



# Code of Conduct

dSPACE India Solutions Pvt. Ltd.

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# Preface

**Dear dSPACE colleagues,**

dSPACE is a successful family business that has been shaped by the integrity, honesty, and openness of its founders and the owner family. From the very beginning, all employees have communicated at eye level. To this day, problems are solved quickly, in the shortest possible way, and in a mature manner. dSPACE has grown continually in the past years and now operates internationally.



*Carsten Hoff*  
Dr. Carsten Hoff  
Chief Executive Officer



*H. Hanselmann*  
Herbert Hanselmann  
Owner

We introduced new management levels and opened dSPACE offices around the globe. The world has become much more complex for our company. There are more rules and laws, and in some cases, they can be comprehensively understood only with the help of technical experts. It is therefore more important that we live up to our high standards of integrity and honesty and consistently live by them.

Our common goal is to take responsibility for our company and to continuously confirm our positive public image and our customers' trust by our actions. Because as the old saying goes: It takes years to gain trust, seconds to lose it.

In our corporate values, we have firmly anchored reliable, sustainable, and ethical actions both internally and externally. To this end, we have committed ourselves to a code of conduct and appeal to all employees to join us in our commitment.

A consistent application of the code, combined with our market-leading range of products, makes dSPACE a global partner for simulation and validation.

# Message from the Managing Director & CEO

## Dear dSPACE India Solutions Pvt Ltd colleagues,

The message from Mr Herbert Hanselmann and Dr Carsten Hoff explicitly and with pride convey that dSPACE has been shaped by the integrity, honesty and openness of the founders and owner family and is consistently abiding to the rules, regulations and laws of the respective land, wherever dSPACE has its business presences. I would like to emphasise the importance of a “Code of Conduct”, which is a set of values, rules, standards, and principles outlining what is expected from every employee within the organization.

Often codes of conduct take big picture ideas tied to the business’s overall mission and core values and relate them to the behaviours and practices they desire from employees on a day-to-day basis.

Creating a code of conduct is a statement from leadership laying out their expectations and communicating the ethical principles they feel are most fundamental to success. Generally, it reflects the culture already present, or the culture leadership is looking to promote. I’m happy to say these two are identical at dSPACE.

A code of conduct is closely related to a code of ethics, to the extent where the phrases are often interchangeable.

By creating a code of conduct:

- The employee understands the rules and expectations management has. It defines how to act while at work, how to communicate both internally and externally, and helps employees to be successful in the company.
- The organization has concrete company policies in place.
- Customers, business partners and other stakeholders understand the values of the organization.

Our success depends on each and every one of us constantly doing what is right. Our Code of Conduct reflects our continued commitment to apply ethical business practices and legal compliance, wherever we operate across India and conduct business on behalf of dSPACE India Solutions Private Limited. The Code of Conduct is our key governing document, it outlines clear principles and rules for how we conduct our business and how we behave. As employees of dSPACE India Solutions, we all are responsible for understanding and complying with the Code of Conduct, our policies and procedures, applicable laws, and regulations.

dSPACE India Solutions’ Board of Directors and I are absolute in our expectations that the rules and principles set out in our Code of Conduct are to be followed without exception. I’m proud and thankful for working with colleagues that intrinsically share our corporate values.

Thank you for your continued commitment to upholding our culture of compliance and integrity.



Andreas Gau  
Managing Director & CEO  
dSPACE India Solutions Private Limited



# Our Corporate Values

Our corporate values form the basis of the company culture that we live every day. They are the core values for our corporate leadership and our employees. They serve as guidelines for our behaviour and actions.

They influence our daily work and are an expression of our employees' interactions, our leadership actions as well as our attitude towards our customers and business partners.

## **Continuity**

As a family-operated business, dSPACE stands for independence and continuity.

## **Reliability**

Our reliable and sustainable actions build trust within the company and without.

## **Innovation**

Our initiative and willingness to change are the key to innovation.

## **Fairness**

Our cooperation is based on fairness, appreciation, and respect.

## **Result Orientation**

Driven by the will to perform, as a team we achieve the best possible results.



# Our Responsibility as a Member of Society

## Human Rights

We respect, protect, and promote the applicable regulations for the protection of human and children's rights worldwide. We reject any use of child, forced, and compulsory labour as well as any form of modern slavery and human trafficking. This applies not only to all dSPACE group companies, but naturally also to our cooperation with our business partners.

