



Verfahrensweisung: Verhaltenskodex

Verfahrens-Nr.: ii_HSE_00015

Funktionsgruppe: Management

Revision- Nr.: 5.2

Veröffentlichungsdatum: 31.10.2023

Anwendungsbereich: iinovis

Code of Conduct

of iinovis GmbH,

iinovis Holding GmbH & Co. KG and

iinovis Testing Spain, S.L.

- hereinafter jointly referred to as "iinovis" -

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Foreword by the Management

At iinovis, we take our responsibility towards our stakeholders - i.e. towards our customers, business partners and employees as well as society - very seriously and therefore make every effort to meet the requirements and expectations they place on us and to exclude any negative effects of our actions in advance. This includes, in particular, compliance with all applicable laws and regulations as well as internal guidelines and requirements.

This Code of Conduct describes our corporate culture, our generally accepted procedures and our commitment to compliance with laws and regulations.

All employees of iinovis are required to internalise this Code of Conduct and to comply with it in the context of their work and generally in their daily actions, both internally and externally. Each individual is a representative of iinovis and thus bears the responsibility for any negative consequences of his or her actions for its reputation.

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1. Our Values

Our corporate culture as a set of values, social norms and defined patterns of thinking and behaving gives iinovis its identity and provides the framework within which we act, make decisions, deal with each other and behave towards third parties.

Integrity is the basis of our actions in all matters, whether in cooperation with business partners, in dealing with our employees, in preparing financial reports or in communicating with authorities and agencies. We want to be perceived by all stakeholders as a trustworthy and reliable company that is clear, transparent and authentic both in its actions and communication. This also includes always treating our employees and third parties with **respect**.

The quality of our services is also a key factor. With over 50 years of experience in development and manufacturing, we are a competent partner for our customers with great **power of innovation**. Thanks to targeted measures for employee development and talent promotion, our employees always have their finger on the pulse of technology. The working environment is characterised by an atmosphere of recognition, motivation and inspiration. We also encourage initiative and new ways of thinking among our employees in order to achieve **excellence** in a culture of collaboration and continuous improvement in all areas.

These values, coupled with the principle of corporate **responsibility**, provide the basic prerequisite for sustainable growth and long-term success. iinovis is aware of its responsibility in terms of environment, social and corporate governance (also ESG - Environmental, Social, Governance). We understand ESG not only as the fulfilment of our direct responsibility and obligations towards our stakeholders, but also feel obliged to use our expertise and skills to master the fundamental social challenges of our time and to help shape the future for the benefit of society. In doing so, we rely on innovations and intelligent technologies, for example in the field of e-mobility or decarbonisation, which do

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not only represent a great added value and competitive advantage for our customers and are essential for the continued existence of iinovis, but also meet the requirements of today from a **sustainability** point of view.



Respect



Power of innovation



Integrity



Excellence



Sustainability



Responsibility

2. Protection of Company Assets

We protect the tangible and intangible assets of iinovis and respect them with third parties. We reject any form of extortion, fraud, theft or embezzlement, regardless of whether company assets (e.g. work equipment, IT equipment) or third-party assets are involved. The private use of company property is only

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permitted if individual law, collective law or company regulations or company practice provide for this.

Example 1: You want to subcontract certain services for a project. During your research, you remember that a former colleague has started his own business and you ask him to submit an offer. The price seems relatively high at first glance, but you want to move forward with the assignment.

Besides, you know the supplier from before, so the price will be right.

Recommendation: Even though you know the supplier, it is worth inquiring about other suppliers in the interest of iinovis to be able to save costs if necessary. In addition, the potential conflict of interest should be disclosed to your supervisor and the decision about the assignment should be left to a colleague.

Example 2: During the inventory, you notice that the quantities of ordered and consumed raw materials do not quite match. You ask an older colleague; he tells you that production employees usually take metal scraps for their own use.

Recommendation: Company assets may not be used privately without further specific authorisation on each occasion. Work products, including rejects and raw materials, are increasingly valuable. Possibilities should be examined for further use of such assets in the operating process.

More detailed information is provided in iinovis's "Anti-Corruption Policy" (see SharePoint).

