



MISSION & VISION
STATEMENTS
VALUES &
CODE OF CONDUCT

HTS TENTIQ GMBH | KEFENROD, JUNE 2022



HTS
TENTIQ



FOREWORD

This document is designed to assist HTS TENTIQ employees in the performance of their work duties and to provide orientation, certainty and clarity for their day-to-day activities within the overall working environment. Both within the company and in all contacts outside the company, the behaviour of HTS TENTIQ employees should be characterized and guided by the principles described below.

The company's employees bear a high level of responsibility for shaping the image of HTS TENTIQ within their market environment, and for the perception of the company by the outside world. The behaviour of employees has an equal impact on all interest groups and

stakeholders of HTS TENTIQ, such as customers, suppliers, competitors and other business partners, shareholders, financing partners, representatives of public institutions, as well as on all direct and indirect employees of HTS TENTIQ and its affiliated companies.

The management of HTS TENTIQ encourages all employees to engage actively with the contents of this document. It has been made available to all employees and designed to provide advice and assistance in the day-to-day implementation of the principles. It is also intended to help avoid conflicts or, should conflicts arise, assist in resolving such conflicts.

Mission and corporate principles

What are these? The mission statement describes the objective of our business activities – in other words, the contribution we make to our customers, or the added value that our services and products represent for the customer or ultimate user. At its core, the mission statement responds to the question: “What is HTS TENTIQ today and what does it do for its customers?” Our business efforts focus on our customers and on the ideas they have for the applications they would like, for which we provide a technical solution. At HTS TENTIQ, our customers receive far more than just a finished product.

Corporate mission

CREATING SPACES FOR GREAT THINGS

Corporate vision

What does this mean? The vision statement describes the long-term (and somewhat visionary) objective that we aim to achieve with our corporate and strategic orientation. This visionary statement should have a bearing on today's business activities and be the consequence of continuing consistently along a selected path. The corporate vision looks far into the future

MISSION STATEMENT

“We design and build space solutions for our international customers. With technology, quality, flexibility and reliability, we realize customer requirements for temporary buildings in a wide variety of applications.”

and responds to questions about the worthwhile goals that we can achieve with our services, rather than questions about company size, sales and profitability. As with the corporate mission, all stakeholders should be able to identify with the visionary statement and to understand it as being clear and comprehensible.

VISION STATEMENT

“We believe an ideal space solution exists for every customer. We create perfect products for every application in every global region.”



VALUE SYSTEM

Why do we define values for a company? The company's values provide a solid foundation for the actions of our employees. Employees find stability in these values for their activities both in-house and outside the company. These basic values guide decisions within the employees' areas of responsibility and assist each employee in their day-to-day work – especially in difficult situations. These values should become our corporate culture and be seen as such in-house and externally.

HTS TENTIQ's value system is based on seven pillars. These values are to be understood as cornerstones, defining a framework in which we operate.



Cultural diversity

We respect each person as an individual and we value the contribution that cultural diversity makes to our corporate activities in all regions.



Freedom of expression & fairness

We promote freedom of expression and demand fairness in our dealings with one another. The opinions of others inform our own judgement and decision-making.



Customer focus and innovation

We undertake the utmost efforts to meet our customers' requirements and expectations. Our innovations and product developments are focused on benefits for the customer and they deliver added value in every application.



Performance and quality

We meet our customers' performance and quality requirements and achieve the goals we set ourselves. We strive for flawless work in our products and services.



Occupational safety

The safety and integrity of our employees is a top priority in the performance of our tasks.



Responsibility

We work carefully and accurately, we act transparently and credibly, and we encourage our teams to assume responsibility for their work.



Sustainability

Our products deliver maximum flexibility and offer significant scope for recycling. The simple and quick dismantling of our temporary buildings and reassembly at another location saves resources and makes them economical to deploy. We design our processes and operational procedures in order to conserve resources and avoid waste.



CODE OF CONDUCT

Why do we have a Code of Conduct? In the business environment – in all business transactions and in our interaction with colleagues, business partners and other stakeholders – we face challenges every day that require us to act correctly and responsibly. In addition to the corporate culture that we aspire to, questions also arise concerning the legal framework within which we operate. The following behavioural guidelines are intended to provide us with security in performing our tasks.

