Code of Conduct
TTTech Group

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Advancing safe technologies, improving human lives
Content

Code of Conduct

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01. Purpose and scope of application of this Code of Conduct

This Code of Conduct applies to all members of the Management and Supervisory Boards, to managers and employees, as well as to all persons acting for the TTTech Group, regardless of their position, function and level of employment (collectively the “Employees”). The TTTech Group comprises TTTech Computertechnik AG and TTTech Auto AG as well as all organizational units in which these two companies directly or indirectly hold at least 50% (hereinafter referred to collectively as “TTTech”).

It is in the interest of TTTech to bring this Code of Conduct to the attention of its material business partners (customers, suppliers, consultants, etc) and to have the Supplier Code of Conduct attached hereto as Annex 1, signed by its suppliers and subcontractors.

TTTech stands for reliability, robustness and safety: Real-time networking and software platforms and certifiable electronic modules enable customers of TTTech to deploy their solutions more efficiently and profitably in a variety of industries.

In addition, TTTech expressly commits to responsible corporate management, thus it can continue to grow sustainably. Corporate risks should be minimized, on the one hand, by complying with the applicable local and international legal framework conditions and, on the other hand, using ethically sound and transparently designed processes. Corporate risks should be minimized, on the one hand, by complying with the applicable local and international legal framework conditions and, on the other hand, by using ethically sound and transparently designed processes. This is intended to avoid financial disadvantages as well as damages to the reputation of TTTech.

02. Responsibility for implementation

The management of TTTech is expressly committed to the values and conduct guidelines contained in this Code of Conduct, fully supports them and serves as a model for their implementation. The economic success and reputation of TTTech depend to a large extent on every employee behaving lawfully and honestly.

Management and other executives are liable for ensuring that those employees for whom they are responsible are fully informed of this Code of Conduct and all other applicable policies. They shall instruct, direct and monitor compliance with the provisions of this Code of Conduct and, where necessary and appropriate, shall organize training courses with the support of the relevant TTTech departments.
03. Questions and assistance

When interpreting the rules of the Code of Conduct, employees must also be guided by common sense and question whether concrete action is permitted based on reasonable ethical and moral standards.

If a situation, in which it is not entirely clear whether a certain behavior is legally and ethically correct, arises, the following questions offer guidance:

- Is my planned action compatible with laws and regulations, internal guidelines and contractual obligations?
- Does the action comply with the values and rules of conduct stated in this Code of Conduct and is it transparent and comprehensible?
- Is this action consistent with general ethical standards? Would I feel comfortable telling my colleagues, family or friends about the action, or would it be embarrassing or unpleasant?
- Do I act free from conflicts of interest?
- Is there a risk (e.g. economic risk or reputational risk) associated with my action for TTTech? Could the storyline have other detrimental consequences for TTTech?
- Would a newspaper report about my story have a negative impact on TTTech?

If additional information is needed to answer these questions, or if uncertainty persists after the questions have been answered as to whether the planned action is in compliance with the legal framework and the Code of Conduct, the employee must contact his or her supervisor or the Legal Department before taking the planned action in order to avoid any risk.

04. Notification of violations

Any employee who becomes aware of or suspects a serious violation of laws and regulations, this Code of Conduct or other applicable policies must notify his or her supervisor or, if the supervisor is affected, the Board of Directors or the Legal Department.

If a member of the Executive Board is affected or if an employee feels uncomfortable reporting violations to his or her supervisor or the Executive Board, the employee must notify the violations to the Chairman of the Supervisory Board.

In addition, TTTech has established a whistleblowing channel (https://tttech.integrityline.com/frontpage), which allows employees, suppliers, and third parties to report easily and confidentially any unlawful, unethical, or inappropriate conduct or process.

Reports may be submitted in writing (via the whistleblowing channel or via e-mail) or orally (in person or via phone) and whistleblowers may choose to submit their report anonymously if they feel uncomfortable presenting their identity.

Violations of this Code of Conduct may result in disciplinary or even legal consequences. TTTech does not tolerate any behavior that violates any laws or this Code of Conduct and will sanction any such violation accordingly.

