

# SUSE Code of Business Ethics

(SUSE COBE)

Effective July 2021



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## Message from our CEO

Dear SUSE Colleagues,

SUSE is a company that is defined by our commitment to open innovation. Our open and interoperable products and services power the economy as we enable our customers to make a difference in the world. Our impact and reach are a great privilege, but they also carry a great responsibility.

SUSE's success is rooted in the integrity of our people, the high quality and standards of our products, and the high amount of trust our customers have in our work and innovation.

**As our actions, words, and behaviors matter**, we have established our Code of Business Ethics (also called "COBE"). **It is our promise to every member of the SUSE Diamond: employees, customers, partners, and communities.** It defines our guiding principles and ensures that every decision we make is rooted in integrity, trust, and compliance. It is our commitment to continue down our path as an ethical business that upholds industry standards and best practices to the highest degree.

I am honoured to lead a company that sets a high bar for ethical business standards, is committed to driving positive societal impact, and empowers our employees to be open and collaborative. We strive to build a diverse and inclusive culture that embraces learning and fosters trust across the entire SUSE Diamond.

At SUSE, we drive innovation every day. As a member of the SUSE team, it's imperative that we model integrity, act in accordance with the law, and always do the right thing. If you ever have questions or concerns, please speak to your manager, Chief Legal Officer ([andrew.mcdonald@suse.com](mailto:andrew.mcdonald@suse.com)), or use our Whistleblowing facility. Our non-retaliation policy means that those who come forward to question or report potential issues are protected.

Please familiarize yourself with SUSE's COBE and internalize its policies. In an increasingly complex world, we must ensure that our words and actions reflect our mission, vision, and company values.

Thank you for doing your part to carry on our guiding principles and living our values every day. Together, we will continue to lead by example and empower our customers, partners, and employees to innovate everywhere.

All my best,

Melissa



## Introduction

Our employees at all levels, whether part-time or full-time, our contractors and freelancers, any agents and directors as well as our Board members, both at a management and supervisory level represent SUSE (the “**SUSE Members**”, also “we”, “our”, “us”, and “the Company”) to our stakeholders, especially our customers, suppliers, business partners and investors. In each interaction with one of our stakeholders, we expect that we all will behave in a manner that reflects the highest standards of ethics, integrity, and respect. We perform with competency, dedication and excellence, giving your full attention to our business, in a manner consistent with SUSE’s Guiding Principles, including our vision & mission, strategic levers and values. Based on a philosophy that we always act with our customers, employees, partners and communities (the so-called “**SUSE Diamond**”) in mind, SUSE strives to provide attractive products and services that meet the needs of our customers and partners worldwide. We never sacrifice long-term reputation and trust for a short-term benefit.

Our values are the thread that unites us as a company. They sit at the heart of our culture and represent the ethos of everyone at SUSE regardless of team, position, or location. Every SUSE Member is expected to be a role model and live the behaviours outlined in our corporate values every day as we engage with our customers, investors, business partners, supplier, communities, and each other.

But not all situations we encounter are straightforward. When faced with a difficult decision or situation, our Code of Business Ethics (“**COBE**”) will help us to make the best choice and navigate ethical dilemmas. We ask our SUSE Members to follow these steps:

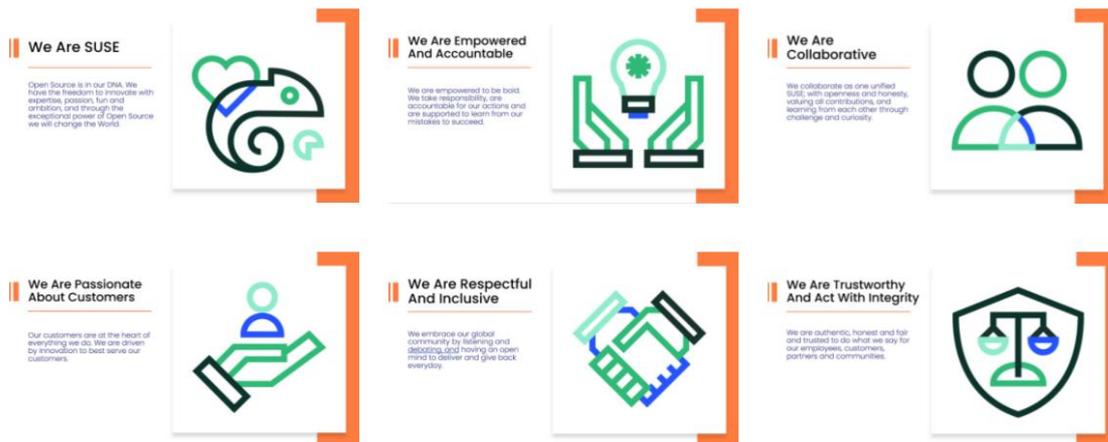
**Pause** for a moment when the situation makes you uneasy and your instincts tell you something is not quite right. Consider how to approach the situation – always with sound social norms in mind.

