

Micromachining Excellence

CODE OF CONDUCT | 3D-MICROMAC AG





Contact

Please direct any questions, comments or suggestions regarding the Code of Conduct to the marketing team responsible for Corporate Identity: marketing@3d-micromac.com

Imprint

3D-Micromac AG
 Technologie-Campus 8 | D-09126 Chemnitz
 Germany
 Telefon: +49 371 400 43 0
 Fax: +49 371 400 43 40
 E-Mail: info@3d-micromac.com
www.3d-micromac.com

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Classification and Necessity

The Code of Conduct of the 3D-Micromac AG forms a core component of our corporate mission statement and regulates the principles and values on which our company relies in unconditional compliance with legal regulations. It thus serves to secure the long-term interests of our company and its employees.

It describes the guidelines for compliance with ethical standards and aims to create a working environment that promotes integrity, mutual respect, and fair conduct. The Code of Conduct was adopted by the management of 3D-Micromac AG.

The Code of Conduct is binding for all employees, the management, and the supervisory board of 3D-Micromac AG.

The management and executives bear special responsibility for compliance with the Code of Conduct. They draw the attention of employees to the provisions of this document and ensure that no violations of legal regulations or regulations from the Code of Conduct are tolerated in their areas of responsibility.

They make it unambiguous that disregard can lead to disciplinary consequences regardless of the employee's hierarchical position in the company.

What to do if you have questions or concerns?

If an employee, customer, prospective customer, or supplier of 3D-Micromac suspects a violation of our company's Code of Conduct in the behavior of others or has questions about it, he or she may contact the following persons, also anonymously and confidentially:

- » a supervisor
- » a representative of the legal department
- » a representative of the personnel department
- » a representative of the works council
- » the confidant

Alternatively, all participants can report via the central e-mail address css@3d-micromac.com.

Employees, customers, prospects, or suppliers who raise concerns about inappropriate behavior or report a suspected violation in good faith need not fear that they will be disadvantaged as a result. Management also takes care to actively prevent and not tolerate discrimination.

The Focus is on the Human Being

Equal Opportunities and Respect in the Workplace

3D-Micromac AG is a cosmopolitan company and offers equal employment and development opportunities to all employees and applicants regardless of race, ethnic origin, gender, religion, ideology, disability, age, or sexual identity.

Management promotes a culture of mutual respect in which neither harassment nor unprofessional behavior among each other is tolerated. Sexual harassment and bullying of any kind are not acceptable.

Employment-related decisions (compensation, promotion, etc.) are made based solely on job-related factors.

Fair working conditions

3D-Micromac AG respects labor law and all laws governing freedom of association, privacy, and equal opportunity following European standards - wherever the company operates.

The company promotes open and direct cooperation with its employees and works closely with the elected employee representatives (works council and store stewards) for the benefit of the company and its employees.

The company distances itself from forced and child labor in any form.

Safety, Health and Environmental Protection

Our business activities must not cause harm to people or the environment. Therefore, occupational safety, health and environmental protection are basic requirements for our corporate activities.

We create a safe and healthy work environment for our employees to prevent work-related injuries and illnesses.

We comply with the statutory guidelines on occupational safety. In addition, we encourage all employees to report unsafe or dangerous situations immediately or, if possible, to eliminate them directly.

The consumption of alcohol or drugs is prohibited during working hours and break times. Every employee must enter the company exclusively in a sober state.

We offer our employees a company health management system that effectively contributes to keeping them healthy.

The company complies with the applicable legal guidelines on environmental protection and actively contributes to the protection and preservation of the environment and natural resources. All managers always act as role models in this regard.

We also apply the aforementioned standards when selecting our suppliers.

Business Ethics

Conflicts of Interest

We always expect our employees to act loyal to our company.

Our employees must avoid situations in which their personal or financial interests conflict with the ones of the company. Therefore, it is prohibited to enter into business relationships in private with competitors, suppliers or customers if these could lead to a conflict of interest.

Our employees are not allowed to accept benefits if it is assumable that those could influence any business decisions of the company.

Employees must avoid competitive situations with the company.

If an employee of 3D-Micromac AG has an actual or potential conflict of interest, they may contact the following persons, also anonymously and confidentially:

- » a supervisor
- » a representative of the legal department
- » a representative of the human resources department
- » a representative of the works council
- » the confidant

Gifts and Invitations

Giving or receiving gifts or invitations can create understanding and goodwill in everyday business. However, both can also undermine the trust of others. Moreover, they may appear unfair to other stakeholders.

Therefore, invitations should be only accepted or issued in consultation with superiors.

Gifts with a nominal value of up to €35 from customers, suppliers and partners may be accepted and are to be made available for our annual Christmas raffle.