05. Compliance with laws and regulations

Business transactions and business processes of TTTech must be conducted in compliance with this Code of Conduct, all applicable laws, obligations entered on a voluntary basis and other binding regulations.

Each employee is required to observe the applicable law as well as other relevant provisions, agreements and cultural characteristics for the respective region (e.g. dress codes, social standards etc.). In addition, each employee is required to inform him- or herself comprehensively about all laws and regulations, internal guidelines and obligations applicable to his area of responsibility.

In case of uncertainties, the addressees should ask the Head who is responsible for them or the Legal Department for advice.

Even if types of behavior and business practices which contravene this Code of Conduct are tolerated in individual countries, employees are expected to comply with this Code of Conduct, the corporate policy principles and guidelines and to refrain from any conduct if necessary.
In the following, you can find a short summary of certain legislative fields which TTTech is committed to comply with and expects all employees to comply with as well. Please note that this list only provides examples of relevant fields of law and is non-exhaustive.

**Employment Law and prohibition of discrimination**

TTTech is strongly committed to human rights and employees’ rights as expressed in the International Bill of Human Rights and the International Labour Organization Conventions. Therefore, TTTech ensures that it does not use child labor, compulsory or forced labor and respects all applicable laws and regulations on employment.

TTTech advocates and recognizes that each person is unique, valuable and respected for his or her individual abilities. Each employee is treated with dignity and respect at TTTech, regardless of ethnic and national origin, skin color, religion, political beliefs, gender, age, sexual orientation, marital status, impairment or other proprietary features.

TTTech does not tolerate any form of discrimination and promotes equal opportunities and fair treatment of employees in all employment-related decisions.

**Diversity & empowerment of women**

TTTech is convinced that diversity and the empowerment of women in the work context are key in fostering a more inclusive and equitable workplace. We believe that embracing diversity means recognizing and valuing the unique perspectives, experiences, and talents that individuals from different backgrounds bring to the table. All these factors contribute to enhancing creativity and innovation and promote a more collaborative and harmonious work environment.

**Competition and Antitrust Law**

TTTech is committed to fair, open and unrestricted competition. It is essential that all employees act in accordance with applicable antitrust and competition laws.

Accordingly, all agreements and concerted practices between competitors that are likely to affect or prevent competition in an unlawful manner or to restrict or distort competition are prohibited.

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**In particular, the prohibition concerns**

- agreements and arrangements, but also the exchange between competitors of competition-relevant information such as prices, other purchase and sales conditions, cost calculations, customer lists or future corporate strategy;
- division of markets or customers, boycott or discrimination of certain suppliers or customers.

Even casual, informal discussions with competitors may constitute an antitrust violation. Therefore, any kind of anticompetitive behavior shall be avoided.

A breach of the applicable antitrust or competition law can have serious consequences for TTTech and its employees. In addition to substantial fines and damages, an antitrust violation may even lead to criminal sanctions in some countries. All this could permanently harm TTTech and its market position.

**Foreign Trade and Export Control**

Due to its international activities, TTTech is committed to complying with all applicable national, multinational and supranational trade regulations. These include in particular customs and export control regulations. The employees are therefore obliged to observe such regulations and to comply with the respective TTTech internal processes and policies (e.g. Export Control Work Instruction, guidelines for carrying out blacklist checks and know your customer checks) and to attend trainings on export control on a yearly basis.

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The following behavior of the customer may constitute an indication that a TTTech product may be intended for an unauthorized end use. If one of the mentioned “red flags” occurs, the employee must notify the Export Control Department or the Legal Department.

- Hesitant information about end use/end customer;
- Customer is unfamiliar with product features or the goods are inappropriate for their business;
- Goods do not meet the technical standards of the country of destination;
- Customer refuses usual installation, training or service;
- Unusual packaging or transport instructions;
- Unusual payment offers (cash payment);
- Little information about business activity of the company.
06. Fairness

At TTTech, fairness has highest priority. Therefore, all employees shall abide by the principle of fairness in all their actions.

