



## Code of Conduct

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You can find additional information here:  
[www.eppendorf.com](http://www.eppendorf.com)



## Publishing information

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**Concept & realization** vf zwo werbung | projektmanagement

**Printer** Gebr. Klingenberg & Rompel in Hamburg GmbH

**Images** Franz Leuschner / Orange YC GmbH, Romanus Fuhrmann, Michael Wurzbach, Eppendorf SE

# I. Our responsibility

Dear Colleagues,



Quality, reliability, experience, innovation – terms which are linked worldwide to Eppendorf. This good reputation is the result of more than 80 years of involvement, in order to offer the best solutions for the handling of valuable samples in life-sciences research.

The Eppendorf Group is a globally active company and operates in countries with various cultures, customs and general conditions. However, one thing is the same and absolutely essential throughout the world when trust in our business partners, customers, and employees and, thus, the long-term success of our business is involved: Conduct in accordance with integrity and the law.

Our declared goal is to protect both our products as well as the Eppendorf brand at every point in time and with all efforts. All employees in the

Eppendorf Group have responsibility for the business and the people with whom they work together. This is the only way that we, the employees of Eppendorf worldwide, can also secure the future success of our company and meet our responsibility for society.

We accordingly consider it obvious that existing national and international standards and laws must be complied with, and we base our conduct on such standards and laws. This is how we avoid penalties and reputational harm for the business as well as for our colleagues. This Code of Conduct applies for all persons who work for the Eppendorf Group worldwide. Compliance is an integral component of all our business activities.

We at Eppendorf consider ourselves to be a global team and are convinced that we can only fulfill the corporate purpose of Eppendorf together, making a contribution to improve human living conditions. We achieve this by living according to the values of Eppendorf and acting in accordance with applicable law.

If you have any questions about this, please feel free to approach us. We and our Compliance Office are available as contact partners at all times.

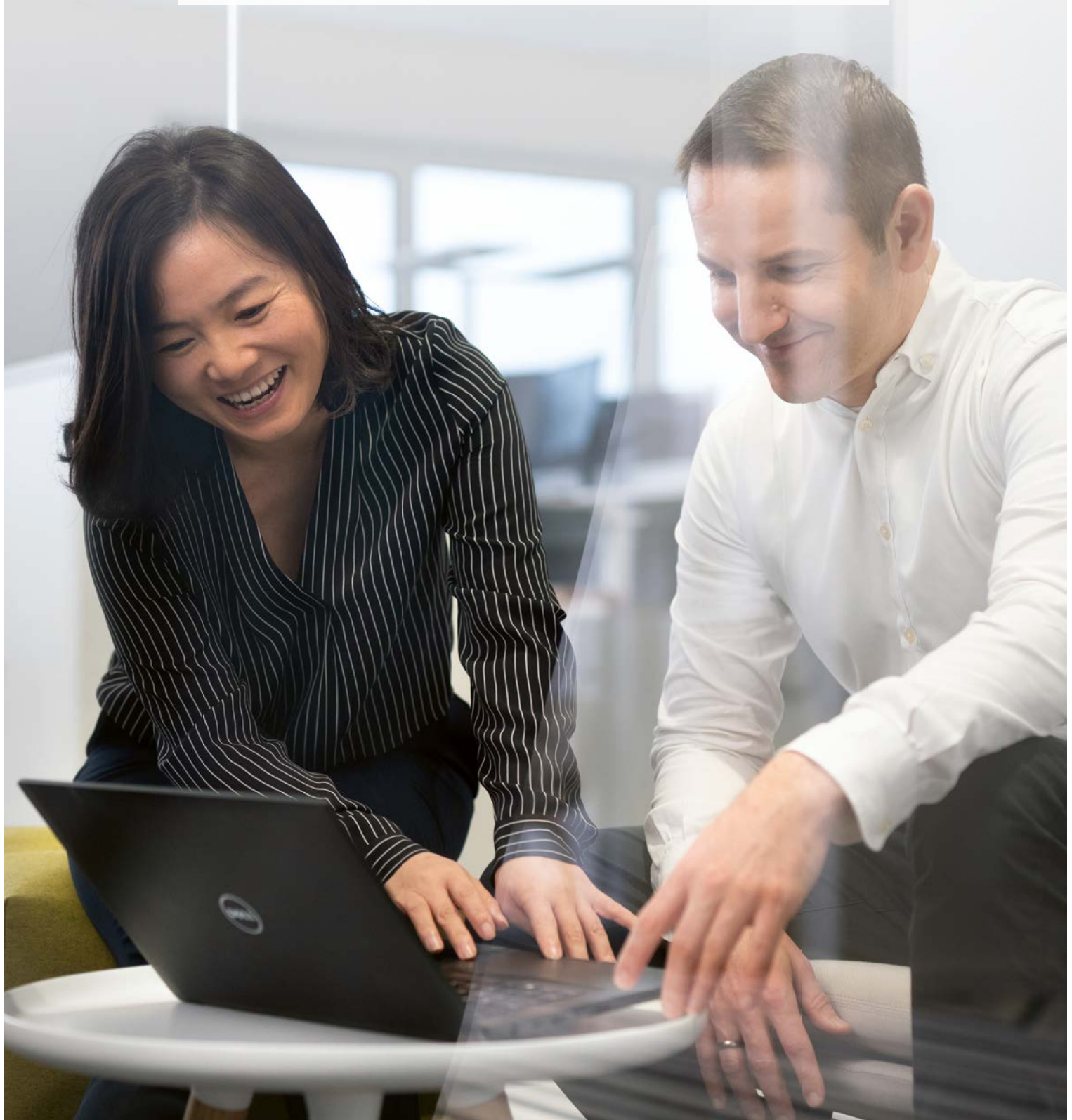
We are all Eppendorf. We are continuing our history of success together.