3. Rules on Accounting and Finance

We are committed to accurate accounting, record keeping and to maintaining a system of internal controls. In addition, we conduct our financial reporting and our businesses with integrity and transparency. We prepare and publish our

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periodic financial statements in accordance with applicable national and international accounting standards.

Example: Shortly before the end of the quarter, a major repair to a machine has become necessary. The costs for this urgently needed and undoubtedly sensible measure would jeopardise the achievement of targets. A colleague wonders whether the expenses could perhaps be booked next week, after the deadline for the quarterly closing.

Recommendation: It is essential to refrain from such possibilities. Business transactions must always be fully and correctly documented. The presentation of false facts in our books can have serious consequences for iinovis and the employees responsible.

4. Competition and Antitrust Laws

iinovis and all employees are committed to fair competition in all business relationships. No agreements that restrict competition or are relevant under antitrust law (e.g. on prices or markets) are made in the course of our business activities. We comply with applicable competition and antitrust laws and avoid unlawful restrictions on competition in our dealings with competitors, customers or suppliers. Employees who are particularly confronted with these issues as a result of their work (e.g. in sales or purchasing) must familiarise themselves in detail with the applicable competition and antitrust laws.

Example: You work in sales and are preparing to participate in a public tender. You do not yet understand the previous pricing of comparable projects. Upon request, a colleague of many years forwards you an overview showing the bid prices of all relevant bidders in the tender.

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Recommendation: Do not distribute the document to other colleagues under any circumstances and do not use it as a basis for submitting an offer price. Discuss the further procedure with the Whistleblowing Team: (whistleblowing@iinovis.com).

More detailed information is provided in iinovis's "Antitrust Policy" (see SharePoint).

5. Tax Laws and Customs Duties

We are aware of our legal obligation to comply with tax and customs duties. Every responsible employee must therefore ensure that all taxes and duties are determined, recorded, declared if necessary and paid to the relevant tax authorities completely, correctly and on time.

Example: As part of your job, you receive a call for help from a customer outside Europe. A technician is urgently needed. Unfortunately, the customer does not have the required tool at the production site. A flight is booked, and the technician takes the tool (worth approx. 15,000 EUR) with her in her suitcase, as it must go fast.

Recommendation: The employee must declare the tool upon entry and pay any customs duties.

Unless there is an in-house expert to assist with the preparation of the import documents, the tool should be shipped by a freight forwarder who will also take care of the correct customs clearance.

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6. Prevention of Money Laundering and Terrorist Financing

We comply with the applicable regulations on the prevention of money laundering and terrorist financing. Money laundering occurs when funds, assets or substitute items for such assets derived from criminal acts are brought into the legal economic cycle.

Terrorist financing occurs when funds or other assets are provided to support terrorist goals or associations.

Example 1: You are an employee in the accounting department. When reviewing the incoming payments, you discover that the customer did not initiate the payments for deliveries to him himself, but that the payment came from a company unknown to you with no obvious connection to the contractual partner.

Recommendation: Payments from unknown third parties can be a warning sign of a money laundering risk. The money should not simply be booked, but first separated. Ask the contractor for more information about this company and an explanation of how it relates to our contractor. Talk to your supervisor and the Whistleblowing Team (whistleblowing@iinovis.com) about the matter to define further measures, if necessary.

Example 2: You are an employee in the accounting department. When reviewing the payments of the past week, you notice three recurring payments to the same recipient with the same booking text in the amount of 14,900 EUR each.

Recommendation: The splitting of a higher amount into smaller batches could be an indication that applicable transparency requirements for a higher payment are being circumvented here. Discuss the matter with your supervisor and the Whistleblowing Team (whistleblowing@iinovis.com) to define any necessary measures.

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7. Export Controls and Sanctioned Parties

Certain goods, services and information are subject to restrictions on export to or import from certain countries. In the context of international business transactions, we comply with all export control regulations, and, in the case of cross-border transactions, we carefully check whether any export control restrictions apply to goods, services or information.

In addition, countries, or potential business partners (companies and individuals) could be on embargo or sanctions lists. Before entering a business transaction, we ensure that sanctions are not violated in the execution of the transaction.

Transactions with sanctioned individuals and countries or goods and services regulated under export control law can have serious consequences for iinovis and responsible employees.

