

skan

Code of Conduct for SKAN employees





"Studies show that every person makes around 20,000 decisions every day. Most of these are trivial: what we have for breakfast or what route we take to work. Yet some decisions are more important. They concern our professional activities, our integrity, and sometimes the trust others place in us."

Dear Skanonauts,

Whenever we talk about compliance, many of us initially think of regulations, audits, training courses, or even sanctions. They are all certainly part of compliance, but those aspects do not tell the whole story. For me, compliance is a question of attitude. It concerns the manner in which we communicate, how we deal with conflicts of interest, how we make decisions and deal with data, resources, and power. And this attitude starts with each and every one of us, irrespective of function or hierarchy. It is about doing the right thing, even if no one sees it.

And it is precisely here that our Code of Conduct comes into play. It is not a set of rules for exceptional situations, but rather a compass that guides our everyday professional life. A frame of reference that helps us to act properly even in complex situations.

I want to see us understand compliance not as a duty, but as part of our identity. An organization in which values count ultimately engenders trust: among customers, partners, and in society. That is why you should use the Code of Conduct. Address doubts openly. Ask if you are uncertain. And be brave. Even small decisions make all the difference.

Thank you for your dedication and for each of your 20,000 decisions that you make in the spirit of our shared responsibility.

Allschwil, July 2025

Thomas Huber
CEO SKAN

1. Scope

This Code of Conduct summarizes the key corporate principles and standards of the SKAN Group with which all employees and members of the Board of Directors in our company (hereinafter referred to as employees) must be familiar.

All employees of the SKAN Group are obliged to internalize and comply with the Code of Conduct, the corporate policies, and the laws governing our business activities. This Code of Conduct should help us make the right decisions and act properly, regardless of our place of work and the type of activity.

The scope of the Code of Conduct includes SKAN and all associated companies in which SKAN has direct or indirect shareholdings of more than 50%. All regulations and directives as amended of the individual SKAN companies also apply. It is the task of each company's management and supervisors to ensure that they and their employees are informed of the organizational directives that are relevant for their personal actions.



1. Scope

Q&A



? Does the Code of Conduct also apply to external partners or service providers?

! Yes – if they are acting on behalf of SKAN or have access to sensitive information, systems, or resources. SKAN expects third parties (e.g. consultants, agencies, suppliers) to adhere to the same ethical standards. This is usually expressly regulated in contracts.



2.Our core values – responsibility, quality, innovation

We assume **responsibility** – vis-à-vis our customers, our employees, and for the quality of our products. Our values are firmly embedded in our daily actions and underpin our corporate culture.

Service and quality are more than an aspiration for us; they are our promise. We do our utmost to deliver excellent service and fulfill the highest quality standards to gain the trust of our customers and retain that trust permanently.

We cultivate our customer relationships with care and reliability, not just through to the sale, but throughout the entire product life cycle. Even after the end of the warranty, we are always there for our customers. Their satisfaction is what drives us.

Q&A

?

What exactly does "taking responsibility" mean in my everyday work?

!

Responsibility means that you carry out your tasks carefully and reliably, communicate openly, and do not look away from problems or risks but act or get help. Responsibility also means that you make your decisions according to ethical principles.



Innovation drives us. We constantly invest in research and development. To safeguard and protect the lives of people, we strive to provide our customers with development and production processes that are guaranteed to be safe and trustworthy.

We see a valuable part of our success in every employee. That is why we create a working environment based on respect, support, and trust. A place where each and every one of us can develop and grow.

These values guide us in everything we do. For our customers. For our employees. For a responsible future.

3. Behavior in the business environment

3.1 Corporate governance

We comply with laws and regulations

As a multinational company, we operate in a complex legal environment. That is why we naturally structure our business dealings and business processes so that they comply with all applicable laws, voluntary obligations, and other binding regulations, irrespective of in which country or under which jurisdiction we are operating.

We all share the responsibility for complying with these rules. That also means that we expect each other to be familiar with and comply with the relevant legal provisions and internal agreements. We do not accept instructions that contradict these principles. After all, integrity and responsibility are nonnegotiable for us.

