

Code of Conduct

Status: released, June 10, 2016

Our core principles

- 1. Creating societal value**
admedicum was founded to create a societal added-value promoting the common good. We wish to benefit our customers, patients and the society as whole. To make this possible, we work economically efficient. In addition to economic parameters, it is the impact on patients that we wish our services to be measured with.
- 2. We are oriented at the principles of the Reasonable and Honest Businessman**
That means to us: we are economically responsible and sustainable. Our behavior in the economy is based on trust and reliability towards customers, suppliers and the society. We strive having long-standing business-relationships.
- 3. We are working for an inclusive society**
That means to us: we accept the diversity of people and want to help our clients making their products and services available to all patients. Independent of their handicaps, ethnicities, educational levels, social backgrounds or religions. We see diversity as an opportunity not as a problem.
- 4. Credibility and seriousness are of utmost importance to us**
That means to us: we can't work without the trust of our clients and of the patients. To earn and maintain that trust, we pledge to adhere to the following standards:
 - Transparency
 - Quality
 - Safety
 - Sustainability
 - Reliability
 - Simplicity

Transparency

Transparency creates trust and credibility. It is the prerequisite for fair interaction between all actors. Not only, but especially in the healthcare sector. We are guided by Transparency International's "Leadership Principles for Small and Medium-Sized Enterprises to Fight Corruption".

We focus on the "Management principles of small and medium-sized businesses to fight corruption" of Transparency International.

Basically this implies to us that

- we conduct our business in a fair, honest and transparent way. To which also belong transparent conditions of payment, unequivocal invoicing and clear reporting.
- We do not make attempts at bribery, neither directly nor indirectly. Nor do we allow ourselves to be used as intermediate financiers.
- We do not accept bribes, neither directly, nor indirectly. As a matter of fact, this should be general practice.
- We prefer not to enter into business deals with companies that are not prepared to accept our standards and could harm our reputation. We expect our business partners to strive for transparency and to fight corruption.
- Our work processes are geared to prevent direct and indirect bribery and to act in keeping with our standards.
- We keep meticulous records of our accounts and all our important decisions.
- We make sure that all our staff and all our business partners are familiar with our management principles.
- We will regularly reflect on our program and processes and, if necessary, bring them up to date. We will adhere to our principles at all times, also under difficult circumstances.