### **Background:**

*We base our regulations on the "United National Universal Declaration of Human Rights" and "The Protection of Human Rights Act, 1993" ACT No 10 of 8<sup>th</sup> January 1994*



### **Your Responsibilities:**

*Keep human rights at the core of your own actions. Apply the human rights standards to your co-workers, your suppliers, your customers, and any other person, that you may interact with. Speak to your Manager or the Human Resources if you are concerned that the Human Rights are not respected.*

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## Product Safety and Quality

We perform comprehensive product safety and quality tests to ensure that dSPACE products do not pose a risk to persons, the surroundings, or environment. Our quality assurance process is continuously expanded and improved.

### **Background:**

*The process is based on the legal requirements and the internal procedures for product safety.*



### **Your Responsibilities:**

*Notify your Manager immediately in you assume that a product, process, or situation may constitute a danger to health or safety.*

# Our Responsibility as a Business Partner

## Compliance with Laws and Regulations

We are committed to full and strict compliance with all applicable laws, policies, and regulations. This also applies to international business relations. We are therefore committed to the highest ethical standards in all business transactions.

### Background:

*The laws, policies, and regulations include the prohibition of fraud, embezzlement, extortion, theft, or other intentional damage to the assets of our customers or third parties. Regulations concerning the welfare of people and the environment are also covered. Violations of these policies and regulations are not tolerable, and those who violate them will face appropriate consequences, ranging from labour law measures to civil claims for damages and criminal sanctions.*



### Your Responsibilities:

*If you are concerned about the compliance with applicable laws or regulations, voice your concerns to your Manager, or the Compliance Officer. If you have questions about applicable laws or regulations, speak to the Compliance Officer or your Manager.*

## Avoiding Conflicts of Interest

We take our decisions solely based on objective criteria and do not allow ourselves to be influenced by personal interests and relationships. dSPACE makes a point of avoiding conflicts between private and business interests, or even the appearance of such conflicts. Conflicts of interest may arise when employees engage in activities or have interests that interfere with the interests of our company. This is, among other things, the case if those activities or interests endanger objective business decisions or otherwise interfere with the performance of work-related duties. A conflict of interest can arise, for example, when an employee or a member of their family is granted improper personal benefits because of their position within the company. A conflict of interest can cause financial damage to the company and significantly damage the company's image.

### Background:

*If an employee puts their personal interest, such as that arising from secondary employment or personal relationships, above that of the company, this can be disadvantageous to dSPACE.*



### Your Responsibilities:

*Immediately disclose any situation that constitutes a potential conflict of interest, creates the appearance of a conflict of interest, or has the potential to affect an objective decision to your Manager or to the compliance officer. Ask yourself whether you are making your business decision in the interests of the company and free from other interests. If you have any questions or are unclear in specific conflict situations, speak to your Manager, or the Compliance Officer.*

### Gifts, Hospitality, and Invitations

The granting and acceptance of non-cash benefits (gifts, invitations, or other benefits) is permitted only if they are within the socially accepted, customary framework. The regulations for this are particularly strict when dealing with public authorities. We have therefore drawn up an internal guideline to assist employees in behaving appropriately when being offered non-cash benefits.

#### **Background:**

*Accepting benefits beyond a reasonable scope that violate legal or internal specifications may be punishable by law or result in consequences under employment law, since the granting or acceptance of an advantage can be classified as taking a bribe or as bribery under the applicable criminal code.*



#### **Your Responsibilities:**

*Research the criteria for accepting non-cash benefits for yourself, family members, or other third parties. Also learn how to deal with non-cash benefits by participating in the regularly offered compliance training. Participation in such training courses is recommended and mandatory for some employees. If it is unclear whether you may accept or grant non-cash benefits, consult the Compliance Officer beforehand. Also be mindful of invitations that include not only you but also your family members. If you have already accepted or granted non-cash benefits, report this to the Compliance Officer or your Manager.*

### Anti-Corruption Guidelines

We strictly reject any form of corruption, including extortion and bribery. Corruption not only harms us, but also the countries in which we work. The same applies to granting, offering, requesting, promising, authorizing, or accepting any benefits outside the legally permissible scope, directly or indirectly, by any director, officer or other employee, agent or representative, regardless of whether it is for the benefit of the company, a third party, or the responsible person themselves. Compliance with the Prevention of Corruption Act, 1988, and the legally applicable anti-corruption laws in all our business activities is essential for our fight against corruption. To ensure the integrity and accuracy of the recording and reporting of all business transactions, we have designed our record-keeping and internal accounting practices and procedures accordingly.