Example: You are involved in the sale of wiring harnesses to a customer abroad. Negotiations are already at an advanced stage, and you are confident that you will be able to conclude the purchase within the next few weeks. After repeated inquiries about the exact company with which the contract is to be concluded, the customer provides the name of a company which, at first glance, has nothing to do with the buyer. After a brief investigation, you discover that it is a mailbox company.

Recommendation: In accordance with the Know-Your-Customer principle, we are obliged to know the identity of our contractual partner and to ensure that we do not enter business relationships with sanctioned companies or individuals.

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Without actual knowledge of the identity of our contractual partner's beneficial owner, there is a risk of doing business with someone who is on a sanctions list.

8. Employment Laws

Respect for and observance of human rights as well as the protection of health and the environment are essential components of our corporate responsibility. We strictly reject any form of forced or child labour. We recognise the right of all employees to form trade unions and other bodies of employee representation on a democratic basis within the framework of national regulations. The right to adequate remuneration is recognised for all employees. Remuneration, working time and other benefits correspond at least to the respective national and local legal standards or the level of the national economic sectors and regions.

We offer equal opportunities for all and prevent discrimination in the hiring of employees as well as in the promotion or granting of training and development measures. We treat everyone fairly and with dignity. We treat each other with respect and trust. We create a work environment that is free from discrimination and harassment. We treat all employees equally, regardless of gender, age, skin colour, culture, ethnic origin or gender origin, sexual identity, disability, religious affiliation, or world view. Everyone is required to always comply with these standards of conduct.

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9. Occupational Health and Safety Environmental Laws and Other Regulations

We have made it our mission to create a healthy and safe working environment. Each one of us must comply with the applicable safety standards. We attach high priority to safety in the workplace and strive for an accident rate of zero. Pollution must be prevented or reduced as much as possible. We strive to improve environmental protection in our business activities, to minimise our use of resources (in terms of energy, water, etc.) and to conserve natural resources.

We and our suppliers must be aware of the source and origin of the raw materials used in our products. For this reason, we also oblige our business partners to comply with the "Code of Conduct for Suppliers and Business Partners".

Our primary concern is compliance with the OECD Due Diligence Guidance on the procurement, extraction and handling of tantalum, tin, tungsten, told and cobalt. In addition, the business partner must reliably identify the source and origin of these minerals in order to be able to ensure that the procurement of these materials does not directly or indirectly finance or otherwise support armed groups, directly or indirectly violate human rights or harm the environment.

Energy / Renewable Energy

The energy / renewable energy required for the necessary company processes is an essential and important resource that should be used - both from an economic and an ecological point of view - as responsibly and economically as possible. The continuous improvement process aims, among other things, at increasing energy efficiency.

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Water Quality, Consumption and Management

Our goal is to regulate our water balance in such a way that

- the ecological balance is preserved and restored,
- the direct and indirect consumption of energy and resources is minimised, and
- measures introduced or taken are as flexible and modifiable as possible and their possible consequences are reversible.

Responsible Management of Chemicals and Emissions

Sustainable chemicals management is an essential factor for all companies that work with hazardous substances or use them in production. Compliance with laws and standards is the minimum requirement. Our goal is to substitute hazardous substances by less hazardous ones and to adapt processes accordingly.

The key factor for ensuring safe handling of hazardous substances is compliance with all laws, rules, regulations and ordinances relating to the handling, development, production, transport, storage, use, recycling as well as disposal of waste, exhaust gases, wastewater, chemicals and hazardous substances.

It is our commitment to promote the reduction of energy consumption and greenhouse gases as well as to reduce the impacts on water and air quality to the minimum necessary and to promote good water and air quality.

Noise emissions need to be reduced right at the source. The following hierarchy of measures which applies to all measures designed to ensure safety at the workplace must be followed:

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- T** - technical measures (e.g. enclosure of the noise source)
- O** - organisational measures (e.g. temporal separation of employees and noise hazard)
- P** - personal measures (personal protective equipment)

Waste Prevention, Reuse and Recycling

Our processes and procedures as well as our purchasing activities need to focus at an early stage - both from an economic and an ecological point of view – on the conservation of resources and the avoidance of waste. The German Recycling Management Act (*Kreislaufwirtschaftsgesetz, KrWG*) provides a guideline and defines the following waste hierarchy in its Article 6:

- Waste avoidance
- Reuse
- Recycling
- Other recovery of waste
- Waste disposal

Animal Welfare

We commit ourselves to a responsible treatment of living creatures and expect all employees to comply with national and international legal standards on animal welfare.