Equal treatment of customers and suppliers

It is the stated corporate policy of TTTech that fair and transparent dealings with customers, suppliers and service providers and other company stakeholders lead to the highest level of quality, an optimal price/performance ratio and satisfactory service. This spirit of cooperation makes stakeholders into partners for long-term growth.

For this reason, all employees are obliged on their own responsibility to treat all business partners honestly, equally and fairly. Suppliers and service providers are selected by the responsible procurement and quality department in a regulated procedure and in accordance with objective and traceable criteria, taking into consideration compliance by the business partner with requirements comparable to those contained in this Code of Conduct.

Competitive offers are compared according to quality, price and delivery time. Wherever possible, orders are awarded based on competitive offers and never based on personal preference.

Use of assets and resources of TTTech

The assets and resources of TTTech may only be used by employees for business purposes. Each employee is responsible for safeguarding the assets of TTTech he or she is provided with and ensures careful and appropriate use.

The use of the resources for private, self-serving purposes is only allowed upon prior written approval of the management.

07. Bribery, Gifts

TTTech stands for correct, transparent and fair business practices and does not tolerate any form of bribery or corruption. For this reason, all forms of bribery as well as attempted bribery are prohibited.

Bribery generally means the offering or receiving of an undue reward to influence the behavior of a business partner or an authority with the intention of obtaining an improper advantage.

TTTech employees are obliged not to promise or give any payments or valuable gifts in order to induce employees of public authorities or companies to provide TTTech with an unjustified business advantage. Neither are third parties commissioned to do this. This applies regardless of location or culture.
08. Conflicts of interests

Employees must ensure that any business decision and the resulting actions are in the interest of TTTech and are not motivated by personal or financial interests or relationships. The emergence of conflicts of interest or even the appearance of such a conflict must therefore always be avoided if this gives the impression that the objectivity or independence of a person may be impaired.

Gifts, favors, hospitality and other benefits may only be granted or received if

- they are of little value and do not go beyond the limits of business practice in the region concerned (local or customary local attentions of low value are in principle permitted, even if they do not constitute undue influence for other reasons);
- they are not offered or granted in anticipation of consideration;
- it can be ruled out that this gives the impression of an impermissible influence;
- it does not for other reasons violate applicable law or the ethical principles of TTTech;
- the public perception of TTTech cannot be adversely affected thereby or would not embarrass employees if made public;

The acceptance and donation of cash, regardless of the actual amount, transfers to fake accounts or letterbox companies, as well as the payment of fictitious or excessive bills are always and without exception prohibited.

In addition, the following rules must be observed when dealing with domestic and foreign authorities and with persons entrusted with public administration tasks:

- Any payment of gratuities or other pecuniary benefits to civil servants or public employees is prohibited, unless required by law or by an existing permissible written agreement;
- Offering, paying for, or accepting any form of kickback payment to obtain a business or personal advantage is also prohibited.

These rules must be strictly adhered to, even if TTTech operates in a country where such services are expected or “customary” for official acts. Therefore, so-called facilitation payments are also prohibited. This refers to the payment of small sums to speed up the processing of routine administrative enquiries or applications or to positively influence the outcome (e.g. the granting of a permit).

If gifts, favors, hospitality or other benefits are offered to employees that may not be accepted because they are incompatible with the rules contained in this Code of Conduct, they should be rejected politely.

Possible conflicts of interest may arise, for example when

- taking up a secondary occupation or organ activity;
- in business with friends, acquaintances or relatives; or
- upon participations in competitors or business partners of TTTech.

Any imminent conflict of interest must be disclosed by the employee to the HR Department or the supervisor without being asked. If these activities lead to a conflict of interest or a competitive situation, TTTech may prohibit such activities.

Business transactions with family members and/or former employees

Business transactions with the family member of an employee should always be avoided. In individual cases, however, such transactions may be authorized by the HR Department, the competent manager or the Supervisory Board. In this case, it must be ensured that the affected employee is not involved in the decision-making process and that the external comparison principle is used. The term family member includes spouses, parents and children, as well as other relatives and partners.