**Reflect** on your intended approach and think if the approach is consistent with SUSE’s culture, corporate values and this COBE.

**Ask** additional questions and get help where necessary. Talk to your line manager or our Chief Legal Officer.

**Report** concerns and stay alert. Pay attention to any activity that is inconsistent with this COBE, any other SUSE policies or the law.

## SUSE Values



## Purpose

Among SUSE's most fundamental operating principles are adherence to high ethical standards and compliance with all laws and regulations applicable to our business. There are a variety of laws that apply to SUSE and its operations, and some carry criminal penalties. It is the responsibility of each SUSE Member to comply with the laws, rules, and regulations that apply to them personally and to their status as a SUSE Member. These laws include, but are not limited to, federal and state laws relating to SUSE's business, including securities and exchange laws, antitrust laws, fair trade practices laws, occupational safety laws, advertising laws, export laws, equal employment opportunity laws, fair credit practices laws, internet usage laws, privacy laws, and employment related laws.

The reputation of SUSE, the quality of our work-place experience, and the satisfaction of our obligations depends on each SUSE Member achieving these levels of conduct and compliance with laws and regulation. SUSE has adopted this COBE to inform all SUSE Members of their legal and ethical obligations.

Adherence to COBE will help to create and maintain an environment of trust and loyalty. It can also prevent violations that could expose SUSE, its employees, officers and directors to civil liability and/or criminal prosecution and penalties.

COBE is not intended to catalogue every activity that may present questions regarding appropriate conduct or list every policy that may address those questions. Its purpose is to state basic principles and to provide guidance in areas that bear special emphasis.

SUSE Members are expected to adhere to COBE and all approved corporate policies and procedures. Failure to do so can result in disciplinary action up to and including termination. SUSE must, and will, report all suspected criminal violations to the

appropriate authorities for possible prosecution, and will investigate, address, and report, as appropriate, non-criminal violations.

If any part of this COBE conflicts with local laws or regulations, only the sections of the COBE permitted by applicable laws and regulations will apply. Any policies that are specifically applicable to your jurisdiction will take precedence to the extent they conflict with this COBE.

## Scope

It does not matter where you work or what you do for SUSE – the COBE applies worldwide for SUSE Members. SUSE Members who do not comply with the expected standards of conduct and our COBE may be subject to disciplinary action.

All SUSE Members, and any others subject to or who may become subject to the COBE, must acknowledge that they have read and agree to uphold the COBE.

We expect that anyone who works on SUSE's behalf (including suppliers, consultants, contractors and other business partners) shares our commitment to integrity by following the key principles of our COBE when providing goods and services to SUSE or acting on our behalf. Suppliers, as a condition of working with SUSE, must comply with our Supplier Code of Conduct or have their own commitment to ethics and integrity consistent with ours.

For more information please reference our [Supplier Code of Conduct](#).

## Policy Statement

We are respectful & inclusive

### High Standards of Business Conduct

SUSE strives to provide a working environment where employees are fairly treated, feel safe, and can work without unnecessary distraction from other employees or from the outside. We aspire to continue being an ethical business and expect employees to conduct themselves in accordance with high standards of business conduct and help us to make good decisions and ethical choices to build trust between each of us and the people we interact with. Any behaviour that is unethical, illegal, dishonest, fraudulent, reckless, damaging, or disruptive to the conduct of business is undesirable and prohibited. Our commitment to the highest standards also helps us hire great people, build great products, and attract loyal customers.

We are guided by our policies, procedures and practices that among others enable us to

uphold human rights and labour standards and conduct our business activities fairly and transparently.

## Zero Tolerance of Harassment

SUSE is committed to provide a work environment of inclusion where all employees are treated with dignity and respect. Discriminatory bullying or harassing behaviour is not tolerated under any circumstances. Employees have the right to be free from harassment on the job from visitors, customers, business affiliates, contractors, suppliers, temporary workers, co-workers and management. For more information, please reference our [Global Anti-Harassment and Anti-Bullying Policy](#).

