



Onderdeel van Glass Instruments

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Doing Business with Glastechniek Peter Coelen B.V.

CODE OF CONDUCT

Glastechniek Peter Coelen B.V. is committed to conducting all of its business activities in accordance with the highest legal and ethical standards.

Glastechniek Peter Coelen B.V. policy is to purchase products and services based on total value to the Company independent of a supplier's decision to purchase from Glastechniek Peter Coelen B.V. Factors that Glastechniek Peter Coelen B.V. considers in making purchasing decisions include competitive pricing, quality of work and materials and timely performance.

Glastechniek Peter Coelen B.V. will not knowingly purchase goods or services produced using child or forced labor. Glastechniek Peter Coelen B.V. does not want to conduct business on any other basis.

It is Glastechniek Peter Coelen B.V. policy to comply with all provisions of the antitrust, competition and trade regulations laws of the The Netherlands and corresponding laws of other nations.

Glastechniek Peter Coelen B.V. will not offer, authorize or make any illegal payments or provide anything of value, directly or indirectly, to a foreign political party or candidate of political office to use his/her influence to obtain or retain business for the Company.

It is against Glastechniek Peter Coelen B.V. policy for any Glastechniek Peter Coelen B.V. employee to ask any of Glastechniek Peter Coelen B.V. its customers, distributors, suppliers or vendors to provide any type of gratuities. Glastechniek Peter Coelen B.V. realizes at times it fosters better business relationships when token gifts are exchanged. Glastechniek Peter Coelen B.V. employees are prohibited from accepting or receiving gifts or other gratuities except within the following guidelines:

- They are consistent with acceptable business customs and practices.
- They have a business purpose.
- They are not illegal or in violation of the ethical guidelines of the other company.
- They are of nominal value and would be paid by normal Company expense account procedures.
- They are not solicited by the recipient.
- They cannot be construed as a bribe, payoff or kickback.
- They are not given or received on a frequent basis.
- They will not cause, and would not reasonably be perceived to cause, the recipient to alter normal business judgment concerning any transaction with the Company or impair the individual's loyalty to their employer.
- They would not be an embarrassment to the Company or the employee if publicly disclosed.

What can you do?

Though the vast majority of Glastechniek Peter Coelen B.V. employees and our contractors, customers, distributors, and suppliers embrace our ethical standards, there may be a few isolated individuals who attempt to violate our Code of Business Conduct.

Since we aren't always in a position to recognize those people, we need your help to do so. If you feel someone at Glastechniek Peter Coelen B.V. is doing something unethical, illegal or otherwise violates Glastechniek Peter Coelen B.V. Code of Business Conduct, we ask that you contact the CEO of Glastechniek Peter Coelen B.V. personally. You may do this by calling 0031 6 36021264 or send an email to arjan@glassinstruments.nl

What types of situations should I report?

Your report may stop an already bad situation from becoming potentially much worse. Examples of these situations may involve any of the following:

- Anti-Boycott Laws
- Antitrust Laws
- Conflicts of Interest
- Export / Import Laws
- Fraud
- Improper Accounting / Internal Accounting Controls / Auditing Matters
- Improper Lobbying and political Contributions
- Payments to Members of Government
- Theft, Bribes, Kickbacks and Corruption

Contact the Glastechniek Peter Coelen B.V. his CEO even if you don't have all of the facts. We will look into the information you can provide, attempt to verify it and then take appropriate action.