We say no to bribery

It is clear to us that bribery, regardless of whether active or passive, whether in the form of money, gifts, or other advantages, has no place at SKAN. Even the attempt to bribe or have someone bribed contradicts our values and is strictly prohibited. We stand for fair and transparent action in everything we do. This applies just as much to our business partners as it does to how we treat each other. For us, integrity means that we achieve our goals in an honest way: without exception.

We deal with gifts and invitations carefully

We are careful when it comes to dealing with business partners: Small gifts, invitations, or other benefits are only allowed provided they do not exceed a value of CHF 120 (or the equivalent) and are in accordance with applicable law and our ethical principles. Different amounts may be defined outside of Switzerland. For SKAN events, the hospitality expenses per participant must receive prior approval from a member of // SKAN's Management // the SKAN Management Board // the SKAN Executive Board. They must not be understood as a bribe, damage our reputation, or place us in an awkward position if they were to be made public.

Whenever we are uncertain whether something is appropriate, we discuss it openly with our line manager. Better to ask once too often than risk misconduct.

We stand for fair competition

At SKAN, we embrace the principles of free and fair competition. For that reason, it is clear to us that we do not take part in price-fixing or in cartels in any form. Open markets and fair competition are part of our responsibility and our attitude. In this way, we engender trust: among our partners and among the general public.

We handle resources responsibly

We use SKAN's tools and resources carefully and not for private purposes unless individual approval has been obtained from the supervisor.

We comply with export and trade rules

We adhere strictly to all applicable regulations governing external trade, exports, and customs when it comes to international business. SKAN has clear rules and compliance requirements in this respect and we all share the responsibility for implementing these on a daily basis.

We act strictly according to tax regulations

SKAN observes all the provisions of tax law both in Switzerland and abroad. Our transfer prices comply with OECD guidelines. As employees deployed internationally, we also comply with our personal tax obligations. We do not support tax evasion, including through business partners.


Q&A



? Can I invite business partners to dinner or give gifts?

! Yes, but only within the specified value limit and only in exceptional cases. Invitations and gifts must not influence business decisions! Employees of public authorities may neither be given gifts nor invited. If you are unsure, please contact Compliance.

Q&A



? What happens if I accidentally damage or lose my laptop or mobile phone?

! Report the incident immediately to the supervisor or ICT. In the event of loss of personal data, a report must be made immediately to the data protection department, as certain deadlines may have to be met here. We expect an open approach – deliberate concealment can have consequences. As a rule, you are not liable for negligence as long as you have adhered to the guidelines.



3.2 Business relationships

We act fairly and transparently

Our business relationships are based on equal treatment, honesty, and fairness. We select suppliers and service providers according to clear, objective criteria in a traceable, professional process.

We use incentives responsibly

Discounts, price reductions, or free services are common business practices. With this in mind, we always proceed responsibly and adhere to all applicable legal requirements. We document such incentives fully and correctly.

We pay transparently and correctly

We make payments for goods and services directly to the respective contractual partner, normally in the country of their registered office. Cash payments are generally not allowed, apart from small amounts in exceptional circumstances.



3.3 Conflicts of interest

Financial investments in competitors, customers, or suppliers, whether due to an acquisition, by means of a gift, or through an inheritance, are allowed only with the express approval of management (unless the investment is traded on a stock exchange).

If a potential conflict of interest already existed before our joining SKAN or arises during the period of employment, we address this openly and early on. Transparency protects us and the trust our business partners place in us.

Q&A



? What are possible conflicts of interest that I need to report?

- ! —→ You work in purchasing or a project team, and your cousin runs a company that regularly supplies spare parts or services to SKAN.
- In the evenings, you work as a design engineer for a small mechanical engineering company.
- A tool supplier offers you a free weekend with a hotel and factory tour.

3.4 SKAN as an employer

We ensure safe and healthy working conditions

Everyone's safety and well-being is paramount at SKAN. We systematically identify threats and put appropriate protective measures in place. We make the necessary resources and equipment available and train our employees accordingly. Complying with safety regulations is key and we take care to act in an exemplary manner. We never carry out work if it is not safe to do so.