## Zero Tolerance of Violence

SUSE strongly condemns and prohibits acts or threats of violence against employees, customers, or other stakeholders. This includes, but is not limited to: intimidating, harassing, threatening, or any hostile behaviour, physical abuse, vandalism, arson, sabotage, wilful destruction of property, use of weapons, as well as carrying weapons of any kind onto SUSE's property or while conducting company business.

## Diversity and Inclusiveness

We dare to be different, think different, find purpose and be the difference every day. SUSE strongly believes that we work better together because of our differences and our unique abilities, strengths and differences. We are dedicated to fostering a diverse and inclusive workplace where employees are treated fairly, flourish, and grow personally and professionally. We do this by providing spaces for employees to belong, opportunities to learn and lead, and avenues to give back to our communities and society at large.

We promote diversity not only just for each other, but also for our customers, suppliers and all others with whom we interact. That makes us stronger for attracting, developing and retaining talented, highly qualified individuals who represent the diverse strengths of our community.

We comply with all applicable laws in providing our employees and applicants with equal employment opportunity without regard to an individual's race, colour, religion, gender, age, marital status, disability, national origin, veteran status, sexual orientation, or any other factor protected by law. Our decisions and criteria governing the employment relationship with all employees are non-discriminatory, based on job requirements, and an individual's skills, experience, and compliance with company policies and values. Our policy applies to all employment terms and conditions, including but not limited to hiring, placement, promotion, demotion, transfer, compensation, benefits, training, lay-offs and

termination.

Further, it is the policy of SUSE to make reasonable accommodation for the employment of persons with disabilities. For more information please reference our [Diversity, Inclusion and Equal Opportunities Policy](#) and our [Environmental, Social and Governance \(ESG\) Policy](#).

## We are passionate about customers

### Privacy, Security and Communications

Data protection, in particular the protection of personal data of our employees, customers and partners, is of particular importance to SUSE. Personal data may be collected or processed only where permitted by law or with the consent of the person concerned. Online privacy and propriety in communications are mandatory. Therefore, SUSE has set up a Data Security Management System (DSMS). For more information please reference our [DSMS Policies](#).

### Choose Supplier and Partner with Integrity

We respect our suppliers, partners and competitors and want to work or compete with them fairly. The price is very important, but it is not the only factor worth considering. Quality, service, reliability, and the terms and conditions of the proposed service can also make the difference and affect the final decision.

We do not want any confidential information of our supplier, partner or our competitor. The same applies for confidential information belonging to any SUSE's former employers. Whenever an opportunity arises to take advantage of confidential information, be aware of the conflict of interest, do not use the information and, if necessary, consult with your line manager or our Chief Legal Officer.

### Protection of Intellectual Property

SUSE's intellectual property rights (our trademarks and logos, copyrights, our know-how, and patents) are valuable assets and unauthorized use can be detrimental to their value and even lead to their loss.. We must therefore respect all copyright and other intellectual property laws. We must never use SUSE's logos, or other protected information or property without pre-clearance from our Product & Marketing team and please report any suspected misuse of trademarks, logos, or other SUSE intellectual property to our Chief Legal Officer.

Likewise, we respect the intellectual property rights of others. SUSE is committed to open

source software collaboration and development, so that we strictly comply with the license requirements under which open source software is distributed. Inappropriate use of others' intellectual property may expose SUSE to legal claims, criminal and civil fines and penalties, as well as significant damage to SUSE's reputation and its standing in the open source community.

## We are trustworthy and act with integrity

### **Anti-Bribery and Anti-Corruption**

SUSE takes a strong stance against bribery and corruption consistent with the anti-bribery and anti-corruption laws that exist in many countries around the world. We demand the same from our business partners. We strictly prohibit bribes, fraudulent conduct, kickbacks, illegal payments and any other offers that may inappropriately influence or secure an improper advantage with a government official, supplier or customer.

We comply with all anti-corruption laws of the countries in which SUSE does business, including the U.S. Foreign Corrupt Practices Act (FCPA), which applies globally. For more information please reference our [Anti-Bribery and Anti-Corruption Policy](#).

### **Antitrust Law and Fair Competition**

Healthy competition and fair business practices put our customers first by giving them access to products and services at fair prices. We operate in a highly competitive environment, and we believe strongly in fair and open competition. As a result, the antitrust laws are an important fact of everyday business life.

We are truthful and transparent in our interactions with our customers, suppliers, competitors and business partners, and do not influence their decisions through taking unfair advantages through manipulation, concealment or misrepresentation of key facts, improper payments or other unfair practices. Competing fairly ensures that we meet our objectives and business strategy without losing our integrity.

