



CODE OF CONDUCT

- OF INSPIRICON AG -



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Preamble

The key to a lasting success is a corporate culture that is characterized by integrity, ethical behaviour and personal responsibility. Ethical demands concerning corporate actions become more and more challenging.

Our Code of Conduct gives orientation to all employees of Inspiricon AG and associated companies. It connects our claim for keeping law and order with our special requirements for ethical behaviour. It is not only a demand for us but also a promise to all external partners.

Our Code of Conduct is dynamic and is open to new behavioural standards. Binding legal norms can change – and by establishing guidelines, behavioural demands can be substantiated.

To be part of Inspiricon AG and to share its identity asks responsibility from each and every one. We are aware that our success and reputation – earned by the daily commitment from our employees – can be damaged by one singular misconduct. The Code of Conduct is to be followed. Misconduct is not tolerated.



Claudio Volk
Management



1. Our daily behaviour

We treat each other with respect and fairness at any time – the same way we want to be treated by others.

We strongly commit ourselves to equal treatment of all employees and all qualified applicants for a job. Decisions concerning working contracts and the design of employment are exclusively based on factual reasons such as qualification, verified skills and effort.

We advocate for equal job opportunities for everyone – regardless birth, skin colour, faith, sex, nationality, age or disability.

2. Our values

Being an innovative company, we know that our employees are the backbone of our success. To keep and develop this competitive edge, we focus on a value-based and client-orientated corporate culture, which is built on confidence.

Parts of this culture are:

Respect and fairness

We treat clients, employees and partners with respect and fairness. Cooperation based on partnership and faith is the foundation for our mutual success.

Willingness to explore

We are curiously examining our environment searching for innovations technically and organizationally wise. Being curious drives our further development and growth.

Authenticity

We do what we say and say what we do. Without compromises.

Loyalty and honesty.

We support fidelity, loyalty, honesty and constructive critique.

Proactive open communication

We communicate open and honest with each other.

Permanent education

We share our knowledge with each other. Open dialog and interaction characterize our teamwork.



Transparency

Our processes are transparent.

Work/Life-Balance

Interesting projects combined with a healthy work/life balance promote having fun at work.

Team spirit

Regular meetings with colleagues encourage our team spirit.

3. Corruption, bribery and venality

Inspiricon expects its employees to behave loyal. Corporate and private interests are to be treated separately if they could lead to conflicting interests. Therefore, it is prohibited for any employee to accept or allow advantages of any kind if they could – objectively observed – influence the corporate decision-making.

4. Donations

Inspiricon AG executes no beneficial, political or charitable donations or investments in order to gain or keep inadequate personal or corporate advantages, nor to force another person to do or not do something of the same.

5. Confidentiality

Corporate secrets are to be treated confidential. This also applies for all other information, which are of interest for Inspiricon and its partners.

It is not allowed to share such information without permission with unauthorised persons. This commitment is still valid after the termination of employment.

6. Competitive environment

We commit ourselves to an always fair and open competition.

Inspiricon AG and its employees will never use illegal or unethical methods in order to gain a competitive edge. Stealing protected information and possession of company secrets that were achieved without the knowledge of the owner, or the animation of current or former employees from other companies to such doings are forbidden.



If we get information that contain company secrets or confidential information from other companies by accident or if we have questions concerning the legality of actions, we have to get in touch with the management.

7. Data protection

Each employee has to follow the guidelines for data protection that are effective at Inspiricon AG. To protect personal data, accuracy has to be followed. If you discover deficits, you have to report them to your supervisor or the responsible data officer.

Data protection is essential for us – therefore, we are working with Mr. Thomas Fletschinger a certified external data privacy officer. If you have any other questions about this privacy statement or if you wish to inspect the information we hold about you, please contact our data privacy officer:

Inspiricon AG

Thomas Fletschinger

Otto-Lilienthal-Str. 36

71034 Böblingen

Germany

E-Mail: dsb@inspiricon.de

8. Handling of company belongings and property

Every employees' duty is to act responsible the company's belongings and property. It is prohibited to use commodities or services of the company privately in improper ways.

9. Compliance with human rights

All employees have to respect the international approved human rights. We commit ourselves to always act accordingly to these rights.

10. Refusal of child labour

Child labour and any other exploitation of children and youngsters are not tolerated. Minimum age for employment is the age when school attendance ends – and never under the age of 15 years. Effective norms concerning youth employment are applied without exception.



11. Refusal of compulsory labour

Inspiricon AG declines all forms of compulsory labour. No employee is to be forced directly or indirectly to work by violence and/or intimidation. Only those who applied voluntarily may be employed.

12. Prohibition of discrimination

Our employees are our most important resource. This diversity offers high potential. Hence, we bother to engage employees of different birth and experience. We refuse any kind of discrimination due to race, ethnical birth, sex or sexual orientation, religion or ideology, disability or age.

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