#### **Background:**

*We see our company's products and services as the key to our success. For us, fair competition in business is imperative.*



#### **Your Responsibilities:**

*Observe our internal anti-corruption processes and avoid contact with any form of potentially corrupt activity. Corrupt actions are illegal and sanctioned by imprisonment or fine according to the applicable Criminal Code. Ask yourself whether your business decision is legal and ethically correct, and whether it would stand up to third-party validation. If you have any questions or if you suspect corrupt acts in your environment, speak to your Manager, or the Compliance Officer and ask for advice.*



### Anti-Money Laundering

We do not accept transactions with criminally acquired money that is to be brought into the regular economic cycle. It is also strictly prohibited to support any criminal activity, including terrorism, with legitimate funds/money.

#### **Background:**

*Money laundering and terrorist financing is a criminal offense. Even acting carelessly and ignoring concrete indications can count as a criminal offense.*



#### **Your Responsibilities:**

*All employees must observe the applicable laws and regulations on combating money laundering and terrorist financing. You must not knowingly engage in dealings with criminals or criminal suspects. If assets of criminal origin are concealed through legitimate business or if terrorism and other criminal activities are financially supported, you must inform your Manager or the compliance officer.*

*Indications of such criminal acts are exceptionally high cash payments, incoming payments from third parties who are not identifiably involved in the business relationship, incoming payments from tax havens, incomplete and incorrect contact information.*

### Dealing with Public Authorities

In our contacts with public officials and mandate holders, we strictly comply with the law to avoid conflicts of interest and corruption.

#### **Background:**

*Special legal conditions often apply when dealing with public officials or elected representatives as well as governments, authorities, and other public institutions, whereby even individual violations can have serious consequences.*



#### **Your Responsibilities:**

*Remember the appropriate demeanour when dealing with public authorities. If you have any questions or if you suspect unlawful behaviour in your environment, speak to your Manager, or the Compliance Officer.*

### Accounting and Financial Reporting/Taxes/Duties

We strictly comply with the legal framework for proper accounting and financial reporting. Transparency and correctness are our top priorities. Therefore, all business transactions in our accounting and reporting must be recorded in a timely, correct, and complete manner in accordance with applicable accounting standards. All relevant documents must be stored in a revision-proof manner in accordance with the applicable laws and regulations. The veracity and accuracy of records are essential to business decisions.

#### **Background:**

*Through proper accounting and correct financial reporting, dSPACE prevents damaging effects on the company. If irregularities occur, this may have serious consequences for the company and for the persons responsible.*



#### **Your Responsibilities:**

*Carry out your tasks with care and check your records for errors to be able to make significant incorrect assessments transparent in a timely manner.*

### Transparent and Fair Business

We conduct business exclusively according to the performance principle and based on the market economy. Therefore, we promote free, unobstructed competition among our suppliers and provide unrestricted and neutral opportunities for them to recommend themselves as business partners with their products and services.

#### **Background:**

*Restricting free competition based on collusion, convenience, or taking advantage weakens competitiveness, inevitably leads to a loss of quality and, in the case of legal violations, to personal consequences.*



#### **Your Responsibilities:**

*Clearly distance yourself from anti-competitive situations, as passive behaviour - such as tolerating illegal price fixing - can already constitute a violation of competition law. Do not share sensitive information such as prices with competitors. Inform your Manager, or the Compliance Officer, if there is or if you suspect anti-competitive actions.*

*They will then support you in the further procedure. Regularly take part in the internally prescribed compliance training courses and speak to your Manager, or the Compliance Officer, if you have any questions.*

### Import & Export Control

We ensure compliance with all regulations governing the import and export of goods, services, and information. We avoid doing business with individuals, companies, and countries on sanctions lists.

#### **Background:**

*Economic cross-border transactions are subject to prohibitions, restrictions, authorization reservations, or other monitoring measures within the framework of export control. Goods, services, and information are affected by export control legislation. The Foreign Trade (Development & Regulation) Act of India – 1992 published by Ministry of Law, Justice and Company Affairs.*



#### **Your Responsibilities:**

*Comply with the applicable legal and company-internal export regulations. If you have any questions, contact your Manager, or the Manager – Logistics.*



# Our Responsibility in the Workplace

### Equal Opportunity and Equal Treatment

When selecting new employees, we consider only their qualifications and skills. We ensure equality of opportunity throughout the hiring process and the entire period of employment. We stand for diversity and inclusion. We encourage and value all employees for their individual contribution to our company. Any kind of personal harassment such as bullying, sexual harassment, or indecent offers are strictly prohibited. Action will be taken against any form of violence, intimidation, or threats in the workplace. We treat our customers and suppliers as we treat one another, with respect. We respect diversity in each other and all others with whom we interact.