We comply strictly with all applicable antitrust and competition laws. These laws protect the rights of businesses to compete vigorously for the benefit of their customers. They prohibit anti-competitive agreements or understandings between competitors and restrict the behaviour of dominant companies and require advance review or permission for mergers and acquisitions as well as other commercial arrangements that might affect competition.

## Combat Criminal Activities

To protect SUSE's reputation and avoid criminal liability, it is important not to become associated with the criminal activities of others. We must ensure SUSE does not receive the proceeds of any criminal activities, as this can constitute a money laundering crime.

Although not very likely in our B2B business, we must look out for any suspicions about actual or potential money laundering activities. Look out for warning signs, e.g., a supplier or business partner pays funds to a bank account in the name of a different third party or outside the country of their operation, takes payments in a form outside the normal terms of business, splits payments to several bank accounts, overpays.

When engaging or contracting with third parties such as new suppliers and business partners, we must ensure that the third parties in question are subject to screening to assess their identity and legitimacy before contracts are signed or transactions occur.

## Conflicts of Interest

Employees are expected to act in the best interests of SUSE while performing their duties and responsibilities. Therefore, they should attempt to avoid conflicts of interest. The term "conflict of interest" describes any circumstance that could cast doubt on an employee's ability to act in a manner consistent with SUSE's best interests. Employees must conduct themselves in a manner that avoids even the appearance of conflict between their personal interests and those of SUSE (potential conflict of interest).

The best approach for any situation that might constitute a conflict of interest is to hold on, disclose and not act until approval is granted. Ask yourself whether the action you are considering could create an incentive for you or appear to others to create an incentive for you, to benefit yourself, your friends or family, or an associated business at the expense of SUSE, even where this is indirect or minimal. If it is not possible to avoid participating in the activity creating the conflict, promptly disclose the potential conflict to your supervisor and avoid participating in decisions that might raise the appearance of a conflict until you receive appropriate guidance or approval from your supervisor or SUSE's Chief Legal Officer.

Conflicts of interest arise in many ways and can result from financial or business interests or personnel relationships. For example, a conflict of interest may occur when you or a family member receive a personal benefit as a result of your position with SUSE. A conflict may also arise from a personal relationship with a customer, supplier, competitor or business partner if that relationship impairs or may be perceived to impair the objective business judgment. Other areas of potential conflict of interest can be external business relationships, personnel investments, outside employments or serving on third-party boards, gifts and entertainment, corporate opportunities, and personal relationships with colleagues.

## Gifts and Entertainment

Giving or receiving gifts or invitations to entertainment to or from a current or potential customer, suppliers or business partners can create a conflict of interest or could even be perceived as a bribe, especially if the value of the item is significant. Gifts and invitations are only acceptable if the market value of the item is moderate, events occur infrequently, and the item is reasonable and customary, and does not inappropriately bias future decision-making about working with the client or partner or create an appearance of impropriety. This not only includes traditional gifts, but also items like meals, travel, political or charitable contributions, and job offers for government officials' relatives.

Any forms of giving or receiving cash, cash equivalents (such as gift cards), loans, or any item that obligates you to provide something in return are strictly forbidden. Before accepting any gift or courtesy, consult the [Gifts and Hospitality Policy](#).

## Political Contributions

SUSE complies strictly with laws, rules, and regulations governing political activities, including political contributions.

Political contributions on behalf of SUSE or using company funds for political contributions are prohibited and require the prior written approval of the Chief Financial Officer to override this prohibition.

## Corporate Opportunities

Employees are not allowed to exploit or take advantage of business opportunities that are discovered using SUSE's property, information, or position for personal gain.

## Personal Investments

Personal investments in companies that are SUSE's competitors, major customers or business partners when the investment might cause, or appear to cause, you to act in a way that could harm SUSE are prohibited.

## Outside Employment and Service on Third-Party Boards

We encourage our employees to be active in industry and civic associations as well as in open source communities. However, SUSE Members who serve on boards of directors or advisory boards of any entity or organization or aim at an outside employment are required, prior to acceptance of the mandate or employment, to obtain approval from SUSE Chief Financial Officer according to the [Conflict of Interest Policy](#).

