

# General Business Principles

## 1. GENERAL COMMITMENT

Syntech's mission is to improve the quality of people's lives through the timely introduction of meaningful technological innovations. In a world where technology increasingly touches every aspect of our daily lives, Syntech aspires to be a leading solutions provider in the areas of "currency" and "intelligent/security" technologies delighting its customers with products and services that meet and even exceed their expectations.

Syntech wishes to be a responsible partner in society, acting with integrity towards its shareholders, customers, employees, suppliers and business partners, competitors, governments and their agencies and others who can be affected by its activities. Syntech duly observes the applicable rules of the law of the countries in which it operates and regularly reviews its interests and those of affected persons or entities in order to ensure a healthy, long-term relationship with them.

Syntech endeavours to adapt to local situations in order to take the most appropriate approach to possible problems within the bounds of applicable law and responsible conduct. In this respect Syntech supports the principle of dialogue and cooperation with all parties involved.

### 1.1 Human rights

With due regard to the Universal Declaration of Human Rights, which states that all parties in society, including corporate persons, have a duty to respect and safeguard human rights, and within the framework of the legitimate role of businesses, Syntech supports and respects human rights and strives to ensure that its activities do not make it an accessory to infringements of human rights.

### 1.2 Child, bonded and forced labour

Under no circumstances will Syntech make use of forced or bonded labour, nor will it employ children in violation of Conventions no. 138 and no.182 of the International Labour Organization.

### 1.3 Free market competition

Syntech supports the principle of free market competition as a basis for conducting its business and observes applicable competition laws and regulations.

### 1.4 Product safety

Syntech aims, at all times, to supply safe products and services.

### 1.5 Privacy

The privacy of personally identifiable information about customers, employees, business partners and other individuals will be protected.

### 1.6 Environmental protection

Consistent with Syntech's commitment to sustainable development, it will do all that is reasonable and practicable to minimize any adverse effects of its activities on the environment.

## 2. COMMITMENT TOWARDS CUSTOMERS

Syntech is driven to improve people's lives. Its goal is to constantly delight each customer with breakthroughs both large and small. To this end, the company seeks to maintain an ongoing dialogue with its customers. Syntech is committed to listen to and learn from them, so that it is able to design and deliver the solutions they really want and need. Syntech will always deal with its customers in a fair and forthright manner, maintaining the highest levels of integrity.

### **3. COMMITMENT TOWARDS SHAREHOLDERS**

It is of central importance to Syntech to conduct its operations in accordance with the highest standards of internationally accepted principles of good corporate governance. Syntech aims to achieve a satisfactory return on equity, with the intention of maintaining a sustainable dividend payment to shareholders, while at the same time retaining sufficient funds in the company to generate profitable growth. Syntech attaches great value to its relations with its shareholders and the financial markets and provides timely, regular and reliable information on its activities, structure, financial position and performance.

### **4. COMMITMENT TOWARDS EMPLOYEES**

Syntech values its employees as a key resource. An atmosphere of good employee communication, involvement and responsibility is of central importance, and an employee's personal development and optimum use of talents is encouraged.

#### **4.1 Right to organize**

Syntech recognizes and respects the freedom of employees to choose whether or not to establish, or to associate with, any organization. Syntech respects - within the framework of (local) law, regulations and prevailing labour relations and employment practices - the right of its employees to be represented by labour unions and other employee organizations, and Syntech will engage in negotiations, either on its own behalf or through employers' associations, with a view to reaching agreement on employment conditions.

#### **4.2 Health and safety**

Syntech will do all that is reasonable and practicable to protect the health and safety of its employees.

#### **4.3 Equal and fair treatment**

Every employee has equal opportunities and will be treated equally in employment and occupation regardless of personal background, race, gender, nationality, age, sexual preference or religious belief. The same applies to the recruitment of employees. Syntech strives to offer equal pay for equal work performed at equal levels at similar locations. No form of harassment or discrimination will be tolerated.

#### **4.4 Wages and payment**

Remuneration and working hours shall comply with local labour laws and shall at least be in line with prevailing industry norms.

