

## Declaration

The Code of Conduct of INperfektion GmbH (hereinafter referred to as INperfektion) describes the values we share and the way we want to work together.

It provides us with a clear vision that shall be achieved in order to provide our company's success in the long term - we can only achieve this goal together. We are committed to the sustainable development of our company, characterized by respect and responsibility towards our employees, our business partners, the environment and the community.

In particular, our values such as personal responsibility, openness and transparency, as well as conduct that complies with the law and is ethically correct at all times, play an essential role in this.

This Code brings together our basic rules and principles in one document, which are binding on us today and in the future. It provides a framework of orientation and applies equally to each of us.

It states a demand on each of us, at the same time it is a promise to the outside world for responsible behavior towards business partners and the public, as well as in dealing with each other.

Together, we are responsible for the reputation of our company. The misconduct of individuals can cause enormous damage to all of us. Therefore, we ask you, dear colleagues, to read this Code of Conduct carefully and use it together with us as motivation for our daily behavior.

All of us – the management and employees of INperfektion – are committed to adhering to the principles laid down here to the best of our knowledge and belief.

---

## Table of Contents

<b>DECLARATION.....</b>	<b>1</b>
<b>1. WHO WE ARE .....</b>	<b>3</b>
<b>2. WHAT WE AIM FOR.....</b>	<b>3</b>
<b>3. OUR CORPORATE PRINCIPLES .....</b>	<b>3</b>
<b>4. CONDUCT IN THE BUSINESS ENVIRONMENT.....</b>	<b>4</b>
<b>COMPLIANCE WITH THE LAW.....</b>	<b>4</b>
<b>CONFLICTS OF INTEREST.....</b>	<b>4</b>
<b>FAIR COMPETITION.....</b>	<b>4</b>
<b>ANTI MONEY LAUNDERING.....</b>	<b>5</b>
<b>5. BEHAVIOR TOWARDS COLLEAGUES.....</b>	<b>5</b>
<b>EQUAL TREATMENT AND ANTI-DISCRIMINATION .....</b>	<b>5</b>
<b>HUMAN RIGHTS / LABOUR RIGHTS.....</b>	<b>5</b>
<b>6. SOCIAL ENGAGEMENT / AWARENESS.....</b>	<b>5</b>
<b>SUSTAINABLE ENVIRONMENTAL AND CLIMATE PROTECTION .....</b>	<b>5</b>
<b>RESPONSIBLE RAW MATERIAL SOURCING.....</b>	<b>6</b>
<b>AVOIDING HAZARDOUS SUBSTANCES .....</b>	<b>6</b>
<b>DATA PROTECTION AND SECURITY .....</b>	<b>6</b>
<b>NON-DISCLOSURE .....</b>	<b>6</b>
<b>DOCUMENT MANAGEMENT.....</b>	<b>6</b>
<b>7. MANAGEMENT SYSTEMS .....</b>	<b>6</b>

---

## 1. WHO WE ARE

INperfektion is an owner-managed company and was founded in 2017. Our Managing Director, Ralf Aldenhoven, has been "thinking" in automation in all its possibilities for over 25 years.

Our special focus is to get things moving; controlled and coordinated and the whole thing IN-perfection. Based on our experience, we are able to find solutions in a wide variety of companies and industries.

- We live automation –

## 2. WHAT WE AIM FOR

INperfektion is a proven expert in the development, design, production and optimization of automated machines and systems.

Our range of services includes not only the control system, but also robotics.

Our goal is to identify innovative solutions that contribute to increasing efficiency, and we are a reliable partner in the modernization and the design of our customers' processes. In order to achieve these goals together, we are highly committed to the values of this Code of Conduct.

## 3. OUR CORPORATE PRINCIPLES

We treat each other in our daily work with friendliness, tolerance and a high degree of mutual respect. An appreciative, open, honest and trusting relationship, even beyond business, is a matter of course for us.

We work with curiosity, ambition and enthusiasm and always focus on the interests and requirements of our customers.

We work conscientiously, reliably and with each other. In doing so, we support each other, benefit from the impulses, knowledge and skills from different cultures, and react to changes in a solution-oriented manner. We stand for equal opportunities and do not tolerate discrimination based on ethnic origin, gender or religion or ideology, disability, age, etc..

We promote flexibility, a willingness to learn, quality awareness and the courage to question and continuously improve the status quo. We deal with constructive criticism openly, fairly and objectively and seek solutions together.

A central word in dealing with each other is "THANK YOU". The responsibility for society expressed in the declaration also includes active commitment to sustainable development, which we support by taking into account the ten principles of the United Nations Global Compact. We are committed to the United Nations Universal Declaration of Human Rights and the core labour standards of the International Labour Organization (ILO) as well.

## 4. CONDUCT IN THE BUSINESS ENVIRONMENT

### Compliance with the law

For us, compliance with laws and regulations is an essential basic principle of economically responsible action. We always comply with the national and international standards.

