

# INTEGRA

CODE OF CONDUCT

**The following companies, their holdings and business partners duly acknowledge this Code of Conduct:**

INTEGRA Holding  
INTEGRA Immobilien  
INTEGRA Metering  
INTEGRA Biosciences  
Aquametro Oil & Marine  
SIGNAL  
INTEGRA Sitek  
INTEGRA Engineering India

**At Integra, we recognise that preserving high legal, ethical and moral standards is paramount for our success.**

**Our goal is not only to comply with local and international laws and regulations, but also to conduct ourselves according to the highest levels of integrity.**

The purpose of this Code of Conduct is to outline the general standards of business conduct and behaviours expected from Integra employees and Integra's business partners.

»At Integra our strategy is long-term oriented and sustainable, we care for our teams and leadership. We profoundly believe that people make the difference.«



**INTEGRITY** We act with integrity and show solidarity. When dealing with our surroundings, our actions are guided by integrity, honesty, diligence and fairness. The collaboration between our staff and our stakeholders is characterised by mutual respect. Our success is based on mutual trust.



**PASSION** We are passionate and enthusiastic. We work with and out of dedication on topics that are close to our hearts and on common goals.

We are lead by success and performance. Commitment and continuous improvement guarantee our top quality. We care for our teams and leadership. Our management is tough yet fair. We profoundly believe that people make the difference. Performance counts. We attract employees because we foster their development to be prepared for challenging tasks.

## EXCELLENCE



We are innovative, actively question the status quo and continuously strive to improve. We dare to be transparent, are open-minded and seek creative and intelligent solutions. Our company, and the mindset of our employees, are characterised by innovation.

## INSPIRATION



We display entrepreneurial courage but are also very much aware of risks. Our actions are guided by strong leadership and entrepreneurship. We seize opportunities, act quickly and decisively but also carefully weigh risks. We are conscious of our responsibility and always stay humble, stable and sustainable.

## ENTREPRENEURSHIP



YOU  
NEED  
IT

### **Whom does the Code of Conduct apply to?**

The personal integrity of each and every Integra group employee makes a difference and is the basis for preserving high legal, ethical and moral standards.

This Code of Conduct applies to all Integra employees. It is the personal responsibility of each Integra employee to comply with this Code of Conduct when dealing with internal and external stakeholders as well as third parties.

The standards of business conduct and behaviour defined in this Code of Conduct are also required of Integra's business partners.

The group management of each Integra company is responsible for communicating the Code of Conduct to their employees and business partners. It is also their responsibility to ensure that the Code of Conduct is understood and adhered to.

# ARE YOU SURE?

## **Asking questions and raising concerns**

The Code of Conduct cannot provide answers to all questions. Integra employees are encouraged to seek assistance from their line managers/supervisors or from Human Resources if questions arise.

If you encounter a situation that appears to violate the Code of Conduct, you have the duty to inform your line manager/supervisor or Human Resources. If your line manager/supervisor or Human Resources does not appropriately address your concern, or if you simply prefer to contact us directly, the following email address can be used:

**[info@integra.ch](mailto:info@integra.ch)**

Integra does not tolerate any retaliation against employees who have raised a concern in good faith. Likewise, Integra does not tolerate false reports or the abuse of the possibility to raise concerns. Reports of violations against the Code of Conduct will be treated with confidentiality to the extent possible. Examples of situations in which may not be kept confidential include legal requirements to share the information, legal action, investigations, false reports and disciplinary proceedings.

**We are fully committed to the Code of Conduct and thank you for helping to maintain the highest level of integrity.**

# 1

## Going beyond compliance with laws and regulations

Compliance with applicable laws and regulations is expected from all Integra companies, all Integra employees and all of Integra's business partners. However, Integra goes beyond complying with laws and regulations by applying its own standards. These standards are the foundation of our business practices and, as such, Integra calls for its employees to conduct themselves with the highest level of integrity.

- › We follow all applicable laws and regulations.
- › We comply with this Code of Conduct.
- › We adhere to relevant Best Practices and rules of professional conduct.
- › We act with the highest level of integrity.
- › We maintain high levels of ethical and moral standards.



# Equal opportunities, non-discrimination and fair and attractive working conditions

# 2

Our values define the way we work together. The focus is on people.

We are active in many different countries and bring people from a wide variety of backgrounds together. Integra expects all its employees to promote a culture of respect and equal treatment. In addition, we strive to offer attractive working conditions to be an employer of choice. We want our employees to be enthusiastic, motivated and satisfied.

- › We treat each other with integrity, honesty, courtesy and respect.
- › We comply with all applicable wage, labor and employment laws.
- › In particular, we are committed to upholding the provisions of the United Nations on human rights. In particular, any form of forced and child labor in our supply chains and value creation processes is strictly prohibited and must also be complied with by partners and suppliers.
- › We guarantee equal employment opportunities and fair working conditions.
- › We foster a work environment that embraces diversity and inclusion, rejecting all form of harassment or discrimination.
- › We develop and retain our employees in the long term.
- › Our working conditions are attractive, and we strive to continuously improve them.



