

# Code of Conduct

**Our business ethics and beliefs.**





**We are a people-to-people company. We share our vision, our philosophy, our beliefs. And this Code of Conduct.**

# Doing what's right.

Technoform is a company with global operations. We are growing, embracing new challenges, and guiding the company on its journey into the future. We strive for sustainable development that yields advantages for customers, our employees, and the company as a whole.

**The central elements of our vision, philosophy, and guiding principles ensure that we as a company are able to meet customer needs.**

This is the central idea behind all our activities and the ethical foundation of our corporate culture.

**Doing what's right has always been an intrinsic motivation of how we think and act.**

In a steadily evolving regulatory environment, having good intentions is not enough to be compliant. Compliance is an integral part of business cooperations. It is essential to maintain the trust of our customers, to protect the interests of our stakeholders, and to demonstrate that we are good and responsible corporate citizens.

We must systematically identify and prevent any risk which might limit our entrepreneurial independence. We must be able to act diligently and quickly when issues arise to mitigate any negative customer, regulatory, or reputation impacts. Our Technoform Compliance Management Framework ensures that we have appropriate standards, procedures, and responsibilities in place to master these challenges.

**It is our obligation and aspiration to encourage everyone to foster a culture of compliance, business ethics, and beliefs.**

This means to always act in accordance with applicable laws and standards as well as our Code of Conduct.

**If things go wrong,  
please speak up!**

Let's shape a successful future for Technoform, for our customers, partners, and for each one of us.

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Technoform Management

# What is a Code of Conduct?

**As an organization we need a collective understanding of what is right and what constitutes an ethical decision. The Code of Conduct articulates our vision, philosophy, and beliefs, linking them to our expectations of ethical and compliant business conduct.**



# The Code of Conduct reflects our common commitment to doing what's right:

- to act ethically and responsibly in compliance with applicable regulations and obligations;
- to stay honest, fair, and diligent;
- to foster a culture of compliance, business ethics, and beliefs;
- to apply the Code of Conduct as a guide to all business activities;
- to be accountable for our actions.

We share our Code of Conduct with business partners and encourage everyone to uphold our beliefs.

# Vision

We are developing our company with **sustainability** and **future generations** in mind.

We bring the **interests** of customers, the company, and our employees **into alignment**.

We are **open minded**.

We maintain our entrepreneurial and financial **independence**.

# Philosophy

Our **customers** are our employers.

# Beliefs

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# **We think and act entrepreneurially.**

**We believe in responsibility. We do not require strict hierarchies but instead rely on flat structures that promote independent decision-making. We trust in the integrity of each employee and our willingness to act economically sound, ethically correct, and in the best interests of the company.**

# Fair and free competition and anti-corruption

## How we think

We are committed to free and fair competition and reject corruption in any form. Corrupt behavior distorts competition, leads to financial losses, and damages the company's reputation.

## How we act

- All our business partners are subject to the same competitive conditions.
- We do not engage in collusive practices to divide up markets and customers, set prices and price components, determine production capacities, or influence tendering and award procedures.
- In line with our Hospitality, entertainment & gift policy we don't accept and grant benefits or bribes to influence business relationships and deem donations and sponsoring only as instruments to serve common good.

# Conflicts of interest and fraud

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## How we think

We bring the interest of customers, the company, and our employees into alignment.

We don't put our business success at risk of an illegal transaction. Our books are clean, our financial accounts are transparent and regularly audited.

## How we act

- We act in the best interest of Technoform when making business decisions and ensure that there is no bias, personal advantage, or misunderstanding.
- We reject fraudulent activities in any form, including misrepresentation, falsification of records, embezzlement, or money laundering.
- We have strong monitoring processes in place, follow-up on all suspicious activities, and take targeted measures to prevent fraud.

# International trade compliance

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## How we think

Our worldwide network of production sites and sales offices works hand in hand to foster our customers' success. Adhering to international trade law and respecting applicable restrictions, sanction lists, and export controls is essential to uphold compliant business operations.

## How we act

- We don't engage with sanctioned individuals, entities, or countries.
- We regularly screen sanction lists and export control regulations, especially before entering new agreements or markets.
- We maintain clear and accurate records of all transactions to demonstrate transparency.

# **We trust in people.**

**We are a people-to-people company.  
People are the foundation of our success.  
We responsibly shape the environment  
we work in together with our employees,  
customers, partners, and all the people in  
our supply chain.**

# Human rights

## How we think

Human rights are a core element of responsible business conduct. We believe that human dignity is non-negotiable and indispensable. It is the responsibility of all of us to grant and to protect it.

## How we act

- We act according to the Universal Declaration of Human Rights in all our global locations.
- We respect, protect, and promote the dignity and rights of all individuals.
- We do not engage in any form of unethical labor practices in your own operations or along the value chain (e.g., servitude, forced, bonded, trafficked or non-voluntary labor, including state-imposed forced labor).
- We protect children from any form of exploitation and don't employ young people below the legal minimum age for completing compulsory education.
- We commit to ethical decision-making, being transparent about actions and their impact on human rights.

# Work-related rights and working conditions

## How we think

Employees ensure a sustainable future for our company. We strive to create a working environment in which employees feel valued. Good working conditions and appropriate compensation constitute a form of appreciation.

