

Code of Conduct

Algra tec AG Code of Conduct

Version: 1.0

Effective as of: August 1, 2026

Scope: All employees, managers, governing bodies, and, where applicable, external partners of Algra tec AG

1. Purpose and Core Values

Algra tec AG stands for quality, reliability, innovation, and responsible conduct. Our Code of Conduct outlines the fundamental rules of conduct that guide us in our day-to-day work.

It helps us make the right decisions—toward customers, employees, suppliers, business partners, government agencies, and society.

Our commitment is simple:

We act honestly, respectfully, responsibly, and professionally.

2. Our Values in Our Daily Work

Our conduct is based on the following principles:

- **Integrity** – We act honestly, fairly, and transparently.
 - **Respect** – We treat people with respect and without discrimination.
 - **Quality** – We take responsibility for clean, reliable work.
 - **Customer Focus** – We understand our customers' needs and take a solution-oriented approach.
 - **Confidentiality** – We protect information, data, and know-how.
 - **Responsibility** – We comply with laws, internal rules, and obligations.
 - **Sustainability** – We use resources, materials, and the environment carefully.
-

3. Compliance with Laws and Regulations

We comply with all applicable laws, regulations, standards, and contractual obligations. This applies in particular to:

- Labor law and occupational safety
- Data protection and information security
- Competition and antitrust law
- Anti-corruption and prohibition of bribery
- Export controls and sanctions
- Environmental and Safety Regulations
- Our Customers' Quality and Industry Requirements

If there is any uncertainty, we seek advice from the appropriate manager or senior management in a timely manner.

4. Respectful Interaction and Collaboration¹

We foster a work environment characterized by respect, fairness, and trust.

The following will not be tolerated:

- Discrimination
- Bullying
- Sexual harassment
- Threats or intimidation
- Disrespectful or offensive behavior
- Discrimination based on origin, gender, age, religion, beliefs, disability, sexual orientation, or other personal characteristics

Managers have a special responsibility to set a good example in this regard.

5. Occupational Safety and Health^{1/2}

The safety and health of our employees are a top priority.

All employees are required to:

- comply with safety regulations
- to use personal protective equipment correctly
- Operate machinery, equipment, and tools properly
- Report hazards, near-misses, and accidents immediately
- Ensure order and cleanliness in the workplace

Safety is not an additional task, but part of our daily work.

6. **Quality and Product Safety** ^{1/2}

As an industrial company, we are responsible for the quality of our products, services, and processes.

We are committed to:

- to work carefully and in accordance with defined guidelines
- to address errors openly
- not to conceal quality deviations
- to actively propose improvements
- to carefully review and comply with customer requirements
- Consistently follow inspection and approval processes

Quality is the result of each individual's attention, expertise, and sense of responsibility.

7. **Dealing with Customers and Business Partners**

We maintain professional, fair, and long-term business relationships.

When interacting with customers, suppliers, and partners, the following applies:

- We communicate honestly, clearly, and reliably.
- We do not make unrealistic promises.
- We treat information confidentially.
- We resolve problems objectively and with a focus on solutions.
- We honor our agreements or provide early notice in the event of deviations.
- We select suppliers and partners based on objective criteria.

Our goal is to collaborate as equals.

8. **Avoiding Conflicts of Interest**

Personal interests must not unduly influence business decisions.

A conflict of interest may arise when personal, family, or financial interests conflict with the interests of Algra tec AG.

Examples:

- a personal stake in a supplier or customer
- Hiring related parties without disclosure
- Acceptance of personal benefits
- Secondary employment that could create a conflict with the company

Potential conflicts of interest must be reported promptly and openly to the supervisor or management.

9. Gifts, Invitations, and Benefits²

Gifts, invitations, or other benefits must not influence business decisions.

Only minor, socially customary gestures are permitted, provided they:

- are appropriate
- are provided transparently
- do not influence decisions
- do not violate any laws or internal rules
- do not create a dependency

In particular, the following are not permitted:

- Cash or cash-equivalent benefits
- Personal benefits of significant value
- Benefits related to ongoing negotiations or contract awards
- Hidden benefits
- No payments or gifts valued at more than CHF 300.00.

When in doubt: disclose and ask for clarification.

10. Corruption and Bribery²

Algra tec AG does not tolerate corruption, bribery, or the granting of undue advantages.

We do not offer, promise, grant, demand, or accept any improper benefits to influence business decisions.

This applies to:

- Customers
- Suppliers
- Government agencies
- public agencies
- external service providers
- Private business partners

Fair performance, quality, and trust are the foundation of our business success.

11. Fair Competition

We are committed to fair and free competition.

