



Business ethics



## Preamble

The Jena-Optronik GmbH is a subsidiary of Astrium GmbH. This is a guarantee for competence in precision optics combined with best performances in the field of space.

The main aims of our company are:

- To satisfy our customers
- To meet the needs of our employees as well as
- To ensure profitability, growth, and development

We are aware of our role in the civil society, the responsibility towards our customers and business partners and also our employees and shareholders of Astrium. Our behaviour is determined by autonomy, sincerity, loyalty and also respect towards our society and the environment. Our common values "focus on results", "think positive", "believe in our potentials", "contribution to success", "trust in us", "constant improvement" and "concentrate on essentials" offer a beneficial orientation for our daily work. The management is committed to play an active and exemplary role.

## Our Customers

Our goal is to fulfil the needs our customers have with technically perfect, efficient and adequate solutions. Our business is defined by complex technologies with specialized products and by the customers' confidence in our expertise and our systems. For this reason we grow not only as a company but improve upon our own standards.

The success of important national and international projects depends on our instruments and systems. Thus, our solutions are not only technically demanding but also focus on durability, reliability and stability. Our strength is flexibility. We work in global teams, our system components can be individually adjusted to the customers' requirements and are consequently applied in European, American and Asian markets. To fulfil this claim, we control the portfolio of our performance continuously and we have the ambition to adapt to new requirements of the market.

As a worldwide acting company, we are aware of the challenges in dealing with our international customers and partners. We respect the culture of the other and attend the existing ideology (worldview) or religious differences for the common corporation.

## Our employees

The culture of the company, which is defined by a fair behaviour at work, is the base for a positive internal working climate and it is an essential condition for the economic success of the company. Tolerance and equal job opportunities are a formative part for a good working atmosphere.

The highest potential is our employees. Their know-how, their accomplishments and specialisations, but also their emotional attachment to the company is the main pillar for success. They make an effective working, a continuously growth possible and at last they define our portfolio. Offered training and education foster a continuous development of our employees and thus ensure full use of all of their capabilities at Jena-Optronik.

Good working conditions are the basis of evolvment of existing potentials. Abiding highest health, safety and security standards in the workplace provides necessary prerequisites.

By the development of instruments and appliances our engineers not only place value in advanced technologies, practical approved functionality, modular construction and attractive design but they are also interested in cost efficiency solutions and excellent technical systems.

Jena-Optronik respects the dignity and the personality from every single employee. Daily work is characterized by respecting each other, fairness, team spirit, professionalism and openness. The management takes an exemplary function and proves as contact persons in conflict situations.

Working together in a respectful manner and especially the protection of the personality and the dignity from every employee are a big part of the cooperation, which is based on partnership.

## Acting principles

Every area of business behaviour subjects to laws, ordinances and comparable instructions. This can be international and national regulations and also regional and local instructions. For example, in this way, we implement standards for defence and quality.

The compliance with the existing legislations is the yardstick of our business behaviour. Our highest goal is to fulfil these demands. We do our business legally and with ethically faultless funds.

Especially the following regulations have to be concerned during daily work:

- Equal treatment and equal opportunities:

Discrimination by reasons of the race, the ethnic background, the sex or ideology, a disability, the age or sexual identity is strictly forbidden. Every employee, who has the feeling of discrimination by these reasons, has the right to complain. The use of this law must not lead to disadvantages. The complaint has to be directed to the department JG/Legal. The rights of the works council remain unaffected.

- Fair competition:

The laws of competition have to guarantee an open and fair competition between the single companies, in which is the Jena-Optronik interested in, too. Jena-Optronik is not concerned in price-agreements or accommodations for sale-quota. It is to refrain from practices, which has the goal to eliminate a competitor from the market in an illegal way.

- **Rules against bribe and corruption:**

The politic of the Jena-Optronik adhere to avoid every illegally payments and practices. Especially, Jena-Optronik is committed to fight against bribe and corruption in all cases of business transactions.
- **Maintaining accurate records and documentation:**

Our customers, business partners and shareholders rely on accuracy and correctness of the detailed information of our business records and project related documentation. We commit to proper creation, maintaining and monitoring of these data according to requirements assigned to us.
- **Complying with Export Regulations:**

Knowing and following all relevant laws and regulations is essential for sustainable success. Violations against Export laws and regulations result in severe consequences - reaching from exclusion from markets or tenders, severe fines, up to individual criminal sanctions
- **Managing conflicts of interest:**

Our business relations depend on an outstanding reputation as well as on professional relationship towards our partners. Thus, we must avoid both actual and apparent conflicts of interest. If we can not avoid a conflict of interest, we must make it known to our supervisors.
- **Mutually beneficial relationship with suppliers and subcontractors:**

Professional and fair cooperation based on a common appreciation of values enables great success - for Jena-Optronik just as for our partners.
- **Supporting our social environment:**

Jena-Optronik looks back on a long as well as successful history at Jena. Supporting local and sustainable development of our social environment is part of our company policy.
- **Environmental protection:**

Pay attention for observance of the environmental laws. Every employee is constrained to a responsibly converse with the natural resources. Besides waste avoidance, rules for environmentally friendly disposal have to be observed.
- **Secrecy of confidential information:**

Every employee, who has the access to confidential information, which affects the business activity from Jena-Optronik, has the responsibility to treat this information confidentially and to use it for legal purposes only. The same applies for information, which the employee gets from other persons (customers, suppliers or business partner) in context of an official activity.

#### Consequences of violations:

The regulations of this business ethics must be strictly observed. In case of doubts, take advice from Management or the legal department. Violations result in severe consequences for Jena-Optronik. Furthermore, criminal sanctions or measures related to labour law can affect the employee, depending on individual circumstances.