

Manuals and Instructions

Code Of Business Conduct

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Koch Solutions' Code of Business Conduct

Koch Solutions has always been committed to compliance with applicable laws, abidance by high ethical standards, and to establishing good corporate governance in a broader sense. The Code of Conduct reflects this commitment and by defining the principles of working of Koch Solutions intends to strengthen even further the awareness of what is expected from our employees.

Moreover, Koch Solutions expects its customers, suppliers and other business partners (hereinafter "Business Partners") to conduct business in an ethical and lawful manner, to act in integrity and in compliance with all applicable laws, and to apply and adhere to guidelines and procedures which ensure compliance with all applicable laws and regulations and support generally accepted sustainable business practices. We further expect from our Business Partners that they promote compliance with the principles of the Code of Business Conduct among their contractual partners.

Koch Solutions therefore expects its directors, executives, officers and employees (hereinafter "Employees") as well as its Business Partners to adhere to and to abide by the following principles:

1. respect for fundamental human rights as expressed in the UN Declaration of Human Rights, including the desistance of using forced labour and the respect for ethnic, cultural, religious, and political diversity;
2. compliance with the UN Convention on the Rights of the Child with regard to all use of child labour;
3. respect for the fundamental rights of workers, as declared by the International Labour Organisation (ILO), including the freedom of employees to organise themselves and negotiate collective working conditions;
4. elimination of all discrimination on the grounds of race, ethnic origin, gender, religion or beliefs, disability, age or sexual identity in respect of employment, elimination of all bullying and harassment and providing equal opportunities regarding payment, recruitment selection and promotion;
5. avoidance of conflicts of interest and the exclusion of any practice of corruption in their business practices, including bribery, facilitation payments, and extortion, as well as the participation in any form of money laundering;
6. compliance with regulations against restraints of competition and regulations on export control and anti-boycott laws;
7. respect for the intellectual property rights of each party in all business activities and for any confidential information;
8. apart from compliance with all applicable laws aimed at protecting the environment, support of a precautionary approach to environmental challenges, the undertaking of initiatives to promote greater environmental responsibility, and the encouraging of the development and diffusion of environmentally friendly technologies;

9. respect of the requirements of correct financial reporting and taking care of the assets of Koch Solutions which shall be used exclusively in a proper manner and for their designated purposes;

10. compliance with any applicable Health & Safety legislation and ensuring to provide a healthy and safe workplace for all employees and contractors and Taking due care of our customers and visitors at our locations;

11. maintaining the highest ethical standard in dealing with governments, their agencies and representatives, refraining from making charitable donations to political parties and from making donations without prior careful consideration and check of the receiver of such donations, and compliance with the legal requirements for lobbying without unfairly influencing government policy and legislation in any way.

Any actual or contemplated violation of the Business Code of Conduct observed by an Employee of Koch Solutions shall be reported promptly to the Employee's supervisors or to the legal Department. All information will be treated in strict confidence. Retaliation against whistleblowers will not be tolerated.

Employees engaging in unethical or illegal activities as well as those who direct, condone, approve or facilitate such conduct will be subject to disciplinary actions including termination of employment as well as possible legal sanctions.

In the event a Business Partner seriously infringes applicable laws or infringes the principles listed above, Koch Solutions shall reserve the right to withdraw from any existing contracts or to terminate these without notice.