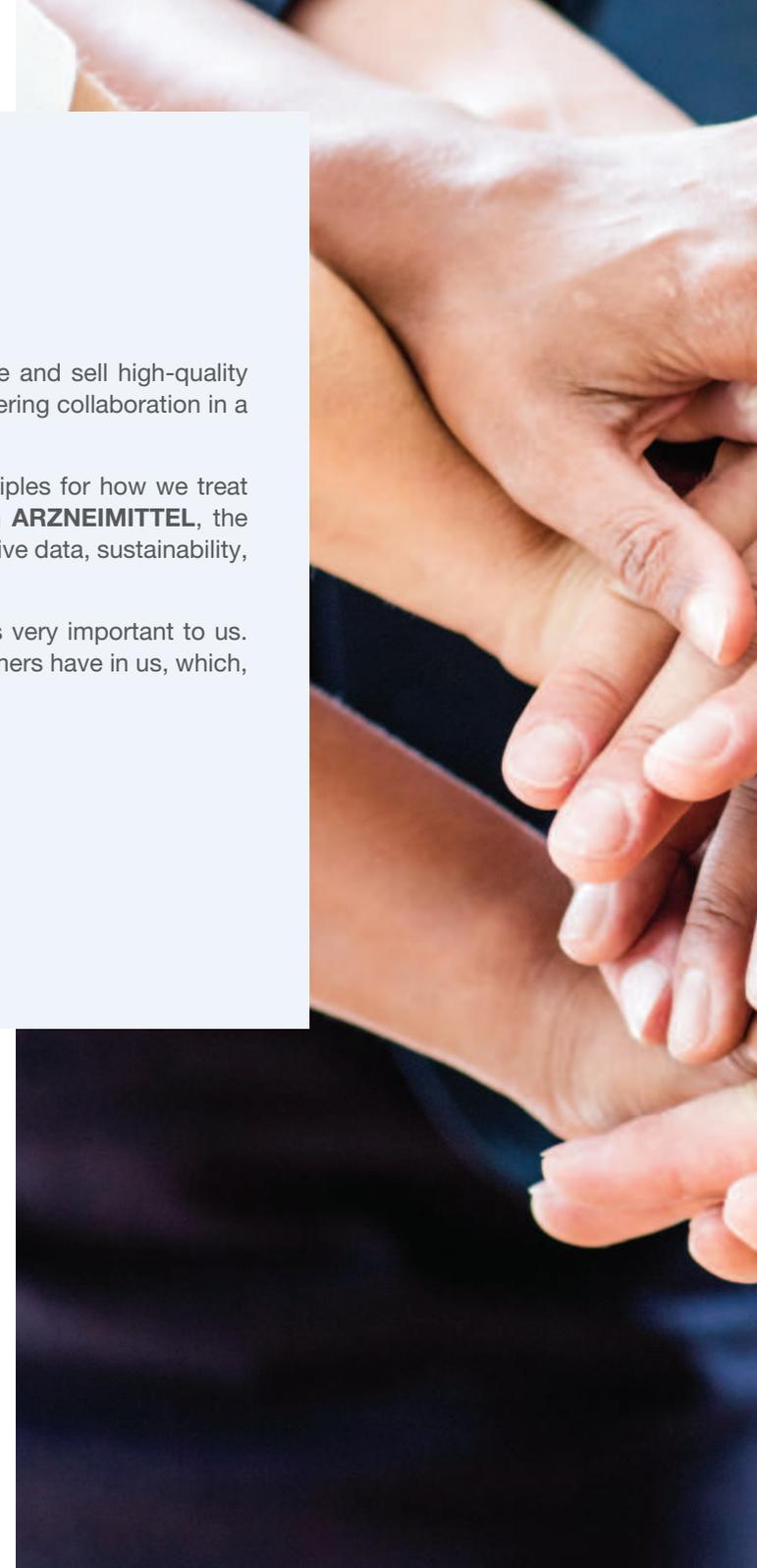




TABLE OF CONTENTS

» Our Philosophy	04
» Corporate Values and Aims	05
» Laws and Regulations	06
» Conditions of Employment	07
» Interesting Facts and Figures	08
» Health and Safety	09
» Discrimination, Harassment and Mobbing	10
» Data Privacy and Security	12
» Financial Crime	13
» Sustainable Development and Environmental Protection	14

WE ARE A MODERN, INDEPENDENT PHARMACEUTICAL COMPANY

... with 125 years
of tradition!



Holger Schleenhain

Managing partner

A company is only as good as its employees. We believe that not only should the quality of our pharmaceuticals meet the most stringent requirements, but so should the professional and social expertise of our employees. The corporate culture at **HENNIG ARZNEIMITTEL** is characterised by respect, honesty, responsibility and quality. That's also the kind of partnership that we strive for with our customers.



Dr. med. Kai Schleenhain

Managing partner

The rapid changes to health policy demand considerable flexibility and dedication from each and every one of us at **HENNIG ARZNEIMITTEL**. We believe that flat hierarchies and the ability to act quickly give us a competitive advantage. That's why we consistently leverage the advantages of being an independent family company when making any decision. At the same time, the steady expansion of our product range ensures our long-term success.