## Insider Dealing and Market Abuse

As SUSE is listed on a stock exchange and shares are traded in the public market, all of us are required to comply with the Insider Dealing and Market Abuse laws to protect SUSE and you from substantial sanctions and criminal charges that could be incurred because

of insider dealing and market abuse. Insider dealing includes purchasing or selling stock of a public company based on material non-public information. If you make an investment or dispose of your investment based on such material non-public information, this may be considered insider dealing which is an illegal activity. It is also illegal to provide material non-public information about SUSE to others who then trade based on that information.

SUSE has a zero-tolerance policy towards insider dealing and market abuse and all employees, contractors and those who work on SUSE's behalf are expected to strictly comply with the [Insider Dealing and Market Abuse Policy](#) and the [Share Dealing Code](#).

## We are collaborative

### SUSE Communities

At the heart of SUSE's ambition to leverage "the power of many" to "innovate everywhere" is an unwavering commitment to collaborative and purpose-driven results. Due to our commitment to open source software development, the open source communities are essential to our corporate success. We embrace our global communities by listening and debating and having an open mind to deliver and give back every day.

We also recognize the positive contributions that our resources can and do make to society, as the largest independent enterprise open source company. Consequently, we aim to continuously live out our open source ethos by creating shared value for SUSE and the communities we touch, dedicating portions of our revenue, our technology and our people's time for philanthropic causes.

Living and acting according to our SUSE values and our COBE help us to ensure to maintain and foster our reputation in the communities. Any breach has the potential to endanger what we stand for.

For more information please reference our [Health & Safety Policy](#), [Environment, Social and Governance \(ESG\) Policy](#).

### Social Media

Social media is an important tool for establishment of our company's brand. Social media includes any digital communication channels that allow individuals to create and share content and post comments, e.g. blogs, wikis, social networks and virtual worlds.

Everyone is welcome to participate in social media, following one overall goal: to

participate online in a respectful, accurate, meaningful and legal manner in accordance with our SUSE values as well as with the legal rules and standards being applicable for publicly listed companies like SUSE.

These rules apply to communications related to job responsibilities and to personal communications that may impact SUSE. In personal activities on social media, we also should be respectful and recognize that our conduct may impact the way others view who we are and what we stand for as a company. For more information, please reference our [Communications Policy](#).

## We are empowered & accountable

### Respect of human rights

Consistent with our Anti-Slavery and Human Rights Statement and our ESG Policy, SUSE is committed to respecting human rights across our value chain – from our own SUSE Members to our supplier and business partners to the communities in which we live and work. Child labour, human trafficking and illegal, abusive or forced labour have no place in our operations or in the operations of our suppliers or business partners.

### Environment, Health and Safety

Our safety is one of our primary concerns. SUSE is committed to providing a safe working environment for all our SUSE Members and to complying with occupational health, safety and environmental laws. We emphasize the integration of safety and health measures into each job task so that safety, health, and job performance become inseparable. This can only be accomplished through the cooperative efforts of all of us as we seek to maintain an accident-free environment. All SUSE Members are expected to follow all safety rules and practices, cooperate with officials who enforce these rules and practices, take necessary steps to protect themselves and other employees, attend required safety training, and report immediately all accidents, injuries and unsafe practices or conditions.

SUSE understands the environmental responsibility that we all bear to preserve our planet for generations to come. We are committed to being responsible environmental stewards. Implicitly, our business model helps our customers address their carbon footprint by adopting cutting-edge IT solutions, and we remain committed to technologies that support our planet.

Contributing positively to the environment is of the utmost importance to our company. We strive to buy, sell and use environmentally friendly products and improve our own

carbon footprint by balancing offsetting with science-based emissions measurement and reduction. We encourage all business partners to share in our mission. For more information, please reference our [Health & Safety Policy](#), [Environment, Social and Governance \(ESG\) Policy](#).

## Data Protection and Privacy Rights

Depending on your role, you may have access to information systems or tools that enable you to view certain information relating to customers, users, supplier, business partners or other employees, which would otherwise not be visible to you without working at SUSE. These tools are important and necessary to enable you to perform your work effectively. However, it is of the utmost importance that all SUSE Members treat this data access with extreme sensitivity and caution. You are only authorized to access this data to the extent it is required for you to do your job. This data is confidential and subject to privacy protections in many jurisdictions. Our brand and the trust customers, employees, partners and communities put in SUSE depend on each SUSE Member's responsible use of tools that allow you to view information that would otherwise not be visible to you.

SUSE respects the personal privacy not only of its employees but also of the people we interact with.