### **5. COMMITMENT TOWARDS SUPPLIERS AND BUSINESS PARTNERS**

Syntech pursues mutually beneficial relationships with its suppliers and business partners. It seeks to award business to suppliers and business partners who are committed to act fairly and with integrity towards their stakeholders and who observe the applicable laws of the countries in which they operate.

### **6 .ASSETS AND INFORMATION**

#### **6.1 Use and protection of assets**

Each employee is responsible for the proper use, protection and conservation of Syntech's assets and resources as well as confidential information disclosed to Syntech by its business partners. Syntech's assets and resources as well as any opportunities arising by virtue of one's position, are to be used solely to pursue and achieve Syntech's goals and not for personal benefit.

## 6.2 Improper disclosure

Syntech regards information for the purpose of its business as a corporate asset that must be protected against loss, infringement and improper use and disclosure.

Syntech is committed not to make use of information disclosed to it by a third party if it is suspected that the discloser thereby violates an obligation of confidentiality, unless the information:

- a) is generally available to the public other than as a result of disclosure by Syntech;
- b) has been independently developed by Syntech; or
- c) becomes available to Syntech either on a non-confidential basis from a third party who is not bound by any confidentiality obligations or by operation of law.

## 6.3 Insider trading

All employees shall comply with Syntech' insider trading rules. This means that non-public information which might influence the market price of Syntech shares shall be kept in strict confidence until publicly released by authorized management. Furthermore, employees who have sensitive information which could influence the price of Syntech shares and related rights, must refrain from directly or indirectly executing transactions in Syntech shares and related rights. Additionally, employees have to comply with statutory rules and regulations concerning insider trading with respect to securities of other listed companies.

## 7. BUSINESS INTEGRITY

### 7.1 Bribery; records of transactions

Syntech insists on honesty, integrity and fairness in all aspects of its business. Bribes in any form are unacceptable; commission payments and personal gifts or favours may only be made or accepted in strict accordance with the GBP Directives. Syntech strives to comply with the highest levels of transparency and accountability throughout the company. Records of transactions should be maintained in an accurate, complete and timely manner in accordance with Syntech accounting principles. No unrecorded funds or assets should be established or maintained.

### 7.2 Third-party interests

Employees are not allowed to have any direct or indirect financial interest in a supplier or competing company with the exception of a financial interest in a publicly traded company.

### 7.3 Political payments

Syntech companies shall not make payments or donations, in money or in kind, to political parties, political organizations or individual politicians, unless such payments are made in strict accordance with the GBP Directives.

### 7.4 Political Statement

Syntech companies shall refrain from any political and/or religious intervention and shall respect the national principles.

## 8. OBSERVANCE OF THE GENERAL BUSINESS PRINCIPLES

### 8.1 Sanctions

All Syntech employees must comply with the General Business Principles. Violation may lead to disciplinary action, including dismissal, notwithstanding any further civil or criminal action that may be taken.

## 8.2 Whistleblower policy

In order to promote the reporting of violations of the General Business Principles, a whistleblower policy is in place, enabling employees to submit complaints on an anonymous basis without fear of the complaints leading to disciplinary action.

## 8.3 Compliance

Compliance with the General Business Principles is monitored via a worldwide network of Country and Product Division compliance officers, who regularly report to the Corporate Review Committee GBP, which advises the Board of Management on the deployment of the General Business Principles and on ethical issues in general.

Reporting on compliance with the General Business Principles is also an integral part of the Statement on Business Controls issued annually by the management of each business unit/department as part of a cascade process leading to CEO/CFO certification of the company's annual accounts. Compliance processes and procedures are audited by Syntech's Corporate Internal Audit department.

## 9. OECD GUIDELINES FOR MULTINATIONAL ENTERPRISES

In 2011 OECD Guidelines for multinational enterprises (MNEs) were formally adopted by 33 countries, including all major developed countries. The Guidelines are recommendations addressed by governments to MNEs, providing voluntary principles and standards for responsible business conduct. Although the Guidelines are not legally binding, OECD governments are committed to promoting their observance. Syntech welcomes the Guidelines, has distributed them at executive/compliance level throughout the organization, and sees them as an important aid to the further implementation of its General Business Principles.