We stand for fair work

We resolutely oppose illegal employment, exploitation, and child labor. They contradict our ethical principles. At SKAN, fairness in the workplace has top priority.



We embrace respect and diversity

At SKAN, we treat each other with respect, tolerance, and fairness, irrespective of ethnic origin, gender, sexual orientation, religion, world view, disabilities, or age. Discrimination, bullying, and sexual harassment have no place at SKAN and are sanctioned accordingly.

We all share joint responsibility for ensuring that our working environment remains respectful, safe, and productive. Anyone who experiences or observes transgressions reports these openly and honestly. False accusations, on the other hand, contradict our Code of Conduct and are sanctioned accordingly.

We guarantee fair wages and social benefits

Our wages are transparent, performance-focused, and enable an appropriate standard of living. Benefits are paid punctually and in full.

We promote careers and personal development

We provide targeted support to our employees and develop their skills in line with SKAN's requirements and their individual strengths.

Q&A



? What can I do if I observe that someone else is being treated disrespectfully?

! You have the right – and the responsibility – to intervene or get help. Looking away does not protect anyone. Address the situation or contact the supervisor, HRM, or Compliance.

In addition, the anonymous reporting channel "Speak Up" is available to you.
www.safe-speakup.com

3.5 Handling information

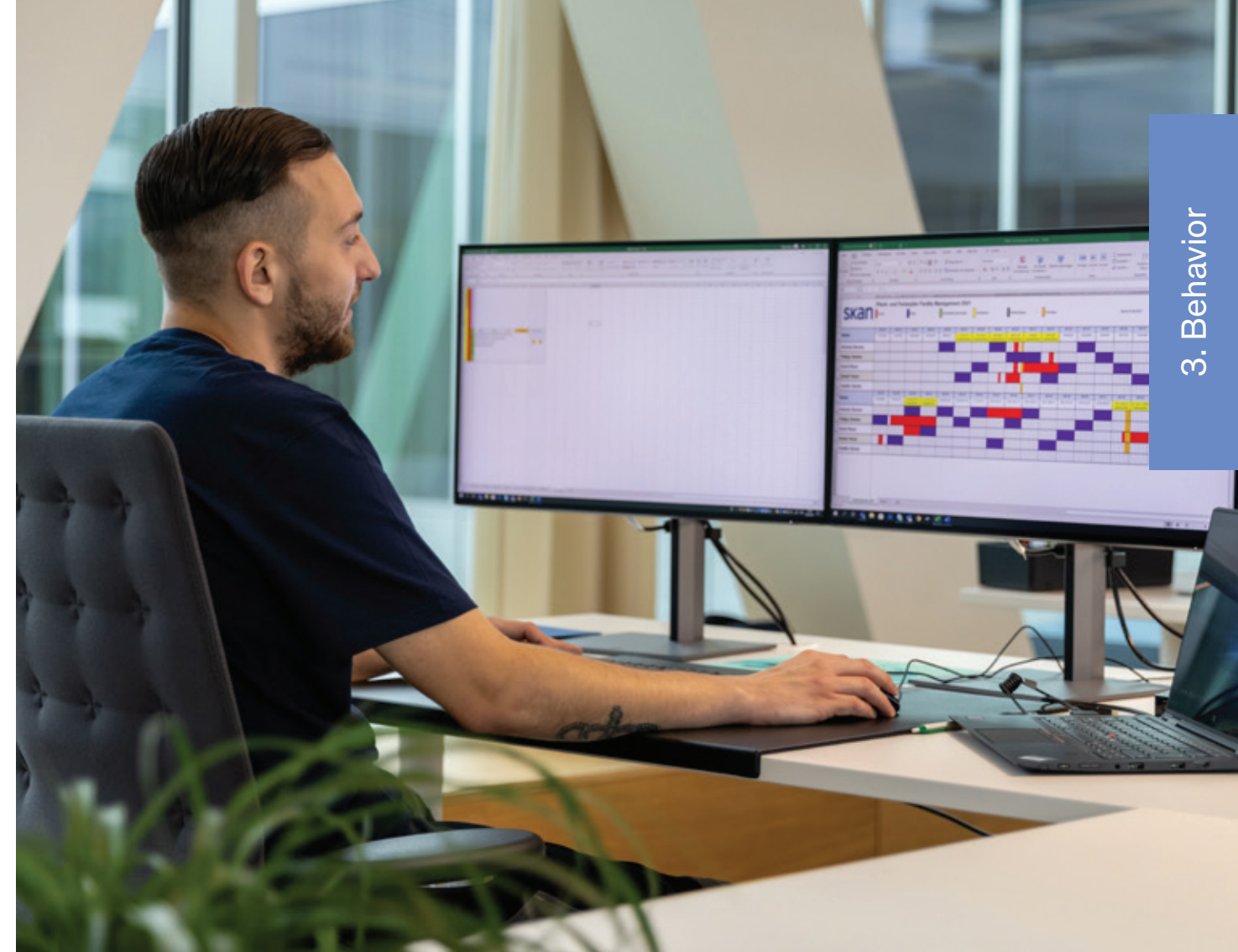
Information not in the public domain remains confidential. That applies during and also after our employment relationship. We carefully protect sensitive data and our expertise and we comply with all internal requirements regarding information security.