In particular, agreements with competitors regarding the following are not permitted:

- prices
- Margins
- Offers
- Customers
- Markets
- Capacities
- Bids
- Business Strategies

Even informal discussions with competitors can be problematic. If you are unsure, consult with management.

12. Data Protection and Information Security²

We protect personal data, confidential information, and business-critical know-how.

This includes, in particular:

- Customer data
- Employee data
- Technical drawings
- Cost estimates
- Quotes
- Contracts
- Development data
- Production and process information
- Login credentials and passwords

All employees are required to:

- Use information only for authorized purposes
- Not to disclose data without authorization
- Use IT systems with care
- Protect passwords and access credentials
- Report suspicious incidents immediately
- Limit the storage of personal data to what is necessary for business purposes.

Confidentiality remains in effect even after the employment relationship has ended.

13. Protection of Company Property and Resources²

We handle the property, equipment, machinery, tools, IT systems, materials, and financial resources of Algra tec AG with care.

Company property may generally be used only for business purposes, unless otherwise specified.

This includes:

- Machinery and tools
- Computers, cell phones, and software
- Vehicles and operating equipment
- Raw materials and components
- Confidential documents and business records
- intellectual property
- Work hours

Waste, misuse, theft, or negligent handling will not be tolerated.

14. Handling of Intellectual Property

Innovations, developments, designs, technical solutions, software, processes, and customer documentation are important assets of our company.

We protect:

- our own know-how
- customer information
- development data
- Design documents
- Brands, designs, and technical concepts
- Software and digital solutions

We also respect the intellectual property of third parties and do not use third-party content, data, drawings, or software without authorization.

15. External Communication and Conduct

We communicate professionally, objectively, and responsibly.

Official statements to the media, government agencies, or the public are made only by authorized individuals.

We maintain a neat and clean appearance.

In business communications, we ensure:

- Clarity
- Commitment
- Respect
- Confidentiality
- Accurate presentation of facts
- Protection of company and customer data

This also applies to social media, professional networks, and digital communication channels.

16. Sustainability and Environmental Responsibility

We use natural resources, energy, materials, and waste responsibly.

We pay particular attention to:

- the careful use of materials
- waste prevention
- proper disposal
- energy efficiency
- safe storage of materials
- Responsible procurement
- Continuous improvement of our processes

For us, sustainability also means economic stability, durable products, and treating people with respect.

17. Suppliers and Business Partners

We expect our suppliers and business partners to conduct themselves in a manner consistent with our principles.

This includes:

- Compliance with applicable laws
- Fair working conditions
- Prohibition of corruption
- Protection of confidential information
- Respect for human rights
- Compliance with environmental and safety standards
- Reliable quality and delivery capability

In the event of serious violations, we reserve the right to take appropriate measures, up to and including termination of our business relationship.

18. Reporting Violations and Handling Reports¹

All employees are encouraged to address potential violations of this Code of Conduct, laws, or internal rules.

Reports can be submitted to:

- immediate supervisor
- Executive Management
- HR representative
- the relevant department, if applicable

Reports will be treated confidentially. Employees who report a possible violation in good faith shall not suffer any adverse consequences as a result.

Knowingly false accusations will not be tolerated.

19. Responsibilities of Managers

Managers bear a special responsibility. They should:

- Set an example
- set clear expectations
- Support employees
- Take concerns seriously
- Not tolerate violations
- Promote an open culture of dialogue
- Make decisions in a transparent manner

Good leadership means taking responsibility and providing guidance.

20. Consequences for Violations¹

Violations of this Code of Conduct can cause significant harm to the company, employees, customers, or business partners.

Depending on the severity of the violation, measures may be taken, such as:

- Clarification meeting
- Training or awareness-raising
- Employment-related measures
- Claims for damages
- Reporting to authorities, if necessary (civil or criminal consequences)
- Termination of the employment relationship or business relationship

Measures shall be taken in an appropriate and fair manner, taking into account the specific circumstances.

21. Questions and Decisions in Cases of Doubt

If a situation is unclear, the following questions may help:

1. Is my behavior legal?
2. Is it fair and honest?
3. Can I openly explain my decision?
4. Is it in line with the values of Algra tec AG?
5. Would I act this way if customers, employees, or the public found out about it?
6. Does my behavior protect the company and our partners?

If the answer to any of these questions is “no” or if you’re unsure, the situation should be discussed.

22. Final Provision

This Code of Conduct is a binding framework for responsible conduct at Algra tec AG.

It does not replace common sense, but rather helps us make the right decisions in our day-to-day work.

Our conduct shapes the trust in our company—every day.