Insider Trading

The laws of some countries (including those in Austria) prohibit the use of information not destined for the public domain or information which has not yet been made public in connection with the purchase and sale of shares and securities. In certain cases, such behavior may also be punishable by law.

TTTech employees may not use insider information resulting from the employment relationship (including information about business partners), either for the personal benefit of the employee or for the benefit of third parties.
Insider information includes all information which is not yet publicly known and which directly or indirectly relates to an issuer of securities and which is sufficiently precise and capable of materially affecting the price of a financial instrument because, for a prudent investor, this information is an essential element in the assessment of a (future) investment decision.

09. Confidentiality, External Communication, IT Use, Data Protection

All information to which the public has not been granted access is subject to a certain level of confidentiality as further specified in the TTTech Information Classification and Protection Guideline and must not be disclosed to unauthorized third parties. This obligation of each employee to keep information about TTTech confidential remains valid even after termination of employment or engagement with TTTech.

Confidential information comprises information that is not publicly known about TTTech or provided by TTTech as well as information about or provided by the customers or suppliers of TTTech that may only be provided to persons who have a legitimate interest in the information for the same specific purpose for which the information was provided. All employees must comply with the provisions of the Information Security Policy and the Information Classification and Protection Guideline of TTTech.

Data Protection
Due to respect for the privacy of others, TTTech has always taken great care when handling personal data. The right employees’ and business partners’ right to self-determination with regard to information must always be guaranteed.

The unauthorized collection, processing and sharing of personal data relating to employees and business partners is prohibited.

IT security
Due to the intensive use of IT systems, the activities of TTTech depend to a great extent on the correct functioning and availability of such systems. Furthermore, there is a high risk of loss, theft or unnoticed alteration of information.

For information on limiting this general risk and risks due to technical failure and human error, the Information Security Policy and the IT Guideline of TTTech must be observed.

10. Harassment

Every employee’s behavior is characterized by respect, appreciation, reliability and trust. Any form of harassment is prohibited at TTTech and will be sanctioned accordingly. This includes but is not limited to sexual harassment, in any form, for instance by way of obvious advances, demeaning comments, jokes, vulgar expressions, obscene gestures or the display of graphic material.

11. Environmental Protection, Safety, Health Protection and Quality

Environmental and health protection, safety and quality are core corporate values of TTTech. TTTech is committed to long-term, sustainable development and the principles of responsible care.

TTTech managers act as role models and take responsibility for environmental protection and the prevention of work-related injury and ill health, as well as the provision of safe and healthy workplaces and activities. They regularly communicate the importance of environmental and health protection, safety and quality and of conforming to the respective regulations. They promote a culture of awareness regarding environmental and health protection, safety and quality, and of continual improvement.
Employees shall act responsibly and shall bear in mind the effects of their conduct on the environment, safety and health and the quality of TTTech products and services. They support and form part of a corporate culture marked by taking appropriate responsibility for themselves, other people and the environment.

Whenever an employee recognizes a situation or an event that may pose an environmental, health, safety or quality hazard, he or she is obliged to report this to his or her supervisor and/or the responsible management person, so that appropriate actions can be taken to eliminate the hazard or reduce the related risk, complying with laws and principles of responsible corporate management. Particularly in the area of occupational health and safety as well as environmental protection, this explicitly includes reporting “near misses”, i.e. an incident where no injury, ill health or environmental damage occurs, but has the potential to do so.

TTTech expressly supports employee activities in improving environmental and health protection, safety and quality and welcomes related proposals.

12. Promotion of peace and security

TTTech is committed to contributing to a peaceful and secure world. Therefore, developments for military applications may only be conducted upon the prior approval of the Executive Board. In its decision making the Executive Board considers the applicable laws and the political and humanitarian situation in the countries affected.

Annex 1
Supplier Code of Conduct

TTTech is committed to the values set out in the Code of Conduct and expects its suppliers and subcontractors (“Suppliers”) to respect and promote these values. The actions of the Suppliers can be directly or indirectly attributed to TTTech, affecting its reputation and the level of trust it has earned from its customers and others.