### Conflicts of interest

At INperfektion, business decisions are made exclusively in the best interests of the company. Conflicts of interest with private interests or other economic or other activities, including those of relatives or other close persons or organizations, should be avoided from the outset. If they do occur, they must be resolved in compliance with the law and the applicable company guidelines. The prerequisite for this is the transparent disclosure of the conflict.

### Fair competition

The compliance commitment made by the management is the benchmark for our actions in competition: INperfektion stands for technological competence, innovative strength, customer orientation and motivated, responsible employees. This is the basis of our high reputation and the sustainable economic success of the company in global competition. Corruption - in whatever form - or illegal agreements are not a means for us to obtain a contract. We would rather give up a business and achieve internal goals than violate the law. With our Code of Conduct, INperfektion has taken far-reaching measures to comply with normative regulations and guidelines in the business environment. Violations will not be tolerated and will lead to sanctions.

Every employee is required to act in a risk-conscious manner in his or her area of responsibility and to actively participate in the implementation of this Code of Conduct.

## Anti Money Laundering

INperfektion complies with its legal obligations to prevent money laundering. Every employee is required to have unusual financial transactions, in particular including cash, which may give rise to suspicion of money laundering, checked by the responsible department in case of doubt.

## 5. BEHAVIOR TOWARDS COLLEAGUES

### Equal Treatment and Anti-Discrimination

A culture of equal opportunities, mutual trust and respect is of great importance to us. We promote equal opportunities and prevent discrimination in all respects, especially in the recruitment of employees and in the promotion or granting of training and further education measures. We treat all employees equally, regardless of gender, age, skin color, culture, ethnic origin, sexual identity, disability, religious affiliation or belief.

### Human Rights / Labour Rights

We respect internationally recognised human rights and support their observance. We strictly reject any form of forced and child labour. We recognize the right of all employees to form trade unions and employee representatives on a democratic basis within the framework of national regulations. The right to appropriate remuneration is recognized for all employees.

### Occupational health and safety

The safety and health of our employees is an equally important corporate goal, along with the quality of our products and economic success. Occupational health and safety are an integral part of all operational processes and are included in technical, economic and social considerations from the very beginning. Each of our employees promotes safety and health protection in their working environment and complies with occupational health and safety regulations. Every manager is obliged to instruct and support his employees in fulfilling this responsibility.

## 6. SOCIAL ENGAGEMENT / AWARENESS

### Sustainable environmental and climate protection

Sustainable environmental and climate protection as well as resource efficiency are important corporate goals.

Both, in the development of new products and services and in the operation of production facilities, we make sure that all negative effects resulting from this are impact on the environment and climate is kept as low as possible and our products make a positive contribution to environmental and climate protection for our customers.

Every employee is responsible for treating natural resources sparingly and contributing to the protection of the environment and climate through their individual behavior.

## Responsible raw material sourcing

INperfektion supports activities that ensure responsible raw material procurement. The procurement and use of raw materials that have been obtained illegally or through ethically reprehensible or unreasonable measures must be refrained from. The use of raw materials, such as conflict minerals, that are affected by embargoes or other import restrictions must be excluded.

## Avoiding hazardous substances

Substances whose release poses a risk to humans and/or the environment must be avoided. INperfektion's business partners maintain a hazardous substance management system that ensures safe use and transport as well as safe storage, reprocessing, reuse and disposal.

## Data protection and security

We take the protection of the personal data of employees, customers, suppliers and business partners very seriously. We determine, collect, process, use and store them insofar as this is necessary for clear, lawfully defined purposes in accordance with the currently applicable legal requirements and regulations.

We are committed to ensuring adequate protection of the data and information to be processed in accordance with the applicable standards and requirements.

## Non-Disclosure

Every INperfektion employee undertakes to keep secret the business and trade secrets that are made available to him or her in the course of his or her business activities. Each of us undertakes to maintain confidentiality about events and activities in the company that have been materially and not publicly disclosed in the course of business relations (including research, development, testing).

## Document management

By document management we mean the creation, use, storage and destruction of documents. All business transactions documented by us as well as business-relevant documents (including digital data) are processed, stored and then destroyed in accordance with the statutory provisions and regulations, taking into account the statutory deadlines.

## 7. MANAGEMENT SYSTEMS

INperfektion operates a coherent management system. The regular instructions training courses and disclosure of information on the subject of occupational safety, health, safety and rules of conduct as well as all associated components in accordance with the applicable laws and regulations are always documented, described and can be viewed by all employees at any time.

In our in-house CRM system, we keep the information on sustainable behavior up to date and document the changes.

Wegberg, Feb 5<sup>th</sup> 2025

---

Location, Date



---

Managing Director

#### References:

[The Ten Principles | UN Global Compact](#)

[ILO Homepage | International Labour Organization](#)

[Allgemeine Erklärung der Menschenrechte - Vereinte Nationen - Regionales](#)

[Informationszentrum für Westeuropa](#)