Gifts or invitations of significant value could be regarded as an attempt to influence decisions in favor of the giver. These must therefore be declined

Dealing with authorities

The employees of 3D-Micromac AG always cooperate with authorities in a trustworthy and correct manner. All information provided to an authority - whether as a customer or as a supervisory authority - is truthful and error-free.



Ban on Corruption

We are committed to the highest ethical and legal standards in our global business relationships. In addition to relationships with other companies, this also includes relationships with representatives of government agencies and authorities.

In doing so, we always follow the laws to avoid bribery and corruption.

Therefore, it is forbidden to offer, promise or hand over objects or services to business partners or state officials to gain a business advantage. It is also prohibited to accept bribes or use intermediaries to pay bribes (see „*Gifts and Invitations*“).

In case of doubt, our employees contact the legal department.

Communication and Public Relations

The way we communicate internally and externally is governed by our Corporate Mission Statement in the Corporate Behavior section. Furthermore, the following applies:

» **All employees communicate loyally to the company, both externally and internally.**

To protect the interests of the company, information about 3D-Micromac AG is only given to the public, the media and other third parties by authorized employees. Authorized persons are the Marketing team, the management or employees authorized by them. Direct inquiries from the press or the public to employees are forwarded to the Marketing team.

All public communication or advertising is approved by the Marketing Team. If a customer, partner or supplier of our company wishes to use our name or logo in their advertising, this use must be approved by the marketing team.

Trademarks and copyrights are correctly identified in all communications. Business secrets are to be respected. This also applies to business secrets of business partners that become known to us in the course of cooperation.

When communicating on social media, a distinction must be made between authorized business communication and private communication. Authorized business communication is published on social networks via the Marketing team and can be further disseminated by employees. Employees may not make statements on their own authority that give the appearance that this is a statement or opinion authorized by the company. Confidential information must never be disseminated via social media.

3D-Micromac is neutral in terms of party politics. Employees of our company shall not, on behalf of 3D-Micromac, make any direct or indirect endorsement or donation to or for any election candidate, officeholder, or political party or association, unless authorized in writing by management.

International Business Relations



All countries regulate how goods are exported and imported. These export control regulations apply to cross-border business transactions with third parties and

between our subsidiaries and corporate headquarters. Certain products, software, and information may not be exported directly or indirectly to certain countries.

We carry and comply with all laws and regulations worldwide that govern how companies may export and import products, services and information.

Trade Controls

Our company maintains global business relationships. Therefore, we are committed to complying with applicable international trade control regulations, preventing terrorism, restricting the proliferation of weapons, and combating drug trafficking and other crimes. These regulations include:

- » Export and import of certain goods, services and technologies
- » Business activities with specific countries, companies or individuals
- » Travel to certain countries
- » Information exchange
- » Dealing with assets



Protection of Company Property

Any tangible or intangible company property serves to help us achieve our business objectives. Damaged, stolen, misused, or wasted company property harms us all and impairs our business and financial performance of our company. Therefore, we handle company property properly and carefully and use it only for legally permissible business purposes. Company resources are generally intended for business use only, unless private use is expressly permitted.

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All our employees are obligated to protect our company's property against loss, damage, misuse, theft or destruction.

In the event of violations in the use of company property contrary to the guidelines from our Code of Conduct, the entry rules for reporting violations apply.

Protection of Intangible Assets

Innovative and future-oriented products and solutions are the key to future growth and success of our company. That is why we protect our company's intellectual property from theft, misuse and loss. The aforementioned applies to all relevant inventions, patents, internal company information, trade secrets and copyrighted materials, assemblies and design documents.

Therefore, only authorized employees can grant approval for publication. These are the management team, IP management, the legal department and the marketing team.

At the same time, copyrights, trade secrets, patent rights and proprietary information of third parties must be protected by avoiding unlawful use and misappropriation. The disclosure of confidential information from customers or suppliers always requires their written consent.

The 3D-Micromac brand and our logo are used only in accordance with company policy.

All inventions made by our employees or third parties for use by our company receive appropriate legal protection in the form of patents or utility models.

Licenses for patents or knowledge of our company may only be negotiated and granted in consultation with the legal department and company management.

Responsible Handling of IT Systems

The success of our company is highly dependent on IT and telecommunications systems. These systems are used in accordance with the data security, IT and telecommunications work instruction.



Information Privacy

The legislation regulates how companies can collect, use and transmit personal data from employees, customers, suppliers, and third parties.

We are committed to protecting the personal data of our employees, customers, suppliers, and other data subjects. We collect, collate, process, use and store only the personal data required for our regulated business operations and taken into account the legal requirements.

The data protection officer of the 3D-Micromac AG provides detailed information on that.