Conduct in the business environment

- **Compliance with laws and regulations**

For us at HTS TENTIQ, compliance with laws and regulations represents an essential basic principle of commercially responsible activity. We comply with applicable legal prohibitions and obligations at all times, even if this entails short-term commercial disadvantages, or difficulties for the company or individuals.
- **Avoiding conflicts of interest**

At HTS TENTIQ, business decisions are made exclusively in the best interests of the company. Conflicts of interest with private interests or with further types of commercial or other activities, including those of relatives or otherwise related persons or organizations, are to be avoided. Should conflicts of interest nevertheless occur, they must be resolved in compliance with legal requirements. The transparent disclosure of all conflicts of interest is a basic prerequisite.
- **Fair competition**

Corruption and antitrust violations jeopardize the company's performance and success and will not be tolerated. We do not consider bribes or cartel agreements to be an acceptable means of winning a contract. We would rather forego business and the achievement of in-house goals than violate laws. Such violations will not be tolerated and will lead to sanctions against the individuals involved. All employees must be aware of the extraordinary risks that a corruption or antitrust case can pose to HTS TENTIQ, as well as to them personally. All employees are required to participate actively in complying with the relevant legislation within their areas of responsibility.
- **Preventing money laundering**

HTS TENTIQ complies with its legal obligations to prevent money laundering and does not engage in money laundering activities. All employees are required to report any unusual financial transactions to their respective supervisor or manager. HTS TENTIQ does not accept cash payments from customers.

Conduct towards colleagues and employees



- **Equal treatment and non-discrimination**
A culture of equal opportunity, mutual trust and mutual respect is of great importance to us. We promote equal opportunities and prevent discrimination in the hiring of employees as well as in the allocation of training and development opportunities. We treat all employees equally, regardless of gender, age, colour, cultural or ethnic origin, sexual identity, disability, religious affiliation or belief.
- **Human rights**
We respect internationally recognized human rights and support adherence to them. We strictly reject any form of forced labour and child labour.
- **Occupational health & safety**
The safety and health of our employees are equally important corporate goals alongside the quality of our products and our commercial success. Occupational health and safety form an integral part of all our operating processes. All of our employees promote health and safety within their working environments and comply with occupational health and safety regulations. All managers are required to instruct and support their staff in the fulfilment of their responsibilities.

Conduct within the company

- **Sustainable protection of the environment and the climate**
Sustainable environmental and climate protection as well as resource efficiency are important corporate goals for us. Not only in the development of new products and services but also in the operation of production facilities. We ensure that any resultant impact on the environment and climate is minimized as far as possible and that our products make a positive contribution to environmental and climate protection for our customers. All employees bear a responsibility to handle natural resources with care and to contribute to the protection of the environment and climate through their individual behaviour.
- **Donations**
We do not make financial contributions – especially donations and sponsorships – to political parties, whether in Germany or abroad, to organizations affiliated with or similar to political parties, to individual elected officials, or to candidates for political office.
- **Appearance and communication in public**
We respect the right to freedom of expression and the protection of personal rights and privacy. All employees should be aware that they are seen as part of and as representing HTS TENTIQ in the context of their private lives, and are consequently called upon to safeguard the company's image and reputation through their behaviour and appearance in public, especially in dealings with the media. In the case of private statements of opinion, it is important that such private statements are not associated with the individual's function or activity within the company.
- **Confidential company information/insider information**
We take appropriate steps to protect confidential information and business documents from being accessed and viewed by third parties and by employees for whom such information is not relevant to their role or responsibilities.

- **Data protection and information security**
The protection of personal data, especially of employees, customers and suppliers, is of particular importance to HTS TENTIQ. No personal data may be collected or processed without legal authorization or the consent of the data subject.

- **Protection of company property**
We utilize company property and resources properly and carefully, protecting them from loss, theft or misuse. Our company's intellectual property represents a competitive advantage for HTS TENTIQ and consequently comprises an asset that is to be protected. We defend such assets against any unauthorized access by third parties. We utilize the company's tangible and intangible assets solely for corporate purposes, and not for personal use, unless specifically permitted. Together with their superiors or managers, our employees are responsible for ensuring that the nature and extent of business trips are always reasonably proportionate to the purpose of the trip, and are planned and carried out economically, taking into account time and cost.



Implementation and point of contact

HTS TENTIQ actively promotes the communication of this Code of Conduct. Due care will be taken to ensure that no employee suffers any disadvantage as a consequence of compliance. Our managers have a special role model function in this context, and their actions are especially measured against the Code. They are the first point of contact for questions about the regulations and will ensure that all employees are aware of and understand the Code. As part of their management duties, they prevent unacceptable behaviour, or take appropriate measures in order to prevent violations of rules within their areas of responsibility. Trusting and constructive cooperation between employees and managers is reflected in honest and open information and mutual support.

For further questions about the Code of Conduct, HTS TENTIQ employees as well as third parties (customers, suppliers etc.) can contact the central e-mail address codeofconduct@hts-tentiq.com.



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