

Q-Lab Integrity and Code of Conduct Policy

No matter what financial opportunities are at stake and no matter where in the world we do business, Q-Lab will always conduct itself lawfully, ethically, and with the utmost of integrity.

We are committed to adhere to both the “letter” and spirit of this philosophy. This includes a simple and straightforward commitment to:

- Obey all applicable laws and regulations
- Act in an honest, fair, and trustworthy way to our customers, suppliers, and partners
- Do our very best to fulfill our promises and openly admit our mistakes
- Never accept or offer bribes, kickbacks, or improper gifts/contributions of any kind
- Avoid all conflicts of interest between work and personal affairs
- Follow international trade control and customs laws
- Never sell to banned countries or entities, either directly or indirectly
- Disclose any risks to impartiality, including a spouse, friend, relative, etc. working for a customer, supplier, partner, or competitor
- Respect the rights and confidentiality of others’ intellectual property and information; this includes customers, suppliers, partners, and even competitors
- Report any theft or embezzlement that we become aware of
- Respect the human rights and dignity of others
- Provide a harassment-free, retaliation-free, and discrimination-free work environment
- Provide equal employment opportunities to all employees and candidates
- Foster a culture that promotes diversity, inclusion, and accessibility
- Never hire underage employees or use forced labor
- Use responsible sourcing, and avoid the use of conflict minerals in our supply chain
- Respect our environment and strive for ways to reduce climate impact and waste
- Protect the health and safety of our employees
- Strive to create and maintain a workplace that fosters and rewards the above behaviors

Any suspected violations of this policy should immediately be reported in writing by email to **Ombudsperson@q-lab.com**, for a fair, honest, and prompt investigation.



For sales, technical, or repair support, please visit:

[Q-Lab.com/support](https://www.q-lab.com/support)

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Bolton, England • Saarbrücken, Germany • Shanghai, China