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Biodiversity, Land Use and Deforestation

The issues of biodiversity, land use and deforestation are closely interlinked and iinovis will make all efforts to promote and ensure a sustainable use of resources and the conservation of biodiversity. The protection of ecosystems, sustainable forestry and agriculture as well as the creation and safeguarding of protected areas are essential prerequisites for an intact environment. iinovis promotes these goals through the responsible and careful use of resources and the minimisation of emissions and waste.

Soil Quality

iinovis takes care to ensure that the materials and processes used in its business activities do not adversely affect the quality of the soil.

10. Political Commitment

All employees can become politically and socially involved in their free time within the scope of the given opportunities. As an active member of society, iinovis is also involved in various ways. Donations and other forms of social commitment are made exclusively in the interests of iinovis. We attach great importance to political neutrality and therefore do not make any financial contributions such as donations or sponsoring measures with political objectives. This means that we do not make donations or comparable contributions to political parties, party-like organisations, individual elected officials, or candidates for political office in Germany or abroad.

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11. Bribery and Corruption

We condemn any form of corruption and bribery, whether active or passive, direct or indirect. We do not offer or grant personal benefits to representatives or employees of other companies or public administrations in connection with official activities. We grant gifts or invitations only in an appropriate form and amount. We also do not accept any personal benefits in connection with our business activities for iinovis, in particular gifts or invitations in an inappropriate form or amount. Even the appearance of corruption and bribery must be avoided at all costs.

Example 1: You are an employee in purchasing. A potential supplier of your company invites you to a dinner. When you take a closer look at the invitation, you realise that it is a star restaurant.

Recommendation: You should decline the invitation and discuss the situation and how to proceed with the Whistleblowing Team (whistleblowing@iinovis.com).

Example 2: You are an employee in the finance department. While reviewing the disbursements, you notice the payment of a higher amount to a consultant unknown to you. From your point of view, the invoice deposited with the payment documents does not contain any conclusive proof of activity that would justify a payment in this amount. You ask the responsible colleague for further information and documents. No further documents on the business relationship can be found and the colleagues only refer to the good relations that the consultant maintains with the customer.

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Recommendation: Question the business relationship and the services provided by the consultant. If necessary, ask for an explanation of how the business relationship with the consultant was initiated. Discuss the matter with the Whistleblowing Team (whistleblowing@iinovis.com) if there are still doubts about the legitimacy of the payment or the business relationship.

More detailed information is provided in iinovis's "Anti-Corruption Policy" (see SharePoint).

12. Conflicts of Interest

We communicate honestly and transparently. We disclose potential or actual conflicts of interest in the workplace in a timely manner for review and definition of necessary measures. A conflict of interest exists when a private interest of an employee could collide with the interests of iinovis. This may also include the fact that a partner or close relative has conflicting interests, for example working in a responsible position for a competitor.

Business decisions may only be made based on objectively comprehensible business criteria and not under the potential influence of personal interests or relationships.

Example: You are looking for a suitable supplier. You are about to decide on the most favourable offer when you discover that your brother-in-law holds a leading management position in the company.

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Recommendation: Discuss the situation with your supervisor and the Whistleblowing Team (whistleblowing@iinovis.com). Together, you should document the situation and define any necessary measures.

More detailed information is provided in iinovis's "Anti-Corruption Policy" (see SharePoint).

13. Confidential Information

We protect confidential information from unauthorised disclosure and use. We use sensitive or confidential data, information, and documents from iinovis or third parties only in connection with our professional duties. We also observe any restrictions on use by the owner of the information.

Employees will not disclose confidential information to third parties unless they have explicit permission for such disclosure from the owner of the information in question or a clear legal obligation. If the information concerns iinovis, the management of iinovis must be involved.

Example: You receive an e-mail from a business partner. Attached is a document with highly interesting information from a potential supplier. At first glance, you do not see any confidentiality markings on the document. However, the quality of the information contained in the document leads you to believe that it is a trade secret of the potential supplier.

Recommendation: Do not forward the information to other colleagues. Ask the business contact to explain where and for what purpose he or she received this

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information. In case of doubt, contact the Whistleblowing Team (whistleblowing@iinovis.com) to discuss the further procedure and any necessary next steps.

