

**Trench Group Business Conduct Guidelines**

**Preface – CEO Message ..... 2**

**Preface – General Counsel Message ..... 3**

**Part 1: Our basic principles ..... 4**

**A. We behave correctly ..... 4**

**B. We respect each other ..... 5**

**C. We create trust ..... 5**

**D. We protect our company ..... 5**

**E. As managers, we have a special responsibility ..... 6**

**Part 2: Our responsibility ..... 7**

**F. We look after each other and ourselves ..... 7**

**G. Our markets: we act fairly and reliably ..... 8**

**H. Our company: we create trust and protect what makes Trench Group valuable 13**

**I. Our portfolio: world-class products, services, and industry solutions .....20**

**J. Our partners: we work with responsible partners .....20**

**K. Our responsibility to society and the environment .....21**

**Part 3: Our reporting procedures .....22**

**What to do if there are signs of possible misconduct? .....22**

## Preface – CEO Message

Dear Colleagues,

Trust is at the heart of interhuman relationships and the very fabric of society. Ethical behavior not only secures this trust but also enhances it. While adherence to the myriad of official requirements, rules, and regulations is a given, at Trench Group, we aim to cultivate an environment where our conduct remains beyond reproach.

As a key player in global Energy Transition and the design and production of specialized High Voltage Components, Trench Group plays a pivotal role. Our innovations are at the forefront and shape of the energy transition, steering society towards a more luminous future. We embody the principle, "We sense the power."

Our potential to effect significant positive change for society is immense, provided we stay faithful to our core values of integrity, openness, and loyalty. These values not only sculpt our corporate culture but also guide our actions. They mandate strict adherence to laws and regulations across all jurisdictions we operate in, with no leeway for infractions. Our commitment to ethical behavior is not just a policy; it's a cornerstone of our success.

The Business Conduct Guidelines are a blueprint of the principles and values that anchor our dedication to compliance and ethical integrity. These standards dictate how we engage with our clients, business associates, and the communities where we operate. They are imperative and uniformly applicable to every individual at Trench Group, solidifying our status as a global leader.

This document is crafted to be your compass. I strongly encourage you to delve into its details with care. If you ever doubt the right path forward, consult our Legal & Compliance department. Our team is always on standby to offer the necessary counsel and support.

Envisioning Trench Group as the most esteemed entity in our industry is a bold ambition. Yet, such aspiration is grounded in our unwavering commitment to compliance, serving as the foundation from which we ascend to greater heights.

Warm regards,

Dr. Bahadır Basdere  
Chief Executive Officer

## **Preface – General Counsel Message**

Dear Colleagues,

At the heart of Trench Group lies our unwavering commitment to the highest ethical standards and compliance, the foundation of our esteemed reputation and operational excellence.

The Business Conduct Guidelines we uphold are more than mere rules; they reflect our collective ethos, guiding us through the global market's complexities. These principles, our moral compass, ensure our decisions and actions resonate with integrity, openness, and loyalty, fostering a culture of trust and respect.

It's crucial to remember that maintaining these standards is not solely the responsibility of the Legal & Compliance department. It's a collective endeavor that demands active participation from each member of the Trench Group family, regardless of where we are or what we do. Our actions are a reflection of our shared values and identity.

To support you in this journey, my team and I are committed to providing comprehensive resources, training, and guidance to help you navigate ethical challenges. We foster an environment where questions are encouraged, and open dialogue is the norm. Transparency and collaboration are key to proactively addressing potential issues.

We are dedicated to applying these guidelines with fairness and impartiality. I encourage you to speak up if you observe any deviations from our code. Our whistleblowing system is designed to protect your anonymity while ensuring your concerns are addressed promptly, thoroughly, and fairly.

Looking forward, let us embody the essence of our guidelines in every aspect of our work. In doing so, we safeguard our legacy and contribute to a sustainable and ethical business landscape. As guardians of Trench Group's integrity, we set the benchmark for excellence in our industry.

Thank you for your steadfast commitment to our values and for playing an indispensable role in Trench Group's journey towards a brighter, more ethical future.

Warm regards,

Michael Hartleben  
General Counsel

## Part 1: Our basic principles

Our basic principles guide our decisions and overall conducts as employees of Trench Group.