**Background:**

*We do not tolerate any form of discrimination based on ethnic or national affiliation, gender, religion, ideology, age, disability, sexual orientation, skin colour, political views, social origin, or any other legally protected characteristics.*



**Your Responsibilities:**

*Every employee is obliged to contribute to the achievement of these values in the company. Say goodbye to prejudice and approach your colleagues with an open mind and respect. Talk to your Manager or to Human Resources if you suspect discrimination or disadvantage towards you or others. Also, think about your own actions. After all, even jokes that aren't meant to be taken seriously can be hurtful and inappropriate. Also never discriminate or harass a customer. Together, we create a respectful and open-minded working atmosphere so that every employee feels comfortable and valued.*

### Fair Pay

dSPACE pays its employees an appropriate wage, which at least covers the employees' basic needs and enables them to have an adequate standard of living. dSPACE complies with all relevant laws on remuneration, including laws on minimum wage, overtime, and statutory social security benefits. Deductions from remuneration as a disciplinary measure are not permitted. Workers receive a timely and transparent payroll for each pay period. The use of temporary labour, the secondment of workers, and the outsourcing of work is carried out in compliance with local statutory regulations.

**Background:**

*We adhere to the Minimum Wages Act existing under applicable law. Every employee has the right to receive a fair wage that secures their existence.*

### Working Hours

dSPACE complies with the statutory requirements and/or national requirements applicable to the company in the business sector. As per Shops & Establishments rule, normal working hours are will not exceed nine hours in a day and forty-eight hours in a week.

#### **Background:**

*We do not tolerate any violation against existing legal regulations concerning working hours.*



#### **Your Responsibilities:**

*Every employee is obliged to adhere to applicable regulations on working hours. This serves your own health and ensures that you have sufficient rest periods. Also respect the rest periods of your colleagues. For example, appointments should be scheduled so that colleagues can take a lunch break. If you have any questions regarding working hours, please contact Human Resources.*

### Occupational Safety and Health Protection

The safety and health of our employees is our top priority. For this purpose, we carefully observe all applicable legal regulations and health and safety instructions. To ensure health and safety in the workplace, we implement sufficient qualification measures for first aid and fire protection as well as for the prevention of work-related health disorders, and occupational accidents. For this purpose, among other things, we take suitable fire protection measures, monitor work-related health and safety hazards, and implement the corresponding protective measures. In addition, suitable emergency plans and appropriate first aid, fire protection, and medical services are in place, which we regularly monitor and revise.

We also inform and train our employees about their obligation to provide first aid and medical care in the event of an accident and about the emergency exits, escape routes, and assembly points, which are indicated by appropriate signs. We regularly check our work areas for risks and optimize them to avoid hazards. All employees are familiarized with the regulations applicable to their area and receive regular training about occupational safety.

#### **Background:**

*We assure a safe and hygienic work environment in compliance with the established "National Policy on Safety, Health and Environment at Workplace" by Ministry of Labour and Employment, Government of India.*



#### **Your Responsibilities:**

*Read and understand the internal and legal regulations on occupational health and safety and take part in regular training. Comply with these regulations and contact the internally appointed officers if you have any uncertainties or questions. Also contact these officers or your Manager if you notice violations of the relevant regulations. As a Manager, it is your special duty to ensure the sustained promotion of the physical and mental well-being of your employees. Make sure that your employees participate in safety and health training.*



### Data Protection

We collect, gather, process, use, and store personal data only in accordance with the legal requirements.

#### Background:

*The legal basis for the processing of personal data is the General Data Protection Regulation (GDPR) of the European Union and in line with "The Digital Personal Data Protection Act, 2023" by Ministry of Law & Justice, Government of India.*



#### Your Responsibilities

*Collect, store, and process personal data with extreme caution. The internal and external transfer of personal data may take place only with legal permission. If you have any questions or are unsure, please contact the Compliance Officer or Human Resources.*

### Information Security

The dSPACE GmbH regulations for handling information and IT devices are defined in the corresponding information security guidelines. Our employees are regularly trained according to the applicable guidelines.

#### Background:

*These guidelines are intended to protect confidentiality, integrity, availability, and proof of information as well as to protect the rights and interests of dSPACE and all natural and legal entities that have a business relationship with dSPACE or work for the company. We adhere to The National Cyber Security Policy, 2013 by Ministry of Electronics & Information Technology, Government of India*



#### Your Responsibilities:

*Read the information security guidelines carefully and speak to your Manager or the Compliance Officer, if you have any questions. Confidential information must be stored securely and must not be left out where others can see. Adhere strictly to the need-to-know principle and do not talk about confidential information where other people can overhear.*

### Information, Knowledge, and Intellectual Property

The strict security of the information of the company, our business partners, and our employees as well as the security of our IT infrastructure is of considerable importance for our business success since we particularly seek to maintain and strengthen trust in our company. We are aware of the value of proprietary know-how and protect it very carefully. We acknowledge the intellectual property of competitors, business partners, and other third parties.