HENNIG ARZNEIMITTEL

Working for human health since 1898



VALUES & AIMS

OUR CORPORATE VALUES

We have been dedicated to human health for over 125 years, providing products and services with which we aim to help patients and to improve their quality of life.

We are clearly focused on continuing to grow in all areas of our company, with long-term success and job security always at the top of our list of priorities.

Common values that are shared by all are essential to achieving our aims and form the basis of our relationships – not only internally, but with our customers as well. We at **HENNIG ARZNEIMITTEL** have worked through a shared process to agree on four corporate values. We put these values into practice not only inside the company, but outside as well. We use them as guidelines for working together in a team and acting independently in the interests of the company.

Respect

- » We show respect and appreciation in our treatment of each other and our customers.

Quality

- » We recognise and satisfy the needs and wishes of our internal and external customers. We also work toward continuous improvement in the quality of our products and services.

Honesty

- » We foster open and honest communication and take a constructive, transparent approach to mistakes.

Responsibility

- » We take responsibility and reflect on our actions to ensure both our own personal development and that of **HENNIG ARZNEIMITTEL**.

LAWS & REGULATIONS

As a pharmaceutical company, we are subject to more than just general laws and regulations – we also comply with many other industry-specific laws and standards.

The following are a few examples:

- » General Act on Equal Treatment (AGG)
- » Occupational Safety and Health Act (ArbSchG)
- » Working Time Act (ArbZG)
- » Federal Paid Leave Act (BUrlG)
- » General Data Protection Regulation
- » Part-Time and Fixed-Term Employment Act
- » Medicinal Products Act
- » Ordinance on the Manufacture of Medicinal Products and Active Substances (AMWHV)
- » Narcotic Drugs Act (BtMG)
- » Falsified Medicines Directive
- » Health Services and Products Advertising Act (HWG)

... and many more.

HENNIG ARZNEIMITTEL

Working for human health since 1898





CONDITIONS OF EMPLOYMENT

We ensure fair salaries based on individual qualifications and performance. When it comes to working hours, it goes without saying that we comply with all applicable laws and with the stipulations of applicable labour agreements. Compensation is geared toward the requirements and responsibilities of a given position, as well as an employee's personal performance. We also provide a company pension scheme, long-term care insurance, holiday pay, and bonuses for Christmas and work anniversaries. **HENNIG ARZNEIMITTEL** offers flexible working time models, opportunities for working remotely and holidays beyond what is legally required. Our in-house cafeteria also offers reduced-price lunches, free mineral water and coffee.

Employment conditions are, of course, set in writing in employment contracts signed by both the employer and employee.

We respect human rights! That also means that we oppose child labour, forced labour, slavery and human trafficking. We respect and safeguard the rights of employees with the support of our Works Council.

Everyone has a right to fair pay for the work they do and to appropriate working hours!

INDIVIDUAL & FLEXIBLE

GOOD TO KNOW

FACTS & FIGURES



17 different **countries** are represented at our company.



Nearly **2/3** of our employees are **women**.



The average **age** of our employees is **45**.



Roughly **50%** of our employees have worked at HENNIG ARZNEIMITTEL for **10 years or more**.

Of these, around 10% have even been part of the company for **over 20 years**.



Some of our employees still work with us despite being of retirement age, allowing us to continue benefiting from their **many years of experience**.



It also happens that some of our employees **pass the baton to the younger generation** when they retire.

HENNIG ARZNEIMITTEL

Working for human health since 1898



HEALTH AND SAFETY

We are passionate about our employees' health and safety. We strive to create an empathetic workplace and consequently tend to our physical, emotional and social health in order to maintain and improve our well-being at work. After all, well-being is one of the keys to success. Living a balanced lifestyle allows us to do our best at work.

HENIG ARZNEIMITTEL helps us to integrate our jobs, our private lives and our health. Our company physician, safety officer and employee representative are there for you with help and advice, prepare hazard assessments (evaluating mental health hazards, etc.) and perform workplace health examinations. All of our offices are climate-controlled. The company

physician at **HENIG ARZNEIMITTEL** also provides annual flu shots. To support our employees' physical well-being, we offer spinal health courses, as well as general health courses led by a trained physiotherapist on topics such as progressive muscle relaxation and Qigong.

We pay special attention to protecting young people under the age of 18, such as those who work for us as interns, and adhere to the provisions of the Protection of Working Youth Act (JArbSchG). We maintain constant compliance with safety and protection guidelines, avoiding situations in which people may come to harm. We are mindful of the environment in which we find ourselves and are aware of the risks!

Health means more than just the absence of disease!

WORK & LIFE

RESPECT & CONSIDERATION

DISCRIMINATION, HARASSMENT AND MOBBING

We are committed to diversity and inclusion and do not tolerate any forms of discrimination against others. Discrimination destroys the many different advantages that come from differing perspectives, ideas and experiences, and must be avoided at all costs.