As a minimum standard, TTTech requires its Suppliers to meet the principles outlined in the Code of Conduct. Furthermore, TTTech requires its suppliers to meet the principles and values outlined in this Supplier Code of Conduct. These are in addition to and not in lieu of the provisions of any contract executed between TTTech and the Supplier.

01. Applicability of the Supplier Code of Conduct

Suppliers will comply with and monitor their own customer and supplier obligations arising from the Code of Conduct and the Supplier Code of Conduct.

Suppliers shall furthermore ensure that their employees or people working on their behalf, for purposes of TTTech, abide by the obligations of the Code of Conduct, including this Supplier Code of Conduct.

02. Compliance with laws and regulations

The Supplier must ensure that its actions, as well as the services and products it offers, comply with applicable laws and regulations, and TTTech is therefore not restricted in its use of the Products or Services. Furthermore, the Supplier shall ensure that it acts ethically.
Suppliers shall especially ensure that they and their suppliers (including sub-suppliers at any stage)

i do not use child labor or involuntary labor;

ii ensure fair, equal treatment of employees and ensure a safe, harassment- and violence-free, non-discriminating work environment;

iii grant fair wages to employees in accordance with applicable laws;

iv have put effective measures to prevent bribery and corruption in place;

v comply with all applicable export control regulations (including but not limited to export control regulations of Austria, the European Union and the US) and shall not export products without the necessary authorizations in place. Furthermore, they shall provide TTTech with all information necessary to get authorizations for further export;

vi have a policy to reasonably assure that tantalum, tin, tungsten and gold (3TG minerals) provided to TTTech, especially in his products, come from responsible sources. The Supplier shall ensure that there are no 3TG minerals that not directly or indirectly finance or benefit armed groups in the Democratic Republic of Congo or an adjoining country. This is to prevent the funds from being used for the armed conflict in this region. The Supplier shall exercise due diligence on the source and chain of custody of these minerals and will disclose to TTTech the (monitoring) measures taken in this regard.

vii comply with all applicable laws or regulations prohibiting or restricting the use of specific substances in products or in the manufacturing process, including the obligation to label for recycling and disposal. Chemicals or other materials which pose a risk when released into the environment shall be carefully identified and handled in such a way that there is no risk when they are handled, transported, stored, used, recycled or reused and disposed of.

viii ensure that products provided to TTTech are conformed to the EU legislation for electrical and electronic equipment (EEE), which includes the Waste Electrical and Electronic Equipment Directive (WEEE) and the Restriction of Hazardous Substances Directive (RoHS), as well as the respective laws and statutes the countries issued for implementing the directives;

ix ensure that products supplied by TTTech comply with the REACH Regulation [Regulation (EC) No 1907/2006 on the Registration, Evaluation, Authorisation and Restriction of Chemicals].

x comply with all applicable environmental legislation and ensure that the necessary valid environmental permits and registrations are always obtained and updated and that the operating and reporting requirements associated with such permits are complied with.

xi take appropriate measures in the manufacturing, processing and maintenance processes with the aim of reducing or preventing the emission of pollutants and waste of all kinds, as well as using energy, water, materials and other resources sparingly and responsibly and reusing them where possible.

xii commit no violations against any laws or provisions against unfair competition and/or antitrust law;

xiii respect the applicable laws and provisions on data protection and avoid the unauthorized collection, processing and sharing of personal data and comply with TTTech’s External Information Security Policy.

03. Counterfeit Parts

“Counterfeit Parts” shall mean parts, components, modules, or assemblies whose origin, material, source of manufacture, performance, or characteristics are misrepresented.

