

Code of Conduct

This Code of Conduct forms an integral part of the employment contract and contains fundamental principles of conduct which are binding for all employees of Sukano Switzerland (hereinafter referred to as Sukano). Sukano is committed to strict compliance with the applicable laws and regulations at all times. Sukano also strives to engage in responsible marketing and fair business practices in line with or above market and industry standards.

Additionally, Sukano supports their employees in their professional development and strives to provide safe and healthy working conditions. Salaries are based on market and industry standards. Sukano ensures transparency, fairness, and equitable salary for all employees, regardless of gender or origin.

Code of Conduct and Corporate Culture

Through a sincere and fundamentally positive attitude toward compliance with standards and values, employees contribute to the corporate culture. This creates a positive working environment and lays a solid foundation for a successful and thriving company.

Respect and Fairness

The company and its communication culture are characterized by understanding, tolerance, and friendliness. This creates a respectful and positive atmosphere that promotes open and honest communication and supports friendly interaction with one another, regardless of origin, gender, age, sexual orientation, religion, disability, or position in the company.

Appreciative language is a matter of course, both in personal conversations and in written or digital communication. Employees listen actively, let others finish speaking, and approach different views with openness. They express criticism objectively and independently of personal opinion, always with the aim of finding solutions and moving forward together.

Compliance with Legal Regulations

Employees undertake to comply with all applicable laws and regulations, to fulfill ethical standards, to promote team spirit, and to act in good faith toward the company.

They are aware of their duty to immediately report any violations or criminal offenses committed by others of which they become aware to the responsible authorities (line manager, a member of the management board, and/or the heads of the human resources department).



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Responsibility and Sense of Duty

Employees treat all company property and capital provided to them with due care and prudence. Any defects or damage must be reported immediately. Employees actively participate in the design of structures and processes in order to continuously improve them. In addition, employees exercise their right to actively contribute to safety in the workplace. Employees critically evaluate procedures and decisions and use the available opportunities to contribute their ideas and suggestions for improvement.

Business Ethics and Human Rights

Employees regularly receive training in international standards of business ethics, business practices, and human rights. These areas are an integral part of our corporate culture. Employees agree to participate successfully in this training.

Protecting Personal Integrity in Whistleblowing

Sukano respects and protects the dignity and integrity of its employees. Employees have the right to the protection of their personal integrity in the workplace. Every employee is obliged to respect and protect the personal rights of all other employees. Employees have the right to freedom of thought, conscience, and religion.

Sukano encourages its employees to contact their line manager a member of the management team, and/or the heads of the human resources department to report any violations of the Code of Conduct by Sukano employees. Sukano assures its employees confidentiality and support in all cases of whistleblowing. Immediate steps are taken to investigate and clarify any reported incidents.

Zero Tolerance for Discrimination, Bullying, and Sexual Harassment

Sukano is committed to protecting the physical and mental health of its employees. In addition, great emphasis is placed on compliance with ethical and moral standards. Harassment in any form, in particular bullying and sexual harassment, is strictly prohibited and will not be tolerated by the company.

Employees who consider themselves victims of bullying or sexual or other harassment are asked to first make it clear to the person(s) responsible for the harassment that this behavior is not acceptable. In addition, employees may contact their line manager, a member of the management team, and/or the heads of the human resources department so that the matter can be investigated.

Sukano guarantees that it will investigate every complaint immediately and in strict confidence. The reporting employee can rest assured that they will not suffer any adverse treatment as a result.

Employees who knowingly make false accusations against an innocent person will also be subject to sanctions.



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Behavior and Appearance

Employees pay attention to their appearance and conduct toward third parties. Clothing should be chosen appropriately. If this is not the case, the supervisor, HR, or management is authorized to point this out.

Data Protection/Confidentiality

Company data and documents of any kind are Sukano's business data. The unauthorized disclosure of this business data to unauthorized persons poses a significant risk to the company and its staff. For this reason, a confidentiality agreement is signed with the employment contract, in which you undertake not to disclose any information or documents of any kind to unauthorized persons without express permission.

Business practices

Sukano operates in a fast-paced and increasingly complex business environment. As a global company, Sukano is committed to ensuring that the ethical principles they adhere to are also observed in the relationships with business partners (customers, suppliers, etc.). In this way, they lay a stable foundation for sustainable and long-term cooperation.

Sukano is committed to fair competition and opposes price fixing, restrictions on competition, and other anti-competitive practices.

Employees shall always act with integrity and reject all active and passive attempts at bribery. They oppose corruption, fraud, conflicts of interest, insider trading, money laundering, and similar practices. Employees must avoid disproportionate business offers of hospitality that could inappropriately influence the outcome of business decisions.

Under no circumstances may the payment of travel or accommodation costs for Sukano representatives be offered or accepted during business visits. Furthermore, no gifts other than the promotional gifts available may be offered to business partners. Accepting any form of hospitality, entertainment, or accommodation, with the exception of reasonable meals directly related to business events approved by the company (e.g., lunch or dinner), is prohibited.

If in doubt or if there are any questions, employees can always contact their supervisor or the Human Resources department for approval before accepting or giving gifts other than the company's own promotional gifts. Employees shall consult with their supervisor or the Human Resources department before politely declining an invitation to a potentially controversial event.



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Political Donations

Donations to political office holders or candidates for office, as well as donations to support political initiatives, must always comply with the applicable laws in the recipient's country. Nevertheless, Sukano does not make donations in the form of financial contributions or services to political parties or affiliated organizations.

In cases where Sukano employees make any sort of donation to political office holders, candidates or parties, such donations are not made by or on behalf of the company. Sukano permits publicly disclosed donations should this happen in the above examples.