- A. We behave correctly**
- B. We respect each other**
- C. We create trust**
- D. We protect our company**
- E. As managers, we have a special responsibility**

### **A. We behave correctly**

We comply with the applicable laws of the countries in which we operate and ensure the implementation of all company guidelines, processes, and controls.

#### **What laws must we obey?**

We must be aware of and comply with the laws and regulations that apply to our daily work. These laws and regulations may vary from country to country. If we are uncertain or have questions, we contact the Legal & Compliance department.

#### **What are the consequences of violations for our company and for us as employees?**

Violations of the law or failure to comply with the Trench Group Business Conduct Guidelines can have serious consequences for our company and us.

These consequences can be for each of us:

- Disciplinary action
- Fines and damages
- Imprisonment

These consequences can be for our company:

- Damage to Trench Group's reputation, brand, and market value
- Significant fines and damages
- Disgorgement of profit
- Exclusion from public and private contracts

We ask ourselves the following questions when making decisions for Trench Group:

- Is it right for Trench Group? Is it in line with Trench Group's values and our values?
- Is it legal?
- Could it affect our brand if our decision becomes the subject of media coverage?
- What would the people we care about think of our decision?
- Are we prepared to take responsibility for our decision?

## **B. We respect each other**

We respect the personal dignity, privacy, and rights of each individual. We believe diversity enriches our workplace. We work together without regard to ethnic origin, culture, religion, age, disability, skin color, gender, sexual identity and orientation, or worldview.

We do not tolerate discrimination, sexual or any other form of harassment, or inappropriate behavior toward individuals or groups.

We apply these principles of respect to each other and third parties with whom we interact, including our suppliers, customers, and business partners.

### **What does this mean in practice? What behavior is unacceptable?**

Here are a few examples:

- Racially offensive or xenophobic material is placed on a colleague's desk.
- Innuendo or comments hostile to the disabled.
- Gender-specific harassment or violence, including assaults, unwanted advances, or improper remarks or jokes.
- Display improper images or objects, including those with sexual content.

## **C. We create trust**

We interact with each other in a respectful and reliable manner. We are open and honest. We take our responsibility seriously, we are reliable, and we only make promises we can keep.

We are sincere. We help clarify and eliminate potential deficiencies, problems, and misunderstandings. We do everything to fulfill the trust placed in us by our customers and the users of our products, services, and industry solutions.

### **What do we do when we make a mistake?**

We all make mistakes at work. We foster a culture where we learn from our mistakes. We deal openly with them to prevent them from recurring. This is the only way to learn from mistakes and help prevent them from recurring. While most mistakes are minor, others could have serious consequences and should be reported.

### **What do we do if we observe a violation of the Trench Group Business Conduct Guidelines?**

We do not look away when we recognize possible violations of the Trench Group Business Conduct Guidelines, even if they do not involve us personally. The company has numerous outlets to report possible violations of the Trench Group Business Conduct Guidelines (see chapter "Our reporting procedures"). In many cases, timely reporting is important to avoid or minimize negative consequences to the company.

## **D. We protect our company**

We protect and promote Trench Group's reputation and values. They are essential for our business success and ensure the sustainable future of our company. If we act illegally or inappropriately, we can cause considerable damage to the company.

## **E. As managers, we have a special responsibility**

Our managers lead by example and set the appropriate tone from the top.

As managers, we bear a special responsibility and we take seriously our duty of care for the employees entrusted to us.

We create a trusting working environment and are always available to discuss uncertainties, compliance with legal requirements, questions, or professional and personal concerns with our employees.

We set a good example and ensure our teams understand the importance of acting in accordance with the Trench Group Business Conduct Guidelines.

We take every indication of possible misconduct seriously and report it to the Legal & Compliance department. We protect the identity of employees who report potential misconduct and protect them from retaliation or other negative impact.

We fulfill our organizational and supervisory duties.

### **What are our organizational and supervisory duties?**

- We carefully select employees based on their personal and professional qualifications and suitability. The duty of care increases with the importance of the task the employee has to perform (Duty of Selection).
- We define binding tasks precisely and completely, especially with regard to compliance with legal requirements (Duty to Issue Instructions).
- We ensure that compliance with legal requirements is constantly monitored (Duty to Monitor).
- In our day-to-day business, we clearly communicate the importance of responsible business conduct, compliance with legal requirements, and the consequences of our misconduct (Duty to Communicate).