## How we act

- We build on ethical labor standards. We offer employees fair working conditions. Our working time, rest periods, leave, and wages are in accordance with an appropriate standard of living, local regulations, and industry practice.
- We promote an inclusive and non-discriminatory working environment.
- We recognize the right of employees to freedom of association.
- We enable our staff to act self-responsibly, develop, and grow. We share goals and beliefs.



# Occupational health and safety

## How we think

Well-being is our most precious asset. We believe that a healthy environment promotes satisfaction, motivation, and identification with the company.

## How we act

- We foster physical and mental well-being when designing our working environments and conditions. Protecting health, maximizing occupational safety, and avoiding risks is a high priority for us as a company and every employee.
- We have established quality management, as well as occupational health and safety systems across our locations.
- We follow strict guidelines to uphold these standards and continuously improve our practices.

# **We foster an open mindset.**

**We consider openness to be one of our core values. We do not think in terms of limits, but in terms of possibilities. As a global company with a commitment to leadership in innovation, we are open to all individuals and ideas. Differences are not a threat to our unity, but a gift. Diversity is an asset.**



# Open to people and opportunities

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## How we think

Our locations unite a diverse range of professionals from more than 40 nations. By leading and including our different perspectives, we make better decisions and create new opportunities. We are open to other countries, cultures, and languages. We are open to new products, markets, and business areas. We are open to new technologies and organizational models. The broader the horizon, the greater our opportunities.

## How we act

- We live open and trustful relationships with no place for discrimination, harassment or abuse based on ethnic origin, religion or belief, age, disability, lifestyle, or sexual identity.
- We foster a culture of diversity and treat others with dignity regardless of their position, role, or background.

# **Open to a positive work environment**

## **How we think**

The basis of our success is an open and trustful collaboration in a positive work environment. This is the only way we can deliver the best product and service. This is our motivation to ensure our customers' satisfaction.

## **How we act**

- We foster a culture of ethics and compliance.
- We work proactively to avoid misunderstanding and misconduct by speaking up, creating policies, training, and continuously communicating.
- We manage conflicts in a proactive and mutually respectful way.
- We create a work environment of open communication and fairness, self-initiative, and accountability.



# **We focus on the long term.**

**We are developing our company with sustainability and future generations in mind. Our relationships are built on trust, reliability, and mutual interests. We do not compromise on ethics for success. The generations that follow will be able to build on these beliefs.**

# Environmental protection

## How we think

We are committed to our ecological responsibilities. We build on a careful use of resources and optimized energy consumption in our business processes. This does not begin at the factory gate. We take stock of our responsibility across the entire value chain.

## How we act

- We use resources efficiently when manufacturing our products. We optimize material cycles and energy consumption wherever possible to reduce our carbon footprint.
- We allocate resources to waste management and keep resources in the loop.
- We aim at steadily reducing any pollution caused by our operations.
- We continuously analyze our value chain to create a sustainable product ecosystem.

# **Assets, resources, information, and know-how**

## **How we think**

Our corporate assets are essential to our business success. We handle them in a responsible and protected manner.

## **How we act**

- We handle company assets and resources in a sustainable and responsible way.
- We respect the intellectual property of business partners and safeguard our know-how and information appropriately.
- We respect and protect the personal dignity, privacy, and rights of each individual.

# Business relations

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## How we think

Potential partners need to be a perfect fit in every way – with our culture, organizational structure, and overall strategy. The right combination provides the strength to achieve more together.

## How we act

- We put long term partnerships before immediate success.
- We apply the same ethical and compliance standards to our business partners as we do to ourselves.
- We maintain clear and open communication with business partners about expectations, terms, and conditions.
- We protect the interests of our customers through the diligent selection of responsible business partners and through the standards we set for our own actions.

# Speak up culture

It is our commitment and aspiration to do what's right, comply with applicable laws, standards, and with our Code of Conduct.

However, things may go wrong. And it is our obligation to set them right. Please speak up!

Share your concerns with a person of trust, your contact within our organization, or a member of management. If that does not help or is not possible, use our whistleblowing channels.

We are accountable not only for what we do, but also for what we do not do.



You can find more information here:  
[technoform.com/compliance/whistleblowing](https://technoform.com/compliance/whistleblowing)

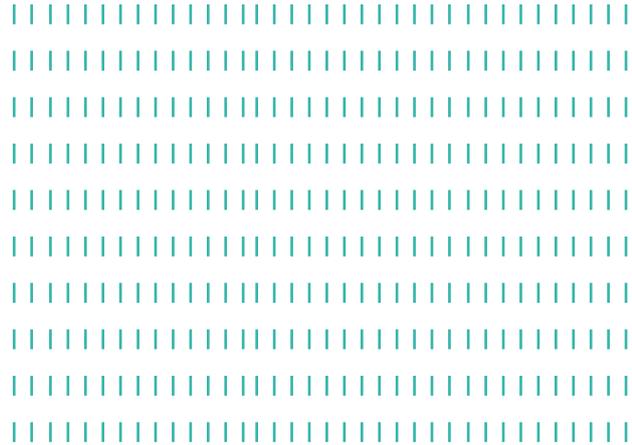




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