We ensure data protection

For us, the protection of personal data is an expression of respect and trust. We therefore collect, process, and forward such data only if expedient from a legal or a practical point of view.

We back up our IT systems

Our work depends to a large extent on IT systems that work. We therefore comply systematically with SKAN's IT security requirements to protect information against loss, theft, or misuse.



We do not use insider knowledge for trading purposes

Trading using nonpublic information relevant to the stock price is strictly prohibited. Anyone breaching these rules must expect disciplinary and legal repercussions. For that reason, we also trade responsibly on the stock exchange.

We speak with a single voice

Official statements to the media, investors, or in publications come only from authorized persons. In this way, we ensure that our communication remains clear, uniform, and reliable.

We also act online with caution

We realize that we are also perceived as SKAN employees on social media. Confidential information remains confidential. The personal rights of our colleagues and business partners have top priority for us.

Q&A



? Can I use cloud systems such as Google Drive, Dropbox, or WeTransfer with business partners?

! No – not without approval from ICT. Many of these services do not meet internal security, confidentiality, or privacy standards. The use of unauthorized cloud services can lead to data loss, security risks, or compliance violations.

4. Environmental protection

We assume responsibility for the environment
We are committed to complying with all applicable environmental protection laws and regulations and have all necessary permits and approvals. The continual monitoring of our processes allows us to ensure that our environmental standards meet the requirements. Our aim is to actively contribute to protecting our environment through sustainable and responsible action as part of our ESG strategy.

We use resources efficiently and carefully
We specifically reduce the consumption of energy and materials as well as the emission of pollutants. Waste, wastewater, and emissions are monitored prior to their release and treated in an eco-friendly manner. With our waste management system, we promote the collection, reuse, recycling, and safe disposal of waste. In this way, we help minimize environmental impacts and conserve resources over the long term.

We are committed to climate protection and clean energy
We set ourselves clear targets for reducing greenhouse gas emissions and check our progress regularly. Through energy-saving measures and the promotion of energy-efficient processes, we enhance our sustainability. Our aspiration is to source 100% of our purchased energy from renewable sources over the long term. In addition, we promote green logistics solutions and cooperate with our suppliers to reduce emissions along the entire value chain.

We protect biodiversity and natural habitats
We actively help maintain biodiversity and protect natural ecosystems. Our environmental policies consider the preservation of biodiversity and natural resources. We avoid practices that could damage ecosystems and we document our protective measures transparently. In this way, we contribute to the long-term stability of our environment.

We ensure responsible procurement
We are committed to ethical and transparent supply chains. In this respect, we strictly ensure that no conflict minerals are used that are linked to human rights violations. We adhere to all relevant laws and international standards relating to raw material procurement and regularly update our information. In this way, we guarantee that our products are manufactured in a responsible and sustainable manner.

Q&A



? What can I do as an individual employee to make a concrete contribution to environmental protection?