# 3

## Health and safety

Some of our work takes place in hazardous environments or production facilities. This requires special health and safety measures. We take every reasonable precaution to prevent injuries, occupational illnesses or health issues. In addition to these health aspects, every integra employee has the responsibility to reduce Integra's environmental footprint.

- › We follow all applicable health and safety laws and regulations and meet all relevant standards for hygiene, health and safety.
- › We continuously strive to improve safety performance by eliminating and reducing risks or by preventing the consequences of risks.
- › We use proper protective equipment and gear.



# Environment

We define clear sustainability targets as a Group and at the level of our holding companies and monitor these actively and regularly. Our actions are not only economically and socially, but also ecologically sustainable. We attach great importance to environmental protection and strive for the sustainable development of Integra and its subsidiaries.

- › Integra and all its subsidiaries comply with local environmental laws and regulations.
- › With our business models, we promote sustainability/sustainable value creation in line with the United Nations Sustainable Development Goals (SDGs).
- › Conserving resources is inherent to our practices. We are committed to continuously enhancing our environmental performance by minimizing the use of fossil raw materials and promoting closed material cycles.
- › Every employee bears responsibility for reducing Integra's environmental impact.
- › We establish environmental guidelines (minimum standards) which guide our conduct, adhered to by Integra and its subsidiaries.
- › Integra offers products and services of high quality and durability and continuously strives to improve them.

Our declared aim is to continuously reduce our greenhouse gas emissions and to move towards net zero as a Group. We see this not only as an obligation, but also as a moral and ethical duty.

# 4





## Asset protection

# 5

Integra's assets are of the utmost importance to our business activities, even if an item is of modest value. Therefore, all employees are expected to protect Integra's assets from misuse and fraud.

- › We handle Integra's assets with care.
- › We do not steal, misappropriate or misuse assets or funds and prevent others from doing so.
- › We do not participating in fraudulent behaviour.

# Data protection and confidentiality

## 6

Integra respects and protects the personal data of clients, employees, and third parties. Integra expects the confidentiality and integrity of its business, technical, and financial information to be maintained.

- › We operate under the assumption that company data or information is confidential unless it is marked as public.
- › We act in accordance with applicable data protection laws and regulations.
- › We handle personal data of clients, employees and third parties responsibly.
- › We collect and process personal data only for legitimate purposes.
- › We protect personal data from unauthorised disclosure.
- › We share confidential information on a need-to-know basis.
- › We provide confidential information only for business purposes.
- › We protect business, technical, and financial information about Integra.





## Conflicts of interest

Conflicts of interest occur when an employee's personal interests interfere with the interests of Integra. In such a situation, personal interests must not influence decisions made on behalf of Integra.

- › We act honestly and in the best interest of Integra.
- › We avoid actual and potential situations in which there is a conflict between our personal interest and that of Integra.
- › We refrain from competing with Integra.
- › We do not use our position within Integra for personal benefit (or the benefit of associates or relatives).



## Fair competition

Integra respects fair competition and conducts its business in compliance with applicable competition and antitrust laws.

- › We do not reach agreements or participate in discussions with competitors on aligning competitive behaviour, such as price fixing, market sharing and market manipulation.
- › We ensure that participating in informal gatherings, conferences or other meetings does not breach any applicable competition and antitrust laws.
- › We do not abuse a market-dominant position.
- › We do not (formally or informally) agree on resale prices with customers.



## Trade compliance

The export of our products and services to certain countries or markets may be restricted. Integra expects its employees and business partners to follow all applicable trade compliance, as well as import and export laws and regulations.

- › We ensure that items are only exported to and imported from countries that are not subject to trade restrictions, sanctions and embargos.
- › We know the final destination of our export (this also applies to exports through intermediaries).
- › We check names against applicable sanctions lists and document our work.

# 9

# INTEGRA

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integra.ch





**Dear Business Partners and Suppliers,**

As part of the ORGU Foundation, INTEGRA and its group members have a duty to consider interests beyond those of a purely business nature. Right from the outset, the Foundation has always upheld the principles of good work both in Switzerland and throughout the world. In addition to safeguarding the livelihoods of employees, this also means ensuring the protection of health, responsible stewardship of resources and the environment and fulfilment of the social duties associated with ownership.

Together we have established and committed to writing the significance of these values in terms of day-to-day operations. Today I am pleased to present you with this Code of Conduct.

With your cooperation, our aim is to breathe life into these words. May I thank you in advance for your careful reading of the code, your cooperation and positive response.

Best regards

Adrian Oehler  
CEO and President

**Acknowledgment and agreement**

- › We have received, read and understood Integra's Code of Conduct.
- › We agree to comply with the policies and standards of conduct described in the Code of Conduct.
- › We understand that we have the duty to inform Integra of any suspected violation of the Code of Conduct that is contrary to their wishes.

- › We are aware of Integra's commitment to the Code of Conduct. We understand that in the event of infringements of the Code of Conduct Integra may take disciplinary action (including but not limited to termination of the business relations).
- › We commit to conducting in a manner that models high legal, ethical and moral standards.

YES,  
I AGREE!

.....  
Signature

.....  
Printed name

.....  
Title

.....  
Company

.....  
Place and date