

# Corporate Principles

## Ethics Code of Conduct

### 1. Purpose of the Code of Conduct

The Code of Conduct contains binding standards and the expectations we place on our day-to-day behavior to achieve ethical business conduct.

These principles are binding upon all board members, managing directors, executives and employees. Executives have a particular obligation as role models.

### 2. General Principles

Customer focus, profitability, progress, mutual fairness and trust, and responsibility are the values laid down in AIS's Mission Statement. They are the central elements of this Code of Conduct. In our dealings with our customers, business partners, employees and owners, we undertake to act fairly and with integrity at all times.

We offer our customers logistics services which are safe, environmentally and socially responsible and cost-effective.

Our purpose of pursuing our business activities in accordance with ethical and legally irreproachable principles is inextricably linked with the way in which we behave in the workplace. In all our business activities we abide by the applicable laws, regulations and standards, avoid conflicts of interest and show respect for the customs, traditions and social values of the countries and cultural groups in which we operate.

We place the highest priority on making our customers successful, knowing that customer success guarantees our own success. Our activities are governed by our knowledge of the global and local requirements of our customers and markets. We include and prioritize the customer focus in our business processes, projects and dealings. We know that we will be measured by our ethical, social and environmental performance as much as by the quality of our service. We therefore strive for best practice in all these areas to secure customer trust.

We are committed to openness in our dealings with our customers, shareholders, employees, suppliers, business partners and other organizations and institutions. Transparency and honesty are the guiding principles in all our communication activities, internally and externally. The public has access to information, in line with internationally recognized standards of corporate governance.

Our corporate responsibility is based upon our will to make a positive contribution to society and the environment. As a global company we have an impact on the communities in which we work and the world in which we live. We want to live up to our responsibility as a global company and have therefore integrated corporate responsibility into our corporate strategy. This is further reflected through our commitment to fundamental charters and initiatives such as the Universal Declaration on Human Rights and the United Nations Global Compact.

We aim to act responsibly in all of our activities and apply our core competencies and the expertise of our employees to make our planet a better place.

We advocate and support the spread of environmental and social standards throughout the world. We consider our employees commitment and active involvement to be an important success factor for our efforts.

We recognize that we are measured by our actions outside the workplace and therefore call on our employees to respect the local culture and understand the issues of communities in which they work.

By systematically identifying and leveraging ecological initiatives, we strive to support constant improvement of our environmental performance by means of environmental audits and risk management. We do this in order to use natural resources more efficiently.

We expect and encourage our business partners to introduce similar ethical principles themselves on the basis of applicable laws and accepted values. We expect them to comply with these principles in our business dealings.

### **3. Corporate Social Responsibility**

We are convinced that social responsibility is a key factor for the long-term success of our company and consequently an indispensable element of our value-driven corporate management. All corporate activities are therefore bound by our obligation to be a good corporate citizen.

Growth and job stability are important factors for the success of Advanced International Services.

#### **Human Rights**

We respect commonly accepted human rights.

#### **Child Labor and Forced Labor**

We reject child labor and any form of forced labor.

#### **Equal Opportunities**

The employees of Advanced International Services reflect the diversity of society, languages, cultures and lifestyles. We respect and promote this diversity, as it is the guarantee of our closeness to society, to our customers, and our openness to new ideas.

We do not tolerate any discrimination against individuals, in particular due to their race, religion, sexual orientation, nationality, origin, political or trade union activities or due to age, gender or any disability.

#### **Cooperation**

Our cooperation and dealings with one another are defined by mutual respect, transparency and appreciation. We behave cooperatively and ensure a positive working environment.

Our employees play a vital role in determining the success of Advanced International Services.

Advanced International Services acknowledges its responsibility to all employees, to support them and encourage their ongoing development.

Advanced International Services acknowledges the right of freedom of assembly and the formation of interest groups. We stand up for the protection of these rights in all our business units worldwide.

#### **Health and Safety**

We firmly believe that the well-being and safety of our employees are essential to our financial success. We are therefore committed to comply with our health and safety policies. We strive to foster the physical and psychological well-being of our employees sustainably. Our goals are to have committed employees that are efficient, as well as with fewer illnesses and a lower accident rate.

We promote healthcare as a key element of our sustained productivity and the quality of our services. We establish shared values through our commitment to health and safety.

Our health and safety policies, include a ban on any illegal activities in the workplace. Safety, however, is also part of the personal responsibility of each individual employee. Risks are to be avoided by means of foresighted, careful and safety-conscious behavior. Any shortcomings in our occupational safety measures are to be reported to the responsible executive immediately.

#### **Environmental Protection**

We are committed to the principles of sustainable management and to environmental protection as a corporate value. We will support appropriate measures in dealing with the impact our operations have on the environment.

### **4. Conduct of all Employees**

All employees are required to comply with the relevant regulations in force at Advanced International Services.

#### **Behavior in Public**

The employees influence the public image of Advanced International Services. We will all behave in a polite, courteous and service minded manner to our customers and business partners at all times.

#### **Confidentiality**

All information about the business activities of Advanced International Services which has not been published and which is not public is treated as confidential. This includes information about third parties, e.g. business partners, that is made available to us as a result of our working for Advanced International Services. We will not use any knowledge obtained from internal corporate processes for private gain.

Generally, all corporate and commercial communication with the media and the general public is the responsibility of the Spokesperson of the Company.