HENNIG ARZNEIMITTEL does not tolerate any form of discrimination, including racism. We always treat our colleagues, business partners and customers with respect, regardless of their personal attributes. We evaluate people on the basis of their performance, skills and conduct/actions and not on the basis of their personal background, beliefs or traits.

The following are some examples of protected personal attributes and traits:

- » Age
- » Disability
- » Ethnicity
- » Marital status
- » Gender or gender identity
- » Participation in employee representation
- » Nationality
- » Political convictions and world view
- » Pregnancy
- » Sexual identity and orientation
- » Language
- » Religion

HENNIG ARZNEIMITTEL

Working for human health since 1898





Discrimination, harassment and mobbing have no place in our company!

Tension, conflict and hurt feelings can arise whenever humans come together for a common purpose. Our individual personalities, quirks, needs and emotional states have an impact on our daily work lives and relationships. When differing expectations and points of view clash, when professional demands collide with personal opportunities and desires, or when the circumstances in a company are a poor fit for employees' needs, there will be friction and conflict. If these remain unspoken or unresolved, they can lead to stress, up to and including emotional and social problems. That must be avoided! Every employee has a right to a collegial, fair, respectful work environment.

Treating anyone in a way that makes them feel uneasy, intimidated or degraded will not be tolerated. We aim to protect ourselves and others from that kind of behaviour.

Examples of unacceptable behaviour:

- » **Intimidation of any kind**
- » **Jokes or degrading comments**
referring to an individual's ethnic heritage or other personal attributes
- » **Destructive criticism**
- » **Spreading false information or allegations**
- » **Sexual harassment**
(this includes lewd comments, unsolicited advances or physical contact)
- » **Isolating others, which includes leaving them out of workplace communication**



Sometimes conflict is unavoidable. In times when friction arises, there are a number of people you can turn to in order to address cases of discrimination or mobbing:

Departmental management, the Works Council or an appointed, specially trained **employee representative**.

And in sensitive situations like these, employees should consider the doors of executive management to be open at all times!

GENERAL DATA PROTECTION REGULATION & MORE

DATA PRIVACY AND SECURITY

Ensuring data integrity and protecting our customers, patients, employees and company information are exceptionally important to us. We are committed to protecting our customers' and employees' personal information and to preserving their confidentiality.

Our customers and business partners trust us with various kinds of data and information, just as our colleagues do. We handle personal data using processes that are responsible and transparent, exercising requisite care and complying with existing

law. We use these data exclusively for precisely defined, authorised purposes and do not retain them any longer than necessary. Under no circumstances do we share them with any unauthorised persons.

Our electronic data and systems are housed in a modern IT infrastructure, where they are protected and secured using the latest technologies and technically mature processes. These include modern firewall systems, anti-virus programmes and backup processes.

An external data protection officer is available to advise us on questions surrounding the issues of data protection and digitalisation. This individual's certifications as an external data protection officer and auditor ensure that our data protection standards are met.

HENNIG ARZNEIMITTEL

Working for human health since 1898



FINANCIAL CRIME

Besides being a violation of existing laws, financial crime is also linked to enormous social and economic damage and jeopardises the future of each and every one of us!

Financial crime includes the following:

- » Corruption & bribery
- » Money laundering
- » Financing terrorism
- » Fraud
- » Tax evasion
- » Accounting fraud

We strive to maintain high ethical standards and comply with current anti-bribery and anti-corruption laws, as well as with other regulations prohibiting bribery, the solicitation of bribes or the payment of kickbacks.

*We condemn financial crime
in the strongest possible terms!*

TRANSPARENCY & SECURITY

SUSTAINABLE DEVELOPMENT AND ENVIRONMENTAL PROTECTION

HENNIG ARZNEIMITTEL is regularly audited for compliance with the ISO 50001 energy-management standard. Systematic energy management allows us to continuously improve our energy efficiency, thereby reducing our energy consumption and the resulting greenhouse gas emissions. Because this reduces our costs, it also makes us more competitive. ISO 50001 is a recognised, comprehensive standard that we have applied since 2018 and that guides us in our business.

Our wastewater is inspected regularly! In keeping with the municipal drainage regulations of the City of Flörsheim am Main, the wastewater we produce is subject to annual, unannounced testing.

Our company has implemented other projects aimed at improving sustainability, including switching over to LED lighting and taking the intact but decommissioned IT equipment that the company can no longer use and giving it to employees in exchange for a donation that, in turn, likewise benefits employees.

Another important project for us is the advancement of digitalisation. Not only does this help to save paper – it also plays a significant role in our efforts to optimise and secure processes, while making it easier for employees to work remotely, which reduces emissions from commuting to and from work.

We recognise our environmental responsibility and look for opportunities to work sustainably without negatively impacting nature.

HENNIG ARZNEIMITTEL

Working for human health since 1898





*Thank you for your interest
and for working with us!*



HENNIG ARZNEIMITTEL

Working for human health since 1898

Better Together.

HENNIG ARZNEIMITTEL GmbH & Co. KG

Liebigstraße 1-2
65439 Flörsheim am Main
Germany
Tel.: +49 (0) 6145 / 508-0

www.hennig-am.de