## Confidentiality Policy

SUSE's success is dependent on our ability to bring ideas and innovations to market. Consequently, confidentiality is of paramount importance. It relates not only to what we have done or are doing now, but what we are planning to do in the future. Consistent with that, we should be extremely careful about disclosing confidential proprietary information and ensure your outside communications do not disclose confidential proprietary information or represent (or give the impression) that we are speaking on behalf of SUSE unless we are authorized to do so by SUSE. The same applies to communications with the press.

All employees have a continuing obligation to protect confidential information concerning SUSE or its clients, partners, customers, and competitors. We must also only obtain information about competitors in legal and ethical ways. Do not accept any information about a competitor that you believe has been obtained improperly.

We have an open and transparent culture, but we also refrain from sharing confidential information internally beyond those persons who legitimately need to know it for purposes of their job.

The obligation to protect SUSE's confidential information and trade secrets continues

after leaving SUSE for any reason.

## Public Disclosure and Communication

Many stakeholders rely on accurate, timely and comprehensible information to understand our business performance and where we are heading as a company; among them are institutional and individual investors and government regulatory agencies. Therefore, financial integrity is a core aspect of corporate professionalism. Inaccurate financial reporting could undermine shareholder trust, impact our reputation and business success and expose SUSE to fines and penalties. SUSE is committed to deliver accurate, transparent, integer and timely annual reports and other external communications.

We are a company that conducts business in many countries. In all our dealings, we must keep clear, accurate and complete books and records that maintain the integrity of SUSE's financial reporting. This will not only strengthen our reputation with our stakeholders but also support internal decision-making and external success.

For any internal and external communication, we expect SUSE Member's to follow these communication guidelines:

- Act honestly, ethically, and with integrity.
- Endeavor to ensure full, fair, timely, accurate, and understandable disclosure of information to auditors, lenders, and regulatory authorities.
- Act in good faith, responsibly, and with due care, competence, and diligence, without misrepresenting material facts or allowing your independent judgment to be subordinated by others.
- Proactively promote honest and ethical behaviour among peers in your work environment.

## What you need to do

### Report Concerns

SUSE expects all of its Board Members, the Management Leadership Team, other executives and employees to behave in accordance with the COBE. Integrity inspires our work, strengthens our reputation and is an essential part of our success.

The ethics principles and standards in SUSE's COBE are necessarily general in nature. From time to time, questions might arise as to whether a particular course of conduct violates our COBE or any company policy. Your line manager is your first point of contact for questions about the application of the COBE and our policies in your daily work. All employees are encouraged to discuss questions openly. The HR and the Legal department are also available to help evaluate a course of conduct or understand a particular law, regulation, or policy.

If you think that something might be wrong at work or you saw or heard something that may violate our COBE, our policies or the law, do not ignore a violation. You have the responsibility to prevent harm to SUSE and its reputation and share your concerns by reporting right away – even if you are not sure that a violation has occurred. We also encourage our customers, partners, suppliers to report any concerns.

We take every report and every potential violation seriously and will investigate it thoroughly and as confidentially as possible. Such behavior damages SUSE by creating an unnecessary risk of criminal prosecution or of civil liability and by tarnishing SUSE's reputation. This can have a profoundly adverse effect on the livelihood and safety of all employees.

If the internal investigation determines that the COBE, a company policy or the law has been violated, SUSE will determine a fair and consistent disciplinary action in accordance with applicable law that matches the nature and circumstances of the violation. Disciplinary actions can up to and including suspension without pay, loss of merit increases or annual incentives, and termination of employment. If an act violates the law, it could result in fines or criminal prosecution.

### Whistle blower Protection

Reporting known or suspected violations is a sensitive issue. If you do give your name, we will do all we can to protect your identity consistent with conducting a thorough investigation. **Under no circumstances will any employee be subject to disciplinary or retaliatory action solely as a result of making a good faith report of a violation or potential violation.**

SUSE also actively advocates the protection of its employees, from any adverse or harmful action, threatening, harassing or otherwise discriminating for:

- Providing information to or assisting in an investigation conducted by a federal regulatory or law enforcement agency or similar.
- Filing, testifying, or participating in any legal proceeding relating to an alleged violation of the laws described above.
- Providing to a law enforcement officer any truthful information relating to the commission or possible commission of a violation of law.
- Reporting known or suspected violations of any company policy to the employee's manager, the Chief Legal Officer, the Chief Human Resources and Transformation Officer or other reporting channel put in place by SUSE.

But as much as we encourage honest reporting, we do not tolerate knowingly false reports, lies to investigators or refusal to cooperate in an investigation.

For further information, please reference our [Whistleblowing Policy](#).