Best regards,

**Dr. Christine Munz**  
Chief Executive Officer

**Hans-Christian Stuff**  
Chief Financial Officer

Cohesiveness, diversity and  
equal opportunities are  
fundamental values for Eppendorf.



## II. Eppendorf as a company

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### Leadership culture

We create an environment in which people are excited to work. Our management personnel jointly define with their employees the goals and the understanding of the tasks in the context of our rules and values. Our leadership personnel enable the employees to work under their own responsibility.

Management personnel are models and contact persons for our employees. At the same time, they also help prevent violations of rules by organizing their departments and divisions in such a manner that the risk of violations of rules is minimized, and management personnel reasonably supervise their employees.

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### Equal opportunity and respect

We live appreciation, openness, respect, and equal opportunity.

We reject all discrimination based on ethnic, national, and social origin, religion, political view, gender or gender identity, age, disabled status or sexual orientation.

Equal opportunity is the foundation for our corporate culture.

We respect the rights and diversity of individual colleagues in creating a work environment in which everyone can develop their full potential.

We do not tolerate any form of sexual harassment.

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### Health and safety at the workplace

We create for our employees a safe and healthy working environment. When doing so, we consider not only physical aspects but also social and mental health.

We engage in preventive measures to protect health. Abuse of all drugs at the workplace is not tolerated.

In order to avoid workplace accidents and risks to health resulting from the work, we comply with all rules for workplace safety and take preventive measures to protect health.

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## Human rights and labor standards

We respect the human rights of our employees and business partners as set forth in the General Declaration of Human Rights of the United Nations.

We orient ourselves on the four fundamental principles in the core labor standards of the international labor organization (ILO):

- freedom of association and right to collective bargaining
  - elimination of forced work
  - elimination of child work
  - prohibition of discrimination in employment and profession
- 



## Data protection and information security

The protection of personal data of employees, business partners, and customers is a matter of course for us.

We recognize the fundamental principles of data protection, especially that personal data can only be processed if this is permissible. We use reasonable technical and organizational measures to secure confidentiality, integrity and availability of processed information and data.

We take suitable measures to protect stored data when using and operating electronic data processing systems for the purpose of preventing serious consequences such as, for example, loss of data, theft of personal data, or infringement of copyrights.

We have adequate security for our information systems and business data and behave with the necessary sensitivity even apart from the use of electronic systems.

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## Protection of intellectual property rights and confidential information

Our intellectual property rights, such as our industrial property rights and copyrights as well as our protected knowhow, are assets which characterize Eppendorf and which we carefully protect.

We treat internal operational information and trade secrets as confidential and protect such information and secrets against access by third parties, both, while employed at Eppendorf as well as elsewhere.

We protect the intellectual property rights of others just as strongly as we protect our own intellectual property rights. We treat with confidentiality information and trade secrets of business partners which employees learn about during the course of working for Eppendorf.

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### Conflicts of interest

We always make decisions independently and in the interest of Eppendorf.

Potential personal benefits are not taken into account in all business decisions. We also use favorable opportunities for Eppendorf and not for our personal benefit.

If a conflict of interests becomes apparent, we disclose this to our superiors. In the case of doubt, we make business decisions without the persons who might find themselves in a conflict of interests.



