



ENABLER FOR INNOVATIVE SOFTWARE & SYSTEMS ENGINEERING

Code of Conduct

METHOD PARK GROUP

Code of Conduct

The corporate culture of the Method Park Group, which is characterized by integrity and sincerity, is based on the following eight principles:

Customer orientation

- We deal with the needs of the customer.
- The customer is the focus of our attention. He secures our workplace and is the purpose of our actions.
- We put ourselves in the position of our customers and take their wishes and suggestions seriously.
- We develop a clear understanding of the customers' needs.
- Communication with customers is an essential part of our work.
- We answer inquiries within the corporate response time limits, if possible.

Entrepreneurship

- We always gear our actions towards the economic goals of the company but still maintain the human approach.
- We know the corporate economic goals and work together to achieve them.
- In our actions, we carefully weigh opportunities against risks and cost against benefits.
- Everyone represents the company to everyone outside the workplace.

Reliability

- We only make promises that we can keep, and we always keep what we promise.
- We only make a promise when we are sure that we can keep it.
- We inform the relevant person in good time in the rare instances we cannot meet deadlines or promises.
- To ensure reliability, we realistically assess our limits and say "no" if necessary.

Clarity

- We try to avoid or eliminate misunderstandings with verbal and written clarity.
- We communicate openly, clearly, and unambiguously.
- We also address unpleasant things before they become problems, and we do not 'whitewash' anything.
- We actively approach others.
- We personally apologize if we have behaved inappropriately.
- We present information clearly and have clear guidelines and responsibilities.

Continued development

- We are continuously developing our skills and personality.
- We pass on our knowledge and experience to our colleagues so that they can benefit from it.
- We continuously develop our company by following current trends.
- Together with the customer, we establish lifelong learning across company boundaries.

Respect / Appreciation

- We cultivate an atmosphere of respect and have respect for one another.
- We sell services, products, and know-how – we don't sell our colleagues.
- We do not steal time from one another.
- We respect the desire for focused undisturbed work.

Balance

- We pay attention to a balanced relationship between work and recreation.
- We carry out our work within the framework of regular working hours.
- After a phase of building up overtime hours, we reduce these overtime hours.
- We do not measure each other by the number of overtime hours.

Information culture

- As a 'Learning Company', we are responsible for obtaining and sharing information.
- We pass on relevant information unambiguously and in time.
- We reflect on who needs the information and select as few persons as possible.
- We pay attention to the choice of a suitable communication medium (email, conversation, Stages, meetings, etc.) and the relevant target group.
- Depending on the information, we choose the appropriate communication strategy (notification, personal conversation, reflection, question).

These principles are an integral part of the training and introduction of new employees and form the framework for sustainable action by every Method Park employee. Only sustainable activities secure the future of our company, while respecting the law, always and everywhere. We attach great importance to the careful use of resources, especially concerning environmental protection.

Due to our activities in software and systems engineering, we are in global competition with our portfolio of products, systems, and services. We see this as a challenge to continuously improve ourselves. We are convinced that in this way, we can create competitive advantages by fair means and fulfill our responsibility towards our employees, customers, suppliers, shareholders, and all other business partners.

We see ourselves as a role model for the entire staff of the Method Park Group!



Prof. Dr. Bernd Hindel

CEO



Dr. Martin Geier
COO



Robin Hees
CFO



Dr. Erich Meier
CTO

PREFERENTIAL NOTE

The Code of Conduct of the Method Park Group serves as a binding basis for the worldwide business activities of all Method Park companies. The rules formulated apply as a standard within the Method Park Group, also taking into account that legal requirements and cultural circumstances may vary from country to country.

1. Compliance with the Code of Conduct

Method Park pursues a "zero tolerance" strategy for this Code of Conduct. Any action by employees, officers, directors, or board members that violates the Code of Conduct may also be a violation of local laws or regulations. Failure to comply with the Code of Conduct or applicable laws may result in disciplinary action up to and including termination. Method Park will comply with its duty to report violations of the law, even if it may affect its employees.

The principles of conduct described here cannot reflect all possible situations and therefore serve as a guideline. In the event of uncertainty, the management board can clarify individual cases.

2. Personal responsibility

Every employee is personally responsible for his or her conduct. Decisions and actions should always be taken to the best of his or her knowledge and belief. Should there be any doubt as to whether instructions from superiors are compatible with the Code of Conduct, the management board can clarify individual cases.

