

Code of Conduct



We, Hydroplan GmbH, acting worldwide as Engineering and Consulting Company, face the different external conditions of the global market as well as the resulting social responsibility. With our actions we stand up for fair competition and social standards. By including all persons involved, such as employees as well as contract and business partners in our Code of Conduct, we would like to contribute to the fight against corruption. This code of conduct serves as a guideline for all employees of Hydroplan Ingenieur-Gesellschaft worldwide and describes the principles which we hold on to in our daily dealings with our colleagues, clients and contractors.

Our principles include the following aspects:

1. Scope

- The Code of Conduct applies to all employees, subsidiaries and business partners who are currently working or will work for us.
- We undertake to promote compliance of the contents of the Code of Conduct with regard to our suppliers, sub-consultants, experts, offices and authorities in the framework of the given possibilities and scope of action.

2. Compliance with laws

- We comply with the applicable national and international laws and regulations of the respective country which we operate in.

3. Principles of action

- We adapt our actions to general applicable ethical values and principles, such as integrity, honesty and respect for the human dignity.
- We reject corruption, bribery and corruptibility.
- We demand transparency, acting with integrity and responsible management and control in the company in an appropriate manner.
- We pursue a fair competition and clean business practices.

4. Social responsibility

4.1. Human rights

- We consider human dignity as an elementary precondition for our coexistence which has to be respected.
- Furthermore, privacy has to be respected and protected.

4.2. Child labour

- Child labour in any form is prohibited in the provision of services for Hydroplan which means that we don't tolerate the employment of children younger than the age of 15. For young adolescents between the age of 15 and 18, the national youth protection legislation or the international legal regulations of the respective country have to be observed.

4.3. Working conditions and remuneration

- All persons working for us have to be treated in a non-discriminatory manner which means that nobody shall be disadvantaged on the basis of their sex, sexual identity, age, a disability, their ethnic origin or race, religion or ideology or social background.
- We undertake to hold on to the labour standards with regard to the maximum capacity of working hours. This also applies for possible extra work.
- Remunerations and other benefits have to correspond at least to the legal regulations and/or standards of the respective country which a project is implemented in.
- The use of physical punishment, mental or physical force leading to forced labour or rather any kind of forced labour are strictly prohibited. The same applies for verbal harassment or abuse.
- Every employee has the right to freedom of association, freedom of assembly as well as to collective wage negotiations as far as this is admissible and possible in the respective country. The employees exercising these rights shall not be disadvantaged.
- Protecting and granting the right to freedom of speech and of expression.
- In order to prevent accidents and injuries at the workplace or within the projects, health and occupational safety have to be focused on.

4.4. Bribery

- We reject bribery. Therefore, we omit any kind of offering or granting advantages which could be understood as an attempt to influence.
- This concerns all kinds of business partners and international organisations, public corporations, public officials or authority employees as well as state-owned companies or sub-consultants.
- In general, it is forbidden to accept presents, such as cash, bonds or coupons, etc., except inferior presents, of which the rejection would lead to violate the tradition of a country and which do not influence the operational decision of the presentee.
- Should an employee feel uncertain, he/she should necessarily address the Team Leader or the management to coordinate action. In this case, documentary records should be kept for evidence.

4.5. Responsibility towards nature

- We consider our responsibility to protect our environment and the climate as business objective and therefore declare the approach of using resources within our services efficiently and climate-neutrally as a factor to be followed.
- The following guiding principles apply for environmental protection:
 - We take care of our environment, use all natural resources economically and avoid or reduce the impact on humans and the nature.
 - We take the requirements of an intact environment into account when developing our solutions.
 - We expect maintaining all laws and regulations for the protection of humans and nature from our business partners as well.

4.6. Violation

- Every employee is obliged to report any kind of violation against the Code of Conduct, laws or other legal regulations to the management.
- The person reporting a violation will not be disadvantaged. The received information and data will be treated strictly confidential and will only be disclosed, if the notifier agrees with it or if it is mandatory to clear the matter.
- Should a violation concern one of our employees, he/she will be subject to consequences in relation to labour law, entitlement to damages or criminal charges.
- Violations, which are not reported, can have a very negative impact for us on the market.

5. Business secrets

- Sensitive information and business secrets have to be treated strictly confidential and must not be made accessible for or transferred to third parties.
- The same also applies for information we receive from our business partners.

Hydroplan Ingenieur-Gesellschaft mbH undertakes all possible and reasonable efforts to apply and live the principles and values described in this Code of Conduct.