### Use of corporate funds

Corporate funds can only be used for business purposes. Especially use for any purpose in violation of applicable law or provisions is prohibited.

A female scientist with curly hair, wearing a white lab coat and blue gloves, is smiling and high-fiving a male colleague who is also in a lab coat. They are in a laboratory setting with various equipment and test tubes visible in the background.

We contribute to improving  
human living conditions.



# III. Eppendorf as part of society

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## Environmental protection

We are aware of our responsibility for the environment.

We use natural resources efficiently and in a protective manner and limit the environmental effects of all our products and processes to a minimum.

We comply not only with the provisions in the law, we also take the initiative where this is reasonable and economically feasible, and we accordingly advance the systematic use of environmentally friendly production processes as an integral part of the research and development work.

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## Product safety and quality control

Quality and safety are expected from Eppendorf as an international, leading manufacturer of laboratory products.

We work according to the highest quality standards in development, production, and service.

We, accordingly, place the highest importance on the safety and conformity with the law of our products and solutions as well as the safety of our customers.

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## Donations

We consider supporting selected projects and charitable organizations to be part of our social responsibility. We grant donations and sponsoring only for purposes which are consistent with our corporate culture and values.

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A man and a woman, both wearing white lab coats, are working together in a laboratory. The man, on the left, has a beard and is pointing at a laptop screen. The woman, on the right, has her hair in a bun and is looking at the screen. They are both smiling and appear to be collaborating. The background shows large windows and laboratory equipment.

Through the collaboration of great minds we create innovative, high-quality products and solutions for the future of the physical and digital laboratory.

# IV. Eppendorf as a participant in the market



## Preventing corruption

We do not tolerate any corruption or bribery. We always conduct ourselves so that no personal dependencies or obligations between us and representatives of business partners and customers arise.

Everyone is prohibited from accepting, requesting, offering or granting personal benefits as consideration for undue influence on business decisions. Benefits such as gifts and invitations can only be offered or accepted in a reasonable extent and if politeness makes this appropriate in the context of a business relationship.

In the case of any doubt, granting or accepting a benefit must be clarified with the superior or the Compliance Office.



## Fair competition

We support fair and undistorted competition and comply with applicable national and international law on competition and antitrust law.

We do not make any impermissible arrangements with competitors and customers about prices, terms and conditions of conducting business or market shares. We also do not exchange any strategically relevant information with competitors aside of permissible cooperation.



## International trade and prevention of money laundering

As a worldwide operative company, we pay special attention to compliance with national and international provisions or embargos concerning import, export or domestic trading in goods, technologies or services as well as commerce in the capital market and with regard to payments.

We accept payments only from legal sources and support the efforts of the governments to prevent illegal actions. If there is any indication that the source of payments is being concealed (e.g. unusual methods of payment or the use of trust accounts) we always report this to our superiors, the Compliance Office or the Compliance Line.



## Choosing business partners

We demand the same from our business partners as we demand from ourselves. We work with qualified suppliers, distribution partners and service providers which we carefully select according to objective criteria.

We have established our Code of Conduct for Suppliers. We expect that they will comply in their activities in each case with applicable national laws, the principles of the United Nations Global Compact as well as Eppendorf's Code of Conduct for Suppliers.

# V. Eppendorf Compliance Line

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## Prevention

Compliance with this Code of Conduct is absolutely essential for our success in business and cooperation. We prevent illegal conduct by strengthening an open culture in which questions are welcome at all times and by means of guidelines and training sessions.

Our management personnel are responsible in the context of their management responsibility for all employees understanding the rules in the Code and complying with the rules in their areas of responsibility. Management personnel are asked in regular intervals for confirmation that they have understood the rules in the Code and complied with them and that they have reported all violations they have learned about and that they are aware of their responsibility for their employees complying with the rules in the Code of Conduct.

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## Detection

Our employees are required to report any suspected violation of this Code of Conduct or the internal guidelines. We can openly raise questions and ambiguities early in our teams and the departments in the context of working together in a good faith manner, or we can clarify these questions in consultation with the Compliance Office.

We use every effort and report violations of this Code of Conduct or internal guidelines to our management personnel or the Compliance Office, so that the above values are complied with.

In addition, the Eppendorf Compliance Line is available for submitting information about violations of rules, and the reports can also be submitted anonymously if so wanted.

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## Reaction

We investigate every reported indication and investigate them in a confidential, timely, and professional manner. The presumption of innocence always applies, and we recognize that there are many borderline situations.

If the allegation proves to be justified after an objective evaluation, reasonable legal remedies will be taken.