3. Compliance with laws and regulations

Each individual is personally responsible for complying with the (applicable) laws and regulations. A violation of applicable law, wherever happened, can trigger criminal measures, fines, or other sanctions (e.g., exclusion from bidding). A potential loss of reputation for our company may be possible, and subsequent economic damage is not predictable!

Compliance with antitrust laws and protection against unfair competition is particularly noteworthy. Price agreements with competitors are strictly prohibited. When meeting and exchanging information with competitors in the market, communication must be polite but very restrictive.

In communication, we stick to facts to prevent unfounded rumors or false statements that could harm the competition.

In the interests of honesty and integrity in our business practices, all forms of corruption and bribery are prohibited. We strictly comply with all applicable anti-corruption laws.

Invitations and small gifts may well be part of local cultural customs; they can also strengthen relationships. We will always check them for appropriateness and will never use them to influence business relationships or the awarding of contracts improperly. On principle, we reject any form of corruption, bribery, theft, embezzlement, extortion, or illegal payments! Instead, we will always strive to build a trusting and cooperative relationship with our customers, suppliers, and all other business partners. We want to convince others through our performance and quality!

Within the framework of the applicable export and import regulations, we undertake to comply with the relevant laws, especially those concerning sanctions and embargos.

4. Conflicts of interest

Private interests and personal considerations should always take second place to the interests of the company. Impairment of judgment due to such conflicts of interest and the possible creation of personal advantage must be avoided.

In case of a potential conflict of interest, the management board clarifies individual cases.

5. Environment, health, (occupational) safety

For us, sustainable action is a fundamental motivation for the preservation of our living space and an integral part of our corporate policy. By conserving resources, we make our contribution to climate protection in terms of energy and water consumption, CO₂ emissions, waste avoidance, and recycling management.

Health and occupational safety have a high priority for us. Our employees are our most valuable asset, and only healthy employees can make their valued contributions to our value creation. Compliance with the relevant laws is a priority for us, and we regularly review company health care programs that are made available to all employees.

All managers and employees are obliged to comply with occupational safety, security, and environmental protection standards and receive regular training in this regard.

6. Human rights and fair working conditions

We are convinced that diversity is an asset and an essential factor for the success of our company. We value our employees, customers, suppliers, and all other business partners regardless of gender, culture, religion, skin color, age, social or ethnic origin, nationality, sexual orientation, or political convictions!

We respect human rights and are committed to fair working conditions. The internationally recognized standards of the International Labor Organization (ILO) are decisive for us. These include the fight against child and forced labor, all forms of physical or mental harassment or abuse, the right to freedom of association and representation of interests by elected representatives, and a non-discriminatory working environment.

This point is crucial for us in assessing the quality of cooperation with our business partners.

7. Money laundering

By complying with national and international anti-money laundering laws and regulations that apply to us, we help prevent the conversion of profits from criminal activities into seemingly legitimate assets. To this end, we monitor transactions and payments to our bank 7ot he7 of our risk management system, including payments from third parties for assignments by our customers or payments in so-called tax-haven-countries to our suppliers, for instance.

8. Data protection

We live from and with data, that is why data protection is significant to us. Any violation of data protection, including all activities in the field of cybersecurity, can result in a severe loss of data, disclosure of trade secrets, or misuse of personal data. In any case, there is a risk of unquantifiable damage to our company. We, therefore, comply with all applicable laws and regulations on data protection. An external data protection officer additionally supports us. Questions, suggestions, but also infringements can be reported to the data protection officer at any time while maintaining confidentiality.

9 Intellectual property and confidential information

We base our cooperation within Method Park, and with all our business partners, on trust. We earn this trust every day by ensuring the confidential handling of appropriately classified information. With most of our business partners, we are bound to a confidentiality agreement, a contract that is binding in both directions, since the beginning of respective business relationships. Through continuous training and

sensitization of our employees, we ensure that information classified as confidential is only distributed within our company on a need-to-know basis.

We respect intellectual property and regularly check our work results to the worthiness of protection. The trademarks and industrial property rights used by us are registered trademarks.

10. Taxes and duties

The fulfillment of our tax obligations and the payment of taxes according to official regulations, represent our social responsibility. To the best of our knowledge and belief, we ensure that Method Park does not make any unauthorized reductions in taxes or duties. We fulfill our obligations to cooperate with the respective tax authorities to the best of our ability.

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