



Code of

Ethics

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Foreword

Technikon's success is built on teamwork, mutual trust, an amazing network of partners and high ethical standards, which are essential as a leading research service partner for the European industry.

Our Code of Ethics guides us internally and displays our intentions publicly. Fairness, accountability, responsibility and transparency characterize the way we work:

Fair treatment of all our stakeholders including customers, communities, public officials, shareholders and employees.

Create accountability by explaining and giving reasons for the company's actions and conduct.

Operate with a strong sense of integrity to maintain trust and credibility with society and all stakeholders.

All measures require transparency in the way we work, we conduct our business, we create internal and external stability and we protect the privacy of all individuals.

Klaus-Michael Koch

Dr. Klaus-Michael Koch

Founder of TECHNIKON

TECHNIKON

Goal

Our Code of Ethics reflects and underpins our commitment to operate with straightforwardness and confidence in all our internal and external actions and our research services.

Transparency is the overarching goal and should be internalised with highest priority by all. It is expected that our business is conducted within the principles of this Code of Ethics.

Our Code provides guidance for all individuals performing work for Technikon.

We expect that everyone, from external service providers, subcontractors, in-house consultants, trainees, employees, the management team, and the shareholders operate in and with the company in accordance with these principles.

Technikon's Code of Ethics reflects our full commitment to conducting business responsibly.

Compliance

We expect that everyone within Technikon complies on all terms with local, state, federal and foreign laws. This attitude and approach to obey regulations and rules is our fundamental aspect of everybody's commitment to integrity.

The absorption and understanding of company policies, laws, rules and regulations is required. Anyone engaged at Technikon having doubts about whether potential action complies with applicable

law or company policy should not take any further action without obtaining the advice of a relevant specialist.

Each and every employee is responsible for preventing and reporting violations or potential violations. We report misconduct proactively. If any person discovers someone violating or who has violated our Code, we expect them to report the matter in order to take appropriate consequences.

External Property

We do not tolerate any kind of plagiarism. We conform to all underlying rules and legal regulations associated with the acquiring and using of intellectual property. We will not commandeer others' trade secrets or confidential information.

Nobody is allowed to perform on their own or to participate as a group in the annexing, copying, or altering of other peoples' or institutions' intellectual property.

Transparency, Openness and Reliability

Transparency and openness towards our employees and their families has been the foundation of their trust in us since the beginning. Our trustworthiness is at the core of our commercial success.

Protecting our reputation, our management achievements and our engineer-

ing know-how, as well as our patents is therefore a primary obligation of all employees.

We respect our competitors and business partners and use their intellectual property only with their explicit permission or where its usage is legally permitted.

Insider Information

Safeguarding our intellectual property and knowledge and to impede its disclosure in any forum is business practice. Any undisclosed strategies, financial status, operational results or similar infor-

mation is strictly restricted for internal usage. Any presentations or proposals which find their way outside our company needs to obey such limitation.

Conflicts of Interest

To exploit and use company property or information for personal gain is strictly forbidden. Any activity that has the potential to compromise any employee's fairness or objectivity should be bypassed. In this context, professional integrity is highest-ranking.

The boundary between normal activities and activities with conflicts of interest is difficult to determine. Any situation which becomes unclear needs to be reported, discussed and cleared with the supervisor before taking any further actions.

Public Information

It must be guaranteed that all material and information provided for the public audience independent of its format is true, accurate, timely and fully explained.

We expect that in-house consultants, trainees, employees, the management team and the board of directors will create content adhering to these underlying principles.

There is zero tolerance for false or misleading information. Any concern or discovery of deliberate inaccuracy in or the falsification of such information should be immediately reported to the responsible supervisor. Any occurrence will be followed up by our Ethics and Gender Advisor.

Recordkeeping

Any record created and produced must be based upon facts - exact and absolute. Its documentation must be done in accordance with all regulatory and legal requirements.

Records may not mislead, bias or influence any internal or external audit nor may it interfere with legal rules or requirements.

Company Assets

Using our company equipment such as computers, printers and servers for outside purposes or in support of any religious, political or other outside activity is not permitted.

Company assets, including time, material, equipment and information, are provided for professional use only. Occasional personal use as long as it is outside of regular working hours, as long as they are not disruptive and does not harm job performance are tolerated.

Supervisors are responsible for the material assigned to their teams and are empowered to resolve issues concerning its proper use. Employees and those who represent the company are entrusted with responsible use of such material.

Distribution of information or material not relevant to the company, by any employee in work areas or during any working hours is not allowed.

In order to protect the interests of the company and our employees, we reserve the right to monitor or review all data and information contained on an employee's company-issued computer or electronic device, the use of the Internet or company Intranet.

Use of company resources to create, access, store, print, solicit or send any materials that are harassing, threatening, abusive, sexually explicit or otherwise offensive or inappropriate is strictly prohibited.

Diversity

Diversity in our team has been part of our business success. All employees and people working within or outside the company are fully committed to treating one another with respect.

As an equal employment employer, we are obligated to provide a work environment free of discrimination, offensive or harassing conduct. Any person who experiences harassment or discrimination

should report the matter to his or her direct supervisor or to the company's ethics and gender advisor, Ms Françoise Jouffre (phone **+43 4242 233 5544** / email: **transgression@technikon.com**).

Twenty years of connecting and leading excellent teams worldwide have shown us the strength and value that comes from diversity. As such, we value and celebrate diversity on a higher level.

Teamwork

An open atmosphere to voice any social needs of our employees is always encouraged. We equate effective communication with respect. We also believe that any person should feel free to voice any concern about work-related matters without fear of reprisal. This means that it is up to any employee in a management position to establish and maintain an at-

mosphere conducive to open and honest communication.

The company is responsible for the comprehensive investigation of any reported matter pertaining to questionable or unethical behaviour. Appropriate action will be taken in any and all cases where there is a valid finding of wrongful conduct.

We also believe that any person should feel free to voice any concern about work-related matters without fear of reprisal.

All employees should also be aware that intimidation, attempted intimidation or vengeance against a colleague who has reported supposed wrongdoing is unacceptable.

Any breaches shall be reported either to the supervisor or/and the company's

ethics and gender advisor, Ms. Francoise Jouffre (phone **+43 4242 233 5544** / email: **transgression@technikon.com**).

In any case, suspicions of ethical breaches may also be deposited anonymously.

Sustainability

We are committed to socio-ecological process characterized by the pursuit of a common ideal of maintaining an equilibrium between available resources and resources that are naturally generated.

None of the natural resources should be depleted faster than their natural growth. By persistently and dynamically approaching this goal it should result in a sustainable overall system.

Responsible Research

Employees and business partner are chosen with highest care, based on their experience, excellence in the field and reputation.

Regard to ethical principles, EU values and human rights are a basic requirement within our projects and company. All partners, employees or employers are

strongly advised to consider these while working on our projects. Any form of ethics dumping will not be accepted.

Employees are always encouraged to participate in regular training to keep informed of state-of-the-art practices and law.

Approval

Our Code of Ethics is a living document, which is update on a regular basis. We are continuously evaluating the KPI's and procedures, and we adjust our strategy for improvements.

Herbert Petautschnig

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Francoise Jouffre

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