- !** Simple things can help:
- > Save electricity (e.g. turn off lights, shut down appliances)
 - > Separate waste and avoid waste
 - > Avoid unnecessary printouts
 - > Use sustainable means of transport (public transport, bicycle, carpooling)
 - > Suggest improvements



5. Implementation of the Compliance rules

We assume responsibility

The implementation of our Code of Conduct is the responsibility of the management of each respective company. They report directly to the responsible Board of Directors.

We lead by example

Our managers inform their teams about the content of the Code of Conduct, embrace these values themselves, and ensure that the rules are met as part of everyday working life. Identifying and preventing deviations forms part of their management remit.

We address problems openly

If we uncover breaches of the Code of Conduct, we report these: to our supervisors, to HR, to Legal/Compliance, or directly to the Management. Anyone reporting such breaches in good faith is protected at SKAN. At the same time, we ensure that the rights of all those involved are safeguarded. Where individuals feel uncomfortable approaching internal colleagues, another option is the confidential Speak Up channel. Alternatively, a report can be submitted anonymously, provided this is permitted under local law.

We take our behavior seriously

Breaches of our Code of Conduct have consequences that vary depending on their severity, ranging from a warning to termination without notice. We take our behavior seriously – in the spirit of responsibility, fairness, and integrity.

We support you in complying with the Code of Conduct

At SKAN, we offer you extensive support to comply with the Code of Conduct, our corporate policies, and the legal regulations. To this end, you can take advantage of the resources and technical skills available to us:

→ **Supervisors and management level**

Your managers are available to answer any of your questions and are familiar with the relevant corporate policies that affect your business activities.

→ **EHS / ESG**

The team will help you with any questions you may have in connection with health-and-safety aspects, environmental protection, sustainability, or social matters.

ehs.global@skan.com

→ **HRM**

The HRM team will answer your questions regarding employment policies, employer benefits, and workplace issues.

hrm@skan.com

→ **Quality Assurance**

The QA department helps you ensure the right quality at all times through compliance with ISO 9001 processes as well as the on-going monitoring and further development of these processes. It is also on hand to provide last-instance assistance with important decisions.

QA-Group@skan.com

→ **Legal & Compliance**

Our team will help you interpret the Code of Conduct and provide guidance on how you can act in accordance with the law.

compliance@skan.ch

→ **Information security**

The ICT team ensures the protection of digital infrastructure and all sensitive data. In the event of incidents or anything unusual, please contact the Service Desk immediately.

→ **Privacy (data protection)**

Here you receive support on questions regarding data protection and, in particular, the protection of personal data.

datenschutz@skan.com

→ **Speak Up channel**

Our confidential and secure Speak Up channel is available around the clock. Anyone, be it employees, business partners, or customers, can report breaches of our Code of Conduct, corporate policies, or applicable laws using this channel.

www.safe-speakup.com



Europe

SKAN AG (Headquarters)

Kreuzstrasse 5
4123 Allschwil, Switzerland
+41 61 485 44 44
info@skan.ch

SKAN Deutschland GmbH

Nickrischer Straße 2
02827 Görlitz/Hagenwerder, Germany
+49 358 223 789 0
de.info@de.skan.ch

SKAN Stein AG

Industriestrasse 3
4332 Stein, Switzerland
+41 62 885 03 00
info.stein@skan.ch

ABC Transfer

5 Rue Thérèse Planiol
37170 Chambray-les-Tours, France
+33 2 47 39 90 01

Aseptic Technologies SA

Rue Camille Hubert 7-9
5032 Gembloux / Les Isnes, Belgium
+32 81 409 410
info@aseptictech.com

Metronik

Stegne 9A
1000 Ljubljana, Slovenia
+386 01 514 08 00
info@metronik.si

America

SKAN US, Inc.

7409 ACC Blvd., Suite 200
Raleigh, NC 27617, USA
+1 919 354 6380
us.sales@us.skan.ch

SKAN do Brasil

Av. Andromeda, 885 – 28th Floor
Office 2823 Barueri, CEP: 06473-000
São Paulo, Brazil
+55 11 4191 9493
SkanDoBrasil@skan.com

Asia

SKAN Japan

5194-61 Katsuren-Haeburu Uruma-shi
Okinawa 沖縄県 904-2311, Japan 日本
+81 98 934 9922
jpskan@skan.ch