14. Data Privacy

We respect the privacy of our employees and business partners. We therefore protect the personal data of employees and third parties. Therefore, we collect, store, use and transfer personal data and information only in accordance with applicable laws and guidelines. In doing so, we observe that the collection, storage, processing, and other use of personal data may only take place with the consent of the person concerned or based on a contractual or legal basis. We treat such information confidentially both during and after the termination of our employment relationship with iinovis.

Example: There is a vacancy in your team, and you have already received several promising applications. After you have conducted several interviews, you decide on one candidate. She happily accepts the offer. You consider whether you should keep the resume and contact information of the second-best candidate so that you can contact him or her if there is another vacancy to fill.

Recommendation: The CV and contact details of applicants are personal data that we may only store, use, transfer or otherwise process under strict purpose limitation. In the case of application documents, the purpose lies exclusively in the application itself. As soon as we have decided on another candidate, the purpose ceases to apply and the personal information of the other applicants is no longer required. They must therefore be deleted. Alternatively, you would have to ask the applicant for permission to continue to hold his or her data, e.g. for a certain

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period of time. In case of doubt, you should involve the Whistleblowing Team (whistleblowing@iinovis.com) and, if necessary, ask the data protection officer for support.

More detailed information is provided in iinovis's "Technical and Organisational Measures (TOM)" (see SharePoint).

15. Interacting with Colleagues and Business Partners

Our behaviour and actions towards colleagues and third parties are marked by fairness, integrity and respect.

We do not tolerate any form of bullying, coercion, or other harassment. Neither on a sexual nor on a physical, psychological, or other level. iinovis is committed to providing equal employment opportunities to all qualified employees and applicants. As an employee of iinovis, you must comply with all laws and regulations prohibiting discrimination with respect to age, physical appearance, gender, ethnic origin, nationality, religion, medical condition, disability, marital status, sexual orientation, political or philosophical beliefs, union membership or any other characteristic protected by law or regulation.

If you observe or experience any form of abuse or harassment, you may report it to the Human Resources Department or also to the Whistleblowing Team (whistleblowing@iinovis.com). Employees will not be harmed if such reports are made in good faith.

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We expect our business partners to comply with applicable laws. Suppliers must observe the principles of fair competition.

Respect for others means respect for their dignity and personal integrity, their self-respect, their property, and their contribution to the overall success of iinovis. We protect our company's reputation in our public statements. We conduct our business responsibly and do not engage in practices that harm iinovis's reputation or are contrary to our values.

We meet the highest standards of ethics and integrity in the performance of our work. Even when performing actions that are lawful or not regulated by law, we always ensure that our actions are honest and ethical. iinovis assets must be used only for their intended business purposes and not for improper personal, illegal, or other unauthorised purposes.

16. Decision Making

If you are unsure whether a decision is consistent with the requirements of our Code of Conduct, the following questions may help:

- Is my action legal and have I checked relevant internal policies?
 - Can I make an impartial decision that is in the best interest of iinovis and free from any competing personal interests?
 - Can I make the decision in good conscience? Can I stand by my decision if it becomes known?
 - Would my decision stand up to scrutiny by a third party?

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If you can answer "yes" to each of these questions, it is likely that your decision is appropriate. If you are still in doubt, you can always contact your supervisor or the Whistleblowing Team (whistleblowing@iinovis.com).

17. Reporting Possible Violations

Any employee or third party who learns of violations of the provisions of this Code of Conduct or otherwise becomes aware of violations of the law, harmful conduct or risks that endanger the company is required to report them.

At iinovis, we practice open communication. Normally, therefore, the direct supervisor is the right contact person for questions, possible errors, or indications of irregularities.

If an employee prefers in an individual case - for whatever reason - not to contact the supervisor directly, the Whistleblowing Team (whistleblowing@iinovis.com) is available as an independent function.

Besides information provided by our employees, we also expressly welcome information from our business partners, suppliers and other third parties. These should first contact their contact person or the Whistleblowing Team (whistleblowing@iinovis.com). If they do not wish to do so, third parties are also invited to report indications of violations of legal provisions or this Code of Conduct via <https://iinovis.integrityline.com>.

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