This term includes, but is not limited to,

i parts that are an unauthorized copy or substitute of an Original Equipment Manufacturer (“OEM”) or Original Component Manufacturer (“OCM”) item;

ii parts that are not sufficiently traceable to an OEM/OCM to ensure authenticity in OEM design and manufacture;

iii parts that do not contain proper external or internal materials or components required by the OEM/OCM or are not constructed in accordance with OEM/OCM design;

iv parts that have not passed successfully all OEM/OCM required testing, verification, screening and quality control processes;

v parts that have been (re)marked, re-worked, re-labelled, repaired, refurbished, or otherwise modified from OEM/OCM design, but not disclosed as such. These include parts that are falsely portrayed as Authentic and New or that obscure or misrepresent the identity of the actual manufacturer;

vi defective parts and/or surplus material scrapped by the original manufacture; and

vii previously used parts pulled or reclaimed and provided as New.

As used herein, “authentic” shall mean (i) genuine; (ii) from the legitimate source claimed or implied by the marking and design of the product offered; and (iii) manufactured by, or at the behest and to the standards of, the manufacturer that owns the trademark.

“New” shall mean unused after (factory-made) production.
"Independent Distributor" shall mean a person or firm that is neither authorized nor licensed by an OCM to sell or distribute the OCM products, but which purports to sell, broker, and/or distribute such OCM products. Independent Distributors are also referred to as unauthorized distributors, and/or brokers.

The Supplier shall ensure that only New and authentic materials are used in products to be delivered to TTTech and that the products delivered contain no Counterfeit Parts. No other material, part, or component other than a New and authentic part shall be used unless approved in advance in writing by TTTech. To further mitigate the possibility of the inadvertent use of Counterfeit Parts, Supplier shall only purchase authentic parts/components directly from the OEMs/OCMs or through their authorized distribution chain. The Supplier must make available to TTTech, upon its request, OEM/OCM documentation that authenticates traceability of the components to that respective OEM/OCM.

Purchase of parts/components from Independent Distributors is not authorized unless first approved in writing by TTTech. The Supplier must present complete and compelling support for its request and include in its request all actions to ensure the parts/components thus procured are legitimate parts. The approval of TTTech does not relieve the responsibility of Suppliers to comply with all obligations/warranties in this and the previous paragraph. The Supplier shall maintain a documented system (policy, procedure, or other documented approach) that provides for prior notification to TTTech and its written approval before parts/components are procured from sources other than OEMs/OCMs or through the authorized distribution chain of OEM/OCM. The Supplier shall provide copies of such documentation to TTTech or its customer for inspection upon their request.

The Supplier confirms that it is either the Original Equipment Manufacturer (OEM), Original Component Manufacturer (OCM), or a licensed or authorized distributor of the OEM/OCM for the product herein procured. In addition, the Supplier shall ensure that a final OEM/OCM documentation is available upon request, which comprehensibly presents and confirms the traceability of the components to the respective OEM/OCM. If the Supplier is not the OEM/OCM or a licensed or authorized distributor, the Supplier confirms by acceptance of the Supplier Code of Conduct that each product supplied to TTTech has been procured from the OEM/OCM or a licensed or authorized distributor of the OEM/OCM. The Supplier further warrants that OEM/OCM traceability documentation is accurate and available to TTTech and its customer upon their request.

If the Supplier becomes aware or suspects that it has furnished Counterfeit Parts to TTTech, the Supplier promptly, but in no case later than thirty (30) days from discovery, shall notify TTTech and replace such Counterfeit Parts at its own expense with OEM/OCM or TTTech-approved parts. The Supplier shall be liable for all costs related to the replacement of Counterfeit Parts and installation of original parts or products. This shall include costs for examinations and certifications that have become necessary by the installation of authentic Products after Counterfeit Parts have been replaced.

**04. Audit**

TTTech and its customers shall be entitled to review the compliance of the Suppliers with the principles and requirements of the Code of Conduct, including this Supplier Code of Conduct, regularly.

Any violation of the principles and requirements set out in this Code of Conduct will be regarded as a serious violation of the Supplier regarding its contractual obligations towards TTTech. In the event that the Supplier is suspected of violating any of the principles laid out in the Code of Conduct, TTTech is entitled to request from the Supplier that all relevant information be disclosed in order to check whether an infringement actually exists.

Furthermore, TTTech has the right to stop any business relationship with the Supplier if there is a clear, verifiable breach of the Code of Conduct.