



Our Business Ethics



Preamble

Jena-Optronik GmbH is an Airbus Defence and Space GmbH company. A strong shareholder, our employees, our processes and the network at the Jena site enable our worldwide success with innovative products and also support fascinating as well as pioneering space missions.

These factors are the basis for achieving our priority business objectives:

- guaranteeing customer satisfaction,
- meeting the needs of our employees,
- and ensuring profitability, growth and development

We are aware of our role in society and our responsibility towards customers and business partners as well as our employees and our owner, Airbus Defence and Space GmbH.

Our business activities are governed by personal responsibility, honesty, loyalty as well as respect to our fellow humans and the environment. Our work is continuously guided by our shared values. Managers have a special responsibility and a role model function.

Our customers

Our goal is to meet customer requirements with technically perfect, efficient and adequate solutions. Our business is defined by complex technologies with specialised products and the customer's confidence in our expertise and our systems.

Our products and project contributions are key in the success of important national and international projects. That's why we not only rely on sophisticated technical solutions, but particularly their reliability and quality.

Our strength is flexibility. We work in teams; our products can be adapted to customer requirements. They are used on the European, American and Asian market. To meet this standard, we continuously review our portfolio and have the ambition to adjust to new market requirements and customer needs.

As a worldwide acting company, we are aware of the challenge of our relationships with international customers and partners. We respect the culture of others and attend the existing ideology and/or religious differences in our interactions.

Our employees

The culture of the company, which is defined by a fair behaviour at work is the basis for a positive working climate and thus an essential condition for a company's business success.

Tolerance, respect and equal opportunity are a formative element of a good working atmosphere.

The highest potential are our employees. Their know-how, their accomplishments and specialisations as well as their emotional attachment to the company are our main pillars for success. They enable continued growth and ultimately define our portfolio. Advanced trainings and continuing education opportunities 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 for evolvment existing potentials. Meeting top standards in health protection, occupational safety and safety in the workplace provide the 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 and its employees respect the dignity and personality of each and every team member. Interactions are characterised by mutual respect, fairness, team spirit, professionalism and open-mindedness. Management acts as role model function and are particularly competent points of contact for conflicts.

All employees align their conduct with these basic principles.

Principles of conduct

Every area of business behaviour subjects to laws, ordinances and comparable instructions. These are international and national regulations as well as regional and local ordinances. For example, we strictly apply safety and quality standards.

Compliance with the relevant laws and regulations is the benchmark for our business operations. Our primary objective is to meet their requirements. We conduct business with legally and ethically irreproachable means in the interest of sustainable management.

The following rules must particularly always be observed in day-to-day work:

Equal Treatment and equal opportunities

Discrimination based on race or ethnicity, gender, religion or ideology, disability, age or sexual identity is strictly prohibited.

Any employee who feels discriminated for any of these reasons has a right to lodge a complaint.

Exercising the right to complain must not result in disadvantages. The complaint must be submitted to the equal opportunity commissioner. The rights of the works council remain unaffected.

Compliance with rules of competition

Competition laws guarantee a fair and open competition between companies - strict compliance with these being in the interest of Jena-Optronik. Jena-Optronik does not engage in price rigging or accommodation for sales quotas.

Practices and actions aimed at illegally elimination of competitors from the market are prohibited.

Rules on bribery and corruption

It is policy at Jena-Optronik to prevent, thus avoid without exception, all illegal practices and payments. Jena-Optronik particularly expressly undertakes to fight bribery and corruption in business dealings.

Maintaining records and documentation

Our customers, business partners and shareholders rely on accuracy and correctness of the detailed information in our business and project records.

We commit to proper creation, maintaining, monitoring and management in compliance with the requirements assigned to us.

Compliance with customs and export regulations

Knowledge of and compliance with all import and export laws and regulations applicable for Jena-Optronik GmbH are essential for sustainable success.

Violating import and export regulations has very serious consequences – from being barred from orders or markets, to heavy fines or even criminal sanctions for the individual employees.

Handling conflicts of interest

Our business relations are based on our good reputation and reliability when dealing with our partners.

Actual or apparent conflicts of interests must be avoided. If unable to do so, the respective superiors must be notified.

Cooperation with suppliers and subcontracts

Professional and fair cooperation based on a mutual understanding of values enables the best long-term success for both Jena-Optronik as well as our partners.

Supporting our social environment

Jena-Optronik looks back to a long, successful history in Jena. Promoting sustainable development of our social environment is part of our company policy.

Environmental protection

Compliance with relevant environmental laws is important and employees are encouraged to use natural resources responsibly.

In addition to avoiding waste and emissions, the environmentally friendly disposal regulations must particularly be observed.

Sparing use of resources and energy

In addition to legal requirements, we are committed to sparing natural resources and energy efficiency.

We therefore consistently support continuously improving our energy efficiency and saving energy by continuously recording, analysing, assessing and improving our energy-related performance.

Confidentiality

Every employee with access to confidential information related to Jena-Optronik operations is responsible to treat this information confidential and only use it for approved purposes. The same applies to information received from third parties (e.g. customers, suppliers, other business partners) in the context of an official activity.

Violations

The rules defined in these business ethics are the basis for our work and must be strictly observed.

In case of doubts, consult the direct supervisor, executive management or the Legal & Compliance responsible.

Violations not only mean potential negative consequences for Jena-Optronik, but civil, criminal and labour law action may also be taken against the respective employees, depending on the individual circumstances.