

# NOACK LABORATORIEN

**Noack Laboratorien GmbH**  
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Sarstedt, 03.12.2018

## Employment Policy

Noack Laboratorien GmbH is committed to providing a safe working environment and appropriate, fair and healthy working conditions for all employees.

### 1. Employee health and safety

General health and safety working standards are implemented in the company's standard operation procedure (SOP) framework. The security advices are an obligatory part of the primary job training of each new employee. Track is kept about work accidents, and an appropriate number of employees is trained and re-trained as first-aiders every two years. Sporting activities are encouraged: The company participates in the programme „Hansefit“, which enables the employees to use a reasonably priced network of sports facilities. Alternatively, Noack Laboratorien grants half an additional day of leave for sport badges and gym/sports club/sports group memberships. Employees in special areas like the <sup>14</sup>C laboratory are examined medically.

### 2. Working Conditions

Working conditions comply with all legal German standards. Additional benefits apart from salaries such as Christmas gratifications, vacational benefit, childcare fee aid, public transportation aid and weekend work compensation are granted on a non-discriminatory basis. Part-time family-friendly working models are standard procedures and commonly used. Working equipment and clothing are provided by Noack Laboratorien GmbH.

### 3. Career Management and Training

Employee conversations are done on an annual basis. Further qualifications and additional training like part-time studying are encouraged and included in the working time model. Attending workshops and conferences is generally acclaimed. If economically reasonable, laboratory personnel can qualify further to be promoted.

#### 4. Discrimination

Noack Laboratorien GmbH is an open-minded, non-discriminatory workplace. Employees from different countries are part of the company. Noack Laboratorien GmbH does not tolerate any discrimination with regard to sex, religion, ethnicity, disability or age within the company or with business partners. These principles are anchored in the company's code of conduct.

Sarstedt, December 2018

A handwritten signature in black ink, appearing to read 'Christian Maeß', written over a horizontal line.

Dr. Christian Maeß, CEO