

## **FRAUNHOFER-GESELLSCHAFT**

Declaration to third parties relating to  
project business

**Ladies and gentlemen,**

We are delighted at your interest in working together with the Fraunhofer-Gesellschaft.

The values and mission of the Fraunhofer-Gesellschaft are described in our mission statement. This document forms the basis for our activities. The principles below take up the main rules and standards of conduct contained in the mission statement and supplement them with further principles that we find important. We naturally ensure that we comply with legal requirements.

The responsibility for implementing these principles is borne by the Executive Board, the management of the various institutes, and all employees of the Fraunhofer-Gesellschaft.

Thank you for your confidence in us. We look forward to a good, successful partnership.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Neugebauer', with a long horizontal stroke extending to the right.

Prof. Dr.-Ing. Reimund Neugebauer

## Respect and fairness in dealing with business partners

Our policy is to be respectful and fair to our business partners. In this way, we strive to contribute toward a just and worthwhile society.

### Dealing with conflicts of interest

We design our processes so that our employees do not get into conflict between their personal and professional interests while carrying out their responsibilities at work. It is therefore important to clarify which situations could potentially lead to conflicts of interest, so that these may be avoided. This applies both to business relationships with companies that are closely tied to Fraunhofer (e.g. spin-offs and companies in which Fraunhofer employees, their relatives, or Fraunhofer itself hold a share) and to insider information. Trading securities is permitted only within the framework of the legal restrictions on insider dealing.

### Preventing corruption

All Fraunhofer-Gesellschaft employees are prohibited from seeking, accepting, or offering gifts – whether in the form of money or other objects – free or discounted services, or other favors, benefits, or concessions for the purpose of obtaining an advantage. These rules are implemented in accordance with the Federal Government Directive Concerning the Prevention of Corruption in the Federal Administration.

### Fair competition

We are proud of the quality and excellence of our scientific work and compete in the market on this basis. Naturally, we comply with all legal restrictions and requirements in relation to competition.

## Respect and fairness in dealing with employees

As an employer, we bear a particular responsibility toward the people who work for us. We are especially committed to equality in the workplace and to protecting our employees and developing their talents.

### Fostering and developing our employees' talents

The Fraunhofer-Gesellschaft systematically develops the skills and qualifications of its employees, who in turn apply their acquired expertise to the tangible benefit of the Fraunhofer-Gesellschaft.

### Management

The decision-making of the Fraunhofer-Gesellschaft's managers focuses on people and results. By delegating a wide range of tasks to their employees, they allow each individual the greatest possible freedom to work creatively and responsibly. Managers also ensure that decisions are transparent.

### Equal opportunities

The Fraunhofer-Gesellschaft is committed to a policy of equal opportunities for women and men and supports measures to create an equitable work-life balance.

### Health and safety at work

The Fraunhofer-Gesellschaft considers it a natural obligation to protect and safeguard the health of its workforce. We consequently attach high importance to providing and maintaining work health and safety, and to the overall quality of the workplace. We comply with the principles of the UN Global Compact and the standards of the International Labour Organization (ILO).

## Our quality and professionalism in cooperating with others

The institutes of the Fraunhofer-Gesellschaft provide research services of excellent quality. Our activities are geared specifically to benefit our customers, whose satisfaction we consider a key indicator of our success.

### Good scientific practice

In its work, the Fraunhofer-Gesellschaft observes the principles of good scientific practice. We define clear procedures for pursuing any suspected scientific misconduct.

### Confidentiality, data privacy, and data security

Confidential, secret, and personal data is subject to particular protection. The Fraunhofer-Gesellschaft ensures that this data is used only within the scope permitted by data protection law and other statutory and in-house regulations, and that it is protected against unauthorized access by third parties.

### Protection of intellectual property

Our research findings and intellectual property are very important to us. We protect our company and trade secrets and respect those of our business partners. Patents, inventions, and other know-how are of particular importance to the Fraunhofer-Gesellschaft, as they are key to maintaining our standing as an attractive research partner over the long term. We treat our intellectual property with care, and we extend the same care to the intellectual property of others.

### Export control

Export control regulations place restrictions on foreign trade in the interests of security. This includes the cross-border exchange of goods, services, and know-how with third parties. We observe all regulations pertaining to the import and export of goods, services, and information.

## Social responsibility

We make a significant contribution to environmental protection and social development in our role as a research institution. To achieve this, we must conserve resources wherever possible, pursue free and independent research, and maintain transparency and open communication.

### Communication

The Fraunhofer-Gesellschaft helps to shape the dialog between the scientific community and the general public. We participate in the political and social debates concerning fields of research in which we are active or to which we can contribute information.

### Research and research results

Fraunhofer research activities are decentralized. The Fraunhofer Institutes use structured processes to identify areas of technology of relevance to industry and the short-term and long-term demands of the contract research market. Their choice of research fields is based on this information. The parallel approach taken by the institutes leads to a wide range of creative solutions.

### Sustainability

The Fraunhofer-Gesellschaft supports efforts directed toward the sustainable development of society, industry and the environment. The Fraunhofer Institutes play an active part in these efforts through a responsible approach to the implementation of new technologies and through research and studies on behalf of public-sector clients. We comply with environmental protection regulations at all times.

### Independence

The Fraunhofer-Gesellschaft determines its own strategic direction, on which it bases its research planning. This strategic direction is guided by the goals of national and European economic and research policy. We are independent and protect our neutrality in all our dealings with interest groups from the spheres of politics, business, and society at large.

### Efficiency

We are careful with our property and look after it well. We also prize our resources and use them economically.