The whistleblower receives information about how the report was further handled.

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Compliance with regulations, laws, rules, and internal requirements has the highest priority for us.

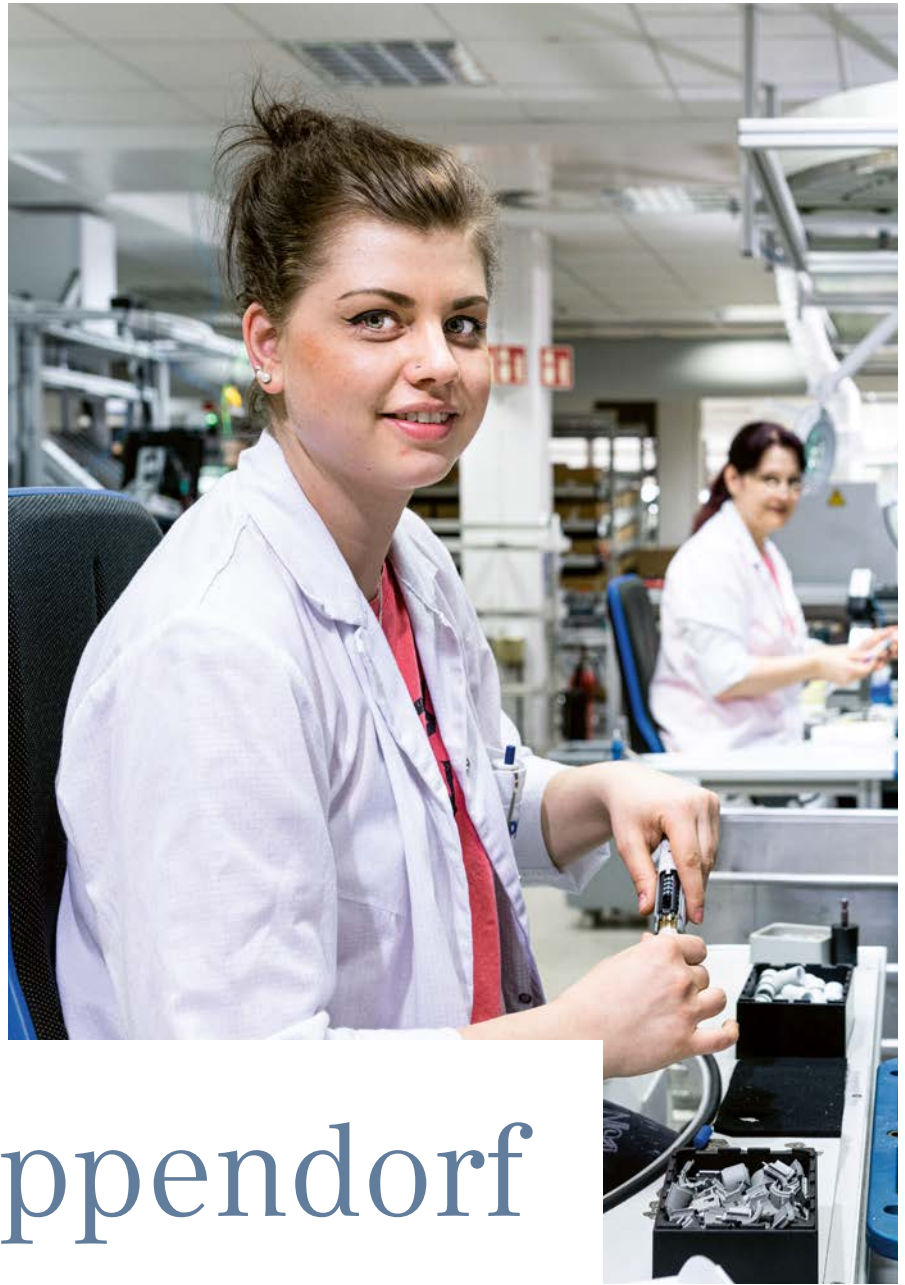
We act in accordance with the principles of prevention, detection, and reaction.

In order to meet these demands, it is important to receive knowledge about potential violations of the rules and stop the violation.

More information about the submission and the handling of reports you can find here:







#WeAreEppendorf





# We are all Eppendorf

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The Eppendorf Group lives diversity and brings together colleagues every day who are tolerant, supportive, appreciative, international, collaborative and responsible.

#WeAreEppendorf is a feeling which is different for each person and which expresses itself differently. Our corporate values, vision and mission unite more than 5,000 Eppendorfers worldwide.

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status July 2025 / version 1.1