#### **Background:**

*Unauthorized disclosure of such knowledge can cause significant damage to the company and may result in employment, civil, and criminal consequences for the employee involved.*



#### **Your Responsibilities:**

*Observe and comply with the internal information security guidelines. Always be sure to handle information sensibly and observe internal labels of confidentiality levels. Great caution is also required against Internet scammers. Be sceptical of e-mails from unknown senders or if there is an unusual number of spelling and grammatical mistakes in the text or the e-mail address. Compliance trainings are also offered for this purpose. If you suspect a violation or are involved in a suspicious incident (uncertainty about the credibility of e-mails or transaction instructions), speak to your Manager, or the Compliance Officer.*

### Corporate Property

Facilities, systems, materials, and other equipment owned and held by dSPACE or a third party must be treated with care and appropriately in order to avoid loss or damage.

#### **Background:**

*Our Corporate property is used to achieve our corporate goals and should be used in compliance with corporate regulations.*



#### **Your Responsibilities:**

*Ensure to comply with company regulations and handle corporate property with care and ensure that your team-members and other colleagues do the same.*

# Guidelines for Employees

All employees are obliged to observe the regulations of this Code of Conduct. Be aware that your actions during and outside of working hours have an impact on the working atmosphere, the company's credibility, and image.

If in doubt, speak to your Manager, or the Compliance Officer.

**However, you can always ask yourself the following questions:**

- Does my business decision violate applicable laws, guidelines, regulations, or internal processes?
- Does my decision violate ethics or the vision/values of our company?
- Is my decision objective, in the interests of the company, and free from the interests of others?
- Have all the risks of my decision been determined and included accordingly?
- Could my action or decision be considered inappropriate, and does it make me feel uncomfortable?

- Could my decision damage the company image or have other legal consequences?
- Does my decision or my actions have criminal, labour, or other legal consequences for me personally?
- Would a third party also consider my decision to be legally and ethically, correct?
- Do I have to involve someone in my decision, e.g., the information security officer etc.?
- Would my Manager or the compliance officer approve my decision or actions?

If you have any questions, need access to policies, or feel that these standards have not been met, please ask for advice, or voice your concerns.

You can always talk to your Manager, or the compliance officer. Pay close attention to any activity that is inconsistent with our Code of Conduct, our policies, or the law.



## Guidelines for Managers

Managers must act as role models. It is expected that all Managers always act in a legally and ethically correct manner and thus set an example of compliant behaviour for their employees. It is necessary for the Managers to know and understand the content of the Code of Conduct so that they can support their employees in understanding and complying with the Code of Conduct.

This is achieved through a trusting, respectful, and open working atmosphere. Employees should not be hesitant to discuss conflicting situations or possible violations with their Managers. Employee concerns must always be taken seriously and dealt with immediately in accordance with legal and internal regulations. Therefore, Managers must take the necessary steps to address the issue.

Managers must under no circumstances intimidate employees, in particular by threatening them with consequences under employment law, and thereby prevent them from reporting possible or actual violations in good faith. Managers must treat all reports confidentially. The Managers also must watch out for violations by their employees and initiate the necessary steps accordingly. In this way, violations can be prevented or minimized from the outset.

Pay close attention to any activity that is inconsistent with our Code of Conduct, our policies, or the law. If necessary, the Manager should involve the compliance officer. Investigations regarding actual and potential violations must not be conducted by the Managers on their own.





# Help and Contact

If you have any questions about the Code of Conduct or are unsure how to adhere to it, contact your direct supervisor or the compliance officer.

If you notice a possible or actual violation of the Code of Conduct or a serious breach of the rules in your environment, you must report your concerns unless legally prohibited.

**dSPACE Whistleblower System:** [values.dspace.com](https://values.dspace.com)  
**dSPACE Compliance:** [www.dspace.com/go/compliance](https://www.dspace.com/go/compliance)

### Contact

<p><b>Compliance Officer</b> dSPACE GmbH Bernd Schäfers-Maiwald Tel.: +49 52 51 16 38-714 Email: <a href="mailto:compliance@dspace.de">compliance@dspace.de</a></p>		<p><b>Compliance Manager</b> dSPACE India Solutions Pvt. Ltd. P N Sathya Narayanan Tel.: +91 6366775030 Email: <a href="mailto:Sathya.n@dspace.in">Sathya.n@dspace.in</a></p>	
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