#### **Avoiding Conflicts of Interest**

We must avoid situations in which personal or individual financial interests collide with the interests of Advanced International Services or of our business partners. In conflict situations, the interests of Advanced International Services must not be impaired. This does not affect the compatibility of family and career.

Secondary occupations and investment in our competitors and/or business partners must not introduce the risk of a conflict of interest. Any actual or suspected conflict of interest must be reported to the employee's manager.

Advanced International Services encourages its employees to participate actively in society in the form of public offices, clubs and associations or citizen's groups, provided that such commitment is not in conflict with the legitimate interests of our company.

#### **Invitations and Gifts**

It is permitted to accept and issue invitations associated with employment by Advanced International Services in accordance with these guidelines, provided these are appropriate and not in anticipation of any improper benefits in return or any other preferential treatment.

### **5. Conduct toward our Competitors, Public Officials and Business Partners**

Advanced International Services responds to the requirements of its customers, suppliers and business partners and treats them honestly, responsibly and fairly.

#### **Corruption**

Advanced International Services will not condone corruption and unfair business practices by employees or third parties commissioned by us. We do not offer or accept any inducements, privileges or benefits which could influence a person's ability to make objective and fair business decisions.

#### **Business Partners**

We expect our business partners to conduct their business in a manner consistent with the principles detailed in this document. The cooperation with our business partners is characterized by a fair, trustworthy, and stable partnership.

### **Consultants / Agents / Brokers**

Any remuneration paid to consultants, agents and/or brokers must be appropriate to the services rendered and must not serve to provide business partners with unfair advantage.

### **Competition and Cartel Laws**

We abide by the applicable competition regulations and do not reach any arrangements or agreements which affect prices and/or terms and conditions or which in any other way illegitimately restrict fair competition.

### **Donations / Sponsoring**

Advanced International Services supports education and science as well as the fields of sport, art and culture. The granting of any donations must always be transparent and documented. Donations may be made only on a voluntary basis and not in anticipation of any consideration in return. Sponsoring measures must not serve any concealed promotion of interests. In principle, we do not make political or religious donations.

## **6. Responsibility to the Owners**

The activities of Advanced International Services are defined by responsibility and transparency. The objectives of our corporate work include the protection of the corporate assets and achieving a sustainable increase in the value of the company.

### **Protection of Company Assets**

In principle, company assets may only be used for company purposes and must be treated with all due care. Company property may neither be sold nor loaned to third parties nor used for non-company purposes, regardless of the condition or value of the property, without the explicit consent of the company. All employees are required to act honestly and with integrity at all times and to safeguard the Company assets in the course of their work for Advanced International Services.

Intellectual property is a valuable asset and must be protected from unauthorized use or disclosure. Such property includes trade secrets, confidential information, copyrights, trademarks, logos, but also customer lists, business opportunities and product specifications, whether owned by Advanced International Services, affiliated companies or business partners.

Fraud, corruption or any other criminal action will not be tolerated; suspected wrongdoing will be investigated to the extent legally permitted in compliance with data protection requirements and appropriate action taken if evidence of such is discovered.

### **Reporting**

All company reports and documents must be true and accurate in all material respects and must conform with the applicable standards and contain full documentation of all relevant information.

### **Insider Trading**

Employees are not permitted to use any information which they receive in the course of their work for Advanced International Services and which is not in the public domain in order to achieve financial or commercial benefits for themselves or for third parties.

### **Data Protection**

We collect, process, and use personal data only as permitted by the relevant laws and corporate directives. Documents containing personal data about employees are treated as confidential, stored carefully and disclosed only to authorized persons.

### **Money Laundering**

Advanced International Services takes all necessary steps to prevent money laundering within its sphere of influence.

## 7. Main Principles for Suppliers

We expect all our suppliers to adhere to the same ethical principles. For this purpose, Advanced International Services has drawn up this Code of Conduct, which sets the standards for doing business with our company.

Advanced International Services reserves the right, upon reasonable notice, to check compliance with the requirements of this Code of Conduct. Advanced International Services encourages its suppliers to implement their own binding guidelines for ethical behavior.

Advanced International Services encourages its suppliers to adhere to the ethical standards, human rights, health and safety standards and environmental standards upon which this agreement is based, as part of fulfilling their contractual obligations.

Any breach of the obligations stipulated in this Code of Conduct is considered a material breach of contract by the supplier.

## 8. Reporting a Violation

Should you become aware of a potential issue of compliance with this Code of Conduct, we encourage you to speak up. You can consult your supervisor or talk with Human Resources department.

All reports of a breach of the Code of Conduct will be kept confidential. No employee will be disadvantaged in any way for any efforts made in good faith to report a potential issue regarding compliance with this Code of Conduct.

For the sake of an open working environment and a more efficient follow-up to your report, we encourage you to identify yourself when reporting a possible violation. However, should you find it necessary to make an anonymous report, we will also accept such reports.

The Code of Conduct sets the principles for all policies and regulations relating to ethical conduct at Advanced International Services.

Local agreements may be made to reflect special characteristics, although the substance of the current Code of Conduct must always be incorporated. Amendments may be made to take into account local laws, customs and business practices.

Local codes may include additional, specific policies or regulations. However, in no event shall any term contradict or be more lenient than this Code of Conduct.

For questions related to the Code of Conduct, please contact:

Matthew Gillespie  
[matthew@advancedintl.com](mailto:matthew@advancedintl.com)