

## **PG1102 CODE OF CONDUCT**

This code of conduct applies to all employees of the companies of the ILF Group as well as to all business activities of all ILF companies and to all countries in which the companies of the ILF Group operate.

### **1 RESPONSIBILITY**

- The senior management and all management employees of the companies of the ILF Group (ILF) are aware of the great responsibility of their actions in respect of their own employees, clients and society as a whole, and therefore always act in accordance with the principles that both society and professional associations expect of a qualified consulting company.  
In particular, this includes treating all persons with respect, fairness and sincerity, regardless of position, race, religion or gender.
- ILF supports and respects the protection of internationally proclaimed human rights within its sphere of influence.

### **2 QUALITY OF SERVICES**

- ILF constantly endeavours to maintain its own specialist expertise at a very high level in its main business areas, in order to develop optimal, sustainable solutions for all tasks entrusted to ILF.
- In order to achieve this goal, ILF implements an Integrated Management System (IMS) for handling all tasks that is subject to continuous improvement.
- ILF only undertakes tasks on the condition that the necessary specialist expertise for handling them can be made available within the various ILF offices.

### **3 INTEGRITY**

- ILF endeavours to meet the interests of its clients to the best of its ability, within the scope of the law and the framework conditions, and in compliance with ILF's own code of conduct.
- ILF treats all information of relevance to projects as confidential. Project-related information will be circulated among third parties solely if the approval of the client in question has been obtained, and only to the extent necessary.

- Enquiries from the press and media concerning individual projects will in each case be passed on to the client in question for further attention, with reference to our obligation of secrecy.

#### **4 OBJECTIVITY**

- ILF endeavours to be objective in assessing its own services.
- In the event of a conflict of interest, ILF will pro-actively inform the client concerned and agree on appropriate measures.
- ILF accepts no gifts or benefits that would in any way interfere with the objectivity and independence of ILF.
- ILF offers its services and products only under conditions that do not compromise ILF's objectivity and independence.

#### **5 FAIRNESS**

- ILF strives for fairness and professionalism in the way it handles all tasks and work, as well as in the way it competes and collaborates with other engineering companies.
- ILF recommends a quality competition for the selection of consultancy services.
- ILF supports no activities that seek to harm the business activities or reputation of other engineering companies.

#### **6 ANTI-CORRUPTION**

- ILF accepts no benefits or gifts, whoever the donor, which are intended to influence the activities or services of ILF and are classified as illegal actions or corrupt practices.
- ILF does not offer or give any benefits or gifts, whoever the recipient, which are intended to influence the prospects of winning contracts or the impact or outcome of ILF's business activities and are classified as illegal actions or corrupt practices.
- ILF accepts and extends invitations to business dinners or other social occasions only to an extent that complies with the customary practices of hospitality in the country in question and at the clients in question.
- ILF distributes corporate gifts only to a reasonable extent and in conformity with the accepted practices of the individual markets and organisations. In the case of

corporate gifts, the emphasis is on the symbolic act of giving and the gift's function as a reminder of ILF; the material value of the gifts must be of secondary (minor) importance for the recipient.



Klaus Lässer,  
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