**Managers' special responsibilities and duties do not release them from their own responsibilities as employees. We must work together to comply with the law and Trench Group guidelines.**

## **Part 2: Our responsibility**

- F. We look after each other and ourselves**
- G. Our markets: we act fairly and reliably**
- H. Our company: we create trust and protect what makes Trench Group valuable**
- I. Our portfolio: world-class products, services, and industry solutions**
- J. Our partners: we work with responsible partners**
- K. Our responsibility to society and the environment**

### **F. We look after each other and ourselves**

Trench Group protects our fundamental rights as employees, our health, our personal security, and occupational safety at all locations throughout the world and when we are on business travel.

#### **I. Basic working conditions**

Trench Group fosters fair cooperation among management, employees, and employee representatives, and protects the fundamental rights of its employees.

##### **1. No discrimination or intimidation**

The principles of equal opportunity and equal treatment are guaranteed without regard to skin color, ethnic or social origin, religion, age, disability, sexual identity, worldview, or gender. In accordance with the labor laws of the countries in which Trench Group operates, discrimination based on these characteristics, sexual harassment, or other inappropriate behavior toward individuals or groups will not be tolerated.

##### **2. Prohibition of child labor**

Child labor is strictly prohibited.

##### **3. Free choice of employment**

No one should be employed or forced to work against their will. All forms of forced labor are prohibited.

Adequate compensation – Trench Group pays fair wages for labor and adheres to all applicable wage and compensation laws globally. Trench Group observes “equal pay” principles and does not discriminate on the basis of gender.

##### **4. Working hours**

Trench Group adheres to all applicable working-hours regulations globally.

##### **5. Freedom of association and collective bargaining**

Trench Group recognizes the legal rights of workers to form or join existing trade unions and to engage in collective bargaining. Members of employee organizations or trade unions are neither disadvantaged nor preferred. Trench Group constructively cooperates with employees, employee representatives, and trade unions.

Even in the event of disputes, Trench Group strives to ensure sustainable and constructive cooperation in the long term and for solutions that reflect the interests of the company and the interests of its employees.

## **H. Health, occupational safety, and personal security**

Trench Group cares about us as part of its corporate responsibility. Our employees are our most valuable asset. Health and safety are our top priority.

### **1. Our health**

Trench Group protects and promotes our health and well-being, guards against the risk of work-related accidents, and offers a wide-range of support to maintain and promote our physical and mental health.

### **2. Our occupational safety**

Trench Group provides a safe work environment to ensure employees return home healthy and unharmed at the end of the working day. We ourselves contribute to this.

#### **This is what we do:**

- We observe the safety regulations at our workplace.
- We avoid risky behavior.
- When we recognize dangerous situations, we take appropriate action.

### **3. Our personal security**

Trench Group is active worldwide, including in areas and situations where the security situation is critical. To protect our employees, the company, and our business in the best possible way, Trench Group identifies and analyzes global security risks and assesses their potential impact.

#### **This is what we do:**

- We educate ourselves in advance about the security risks in the countries to which we will be traveling and comply with prescribed security procedures and requirements.
- We do not expose ourselves or our colleagues to unnecessary hazards through reckless behavior or by ignoring security regulations.
- We react quickly in a critical situation, contact the site management and follow the relevant security instructions.
- We report security incidents promptly to our site management.

## **G. Our markets: we act fairly and reliably**

Fair competition is in line with our values: caring, agile, respectful, and accountable. Trench Group stands for fair competition in which only market economy criteria (quality, price, innovation, service, etc.) are the decisive factors for business decisions. Competition should not be distorted by unfair methods or means.

### **I. Fair competition: we place integrity at the heart of everything we do**

We reject all forms of corruption and bribery.

We do not tolerate any form of corruption in our business dealings anywhere in the world. This includes our business dealings through our external partners.

#### **Corruption**



Corruption is dishonest or illegal behavior, especially by people in power, typically involving bribery. It can also include other acts, such as fraud, embezzlement, favoritism, and nepotism.

The most common form of corruption is bribery. Trench Group does not tolerate any form of bribery.

## **Bribery**

Bribery is the act of offering, promising, or giving money, gifts, or other benefit to a public official or public or private employee with the aim of receiving improper advantages. Bribery is a criminal offense worldwide.

## **Public Officials**

The term “public official” or “member of the public sector” covers any person employed by or commissioned by a public authority. This includes all government officials and employees of non-governmental institutions who are regarded as public officials in accordance with applicable law.

## **Facilitation payments**

A facilitation payment is the payment of a relatively small amount of money, or the granting of any other benefit, usually to low-ranking public officials, for their personal benefit or to expedite the performance of a routine governmental action.

Facilitation payments are prohibited and can be prosecuted.

## **Gifts and hospitality – yes, but only to a reasonable extent**

In many cultures, gifts and invitations to entertainment events are important for developing and deepening business relationships. However, some gifts and invitations may unreasonably influence the recipient’s decision-making or create the appearance of improper influence.

Gifts and hospitality must be in accordance with applicable laws and regulations.

## **Payment of travel expenses – yes, but only when reasonable and allowable**

Trench Group may be required to pay third-party travel expenses in certain business transactions. However, excessive reimbursement can inappropriately influence the recipient or at least create the appearance of influence.

## **Regulations**

Our business counterparts, especially government officials, often have their own internal rules that restrict their ability to accept gifts and hospitality. These rules can be very strict and we must be aware of and adhere to them.

- Be transparent and correctly recorded in the company’s books and records;
- Be appropriate in terms of type, value, and frequency to the occasion and the position of the recipient;
- Not be offered, provided, demanded, or accepted with the expectation of any type of advantage; and
- Never give the appearance of dishonesty or inappropriateness.

This is what we do:

- We do not actively or passively engage in any form of corrupt conduct or bribery.

- We do not give or accept excessive gifts, entertainment or hospitality, in particular not in exchange for business or other benefits.
- We do not give or accept excessive travel expenses. We only pay justified and appropriate travel expenses.
- We adhere to applicable regulations for gifts and hospitality.
- We do not give or accept inappropriate monetary payments.
- We do not use third parties to bribe on Trench Group's behalf.
- We do not give or accept improper facilitation payments.
- We report all suspected corrupt activity to our Legal & Compliance department.

### **Sponsorships, donations, charitable contributions, and memberships – yes, but only to promote corporate goals**

Sponsorships, donations, charitable contributions, and memberships are important to our social commitment and the pursuit of our corporate goals.

This is what we do:

- We do not give or accept inappropriate donations, sponsorship, or memberships.

Sponsorships, donations, charitable contributions, and memberships:

- Must be carefully examined to determine whether they promote the company's legitimate objectives.
- May not be promised, offered, or made to obtain improper business advantages or for other unethical purposes.
- Must be religiously and politically neutral.
- Must strengthen our brand and our social commitments. It is not enough to consider legal requirements alone.

### **Political engagement**

Continuous dialog with political decision-makers is highly relevant for the success of a global company. We are committed to political neutrality. Trench Group activities with respect to politicians, parties, and positions will be non-partisan; and solely in support of Trench Group business goals. We comply with the law and Trench Group guidelines.

### **Outgoing payments – yes, but only if used lawfully**

Payments to third parties are made every day in the course of business at Trench Group. Processes and tools help us ensure these payments are properly documented and provided for proper purposes.

This is what we do:

- We only maintain accounts or funds for legitimate purposes.
- We only make payments to third-parties that are legal and have legitimate purposes.
- We only make payments when there is proper documentation.

### **Involvement of third parties – yes, but without bribery**

There are many legitimate reasons for involving third parties in business relationships. However, using third parties to unlawfully or improperly influence public officials or private individuals is prohibited. We therefore scrutinize business partners at the beginning of our business relationships and monitor the relationships as they develop.

This is what we do:

- We scrutinize and monitor business partners and take into account their respective risks.
- We are committed to ensuring that our partners in our value chain know and adhere to our values and compliance standards.
- We insist on contract provisions that require our business partners to act in compliance with all applicable rules and regulations.

**Here are some red flags we must critically question and clarify:**

- Inconsistencies in records and payments;
- High prices with deep discounts or unduly high profit margins;
- Contractual partners with unclear responsibilities or questionable qualifications;
- Suspicious personal relationships or business arrangements;
- Unusually high fees, commissions, gifts, entertainment, or hospitality;
- The rejection of anti-corruption contract clauses;
- The demand for prepayment without plausible business reasons; and
- Demands for cash payments or transfers to offshore bank accounts or third parties.

**II. We are successful in fair competition: antitrust law and fair competition**

Antitrust law protects free, undistorted, and effective competition for the benefit of customers, companies, and society as a whole.

Antitrust violations can have serious consequences for our company and the employees involved, such as imprisonment, high fines, exclusion from public tenders, claims for damages and damage to reputation.

**What are anticompetitive agreements?**

Anticompetitive agreements include price fixing, market, customer, or territory allocations, and bid rigging with competitors. Abusing a dominant position (indicator: more than 30 to 50 percent market share) is also prohibited.

This is what we do:

- We never enter into anticompetitive agreements with competitors.
- We only talk to competitors if we have a compelling business reason and there are no antitrust concerns.
- We also support open competition in our relationships with customers, sales partners, and suppliers.
- We never talk to customers, sales partners, or suppliers about:
  - Adherence to resale prices. In many cases, however, non-binding recommendations, without pressure or incentives, regarding resale prices and the establishment of maximum sale prices are permissible.
  - Obstruction of exports or re-imports.
- We respect third parties' trade secrets and other information they wish to keep confidential.

We **never** talk to competitors about:

- Prices, price components, or other conditions.
- Market, customer, or territory allocation.
- Business opportunities or incoming orders.
- Capacities, production volumes, or quotas.
- Corporate strategies or future market behavior; for example, sales strategies, current and future product developments, investments, and boycotts.
- Offers and tenders.
- Conduct during tenders or the submission of bogus offers.

**What is confidential information that deserves special protection?**

Trade secrets and other information that third parties wish to keep confidential is not intended to be made public. This may include non-public information from or about Trench Group, suppliers, customers, employees, agents, consultants, or other third parties that is protected under legal and contractual requirements.

This can include, for example:

- Prices, sales, profits, markets, customers, and other business matters;
- Offer documents;
- Information on manufacturing, research, and development processes;
- Technical information; and
- Internal reporting figures.

**A few examples of what we do not do:**

- We do not gather such information in a problematic manner.
- We do not use information if we have reason to believe that it constitutes a trade secret of a third party and has been illegally obtained or disclosed.
- We do not use confidential documents from previous employers or store them on Trench Group networks.

This is what we do:

- For products where Trench Group may have a dominant position (indicator: greater than 30 to 50 percent market share), we contact the Legal & Compliance department before engaging in the following types of conduct:
  - Exclusivity agreements or loyalty discounts.
  - Excessively high or low “competitive prices.”
  - Bundled sale of a “strong market” product with other products.
  - Unequal treatment of business partners (except where there is an objective justification, such as, for example, different sales prices due to a volume discount).
  - Refusal of delivery or license (without an objective justification).
- We have certain proposed collaborations examined in advance by the Legal & Compliance department, such as:
  - Working/bidding partnerships, consortia.
  - Joint research and development.
  - Specialization/joint production.
  - Standardization and harmonization.
  - Joint purchasing.
  - Exclusive distribution/exclusive procurement.
  - Market information systems/benchmarking.
  - Exclusivity agreements and exclusive territory allocation in distribution and licensing agreements.

- We only participate in association meetings if there is a written invitation with an agenda, representatives of the association are present, and minutes are kept.

### III. We comply with trade and export control regulations

As a company with international operations, it is essential for Trench Group to comply with the export control and customs regulations applicable to national and international trade.

- This is what we do:
- We carefully ensure that the applicable customs and foreign trade regulations, including regulations on security in the supply chain, are checked, implemented, and complied with when goods are traded or transported, services are provided, or other technical know-how or software is transferred.
  - We thoroughly audit business in sanctioned countries.
  - We ensure that all applicable export control regulations (such as those of the European Union and the United States) are checked and complied with in Trench Group's business activities, even outside the respective territories.
  - We distance ourselves from a transaction and alert Export Control when there are indications of possible infringements or unauthorized use of our products, services, or industry solutions.

### IV. Collective Action: our commitment to clean markets pays off

Trench Group faces significant compliance risks in numerous markets. Collective Action is our strategic response to this challenge. Together with other companies, the public sector, and civil society, we enter into integrity and compliance pacts with our partners for business cooperation and support binding agreements for individual sectors and markets. Through these joint efforts, we aim to create fair, level, and clean market conditions for all participants.

#### H. Our company: we create trust and protect what makes Trench Group valuable

##### I. The Trench Group brand: a promise of innovation and quality

The Trench Group brand is an integral part of our business and, therefore, has significant strategic importance. It is one of our major corporate assets and competencies, generates trust, and has a positive effect on all our business activities. With the Trench Group brand, we distinguish ourselves from the competition.

#### What makes the Trench Group brand so valuable?

The brand:

- Provides focus to our stakeholders, such as customers, employees, etc.
- Distinguishes us from the competition.
- Ultimately generates trust.

In addition to the Trench Group brand, intellectual property rights, patents, copyrights, and confidential know-how, and their protection, are essential for our business success.

This is what we do:

- We are innovative and constantly working on new business ideas. However, we always make decisions to protect or strengthen the Trench Group brand, not in favor of a particular business alone.
- When in doubt and before making a decision regarding the Trench Group brand, we contact the responsible Marketing department.
- We, as inventors, support Trench Group by filing for intellectual property rights in a timely manner.
- We report suspected violations of our intellectual property rights.
- We use computer software only in accordance with applicable license terms and ensure compliance with all license requirements of integrated third-party software, commercial, and open source software, in our products and solutions.
- We respect the intellectual property rights of third parties.

## II. Handling of the Trench Group brand and other intellectual property rights

### Why are intellectual property rights so important to Trench Group?

If our innovations are not protected, third parties can copy our products, which leads to a loss of competitive advantage. When our innovations are infringed, we lose the value of our investments in research and development.

## III. Conflicts of interest – we only make business decisions in the interest of Trench Group

We are not influenced by personal interests when making business decisions. Such conflicts of interest can hinder Trench Group's success in that decisions are made contrary to Trench Group's interest, customers are driven away, or important information is disclosed.

### 1. Conflicts of interest

Conflicts of interest may, for example:

- Harm Trench Group if contracts are awarded on the basis of personal relationships that contain inferior terms from those of competitors; and
- Lead to reputational damage if they are made public; dissatisfied employees or former customers could communicate conflicts to the outside world.

### There is a conflict of interest in day-to-day business if our personal interests differ from those of Trench Group.

This is what we do:

- We make business decisions in the best interest of our company and not on the basis of personal interests.
- We anticipate and avoid situations in which the appearance of a conflict of interest may arise.
- We do not, as part of our work for Trench Group, engage companies with which we have a personal interest if it could personally benefit us, whether or not we have or can exert direct or indirect influence on Trench Group's business decision.
- We inform our managers of any personal interest that might exist in connection with the performance of our official duties.

**To protect ourselves and our company, we pay close attention to possible conflicts of interest. The following questions help us assess whether there is a conflict or an appearance of a conflict:**

- Is the decision we make for Trench Group influenced by personal interests?
- What impression would the situation leave on third parties, such as customers, business partners, and investors?
- How would the public react to my business decision?

**Here is a classic example of an internal conflict of interest:**

There is an intimate relationship between an employee and a manager. The manager is obliged to disclose the conflict of interest at an early stage and change the reporting relationship.

## **2. Competition with Trench Group**

A conflict of interest may also arise in business relationships with or through investments in a competitor or customer of Trench Group.

This is what we do:

- We do not operate or work for a company that competes with Trench Group.
- We do not engage in any activity that competes with Trench Group.

**Typical examples of a competitive situation:**

- The employee also works for or advises a competitor of Trench Group.
- The employee himself competes directly with Trench Group.
- There are personal or family ties to competitors.

**Secondary employment**

A conflict may also arise in the performance of secondary employments that prevent us from properly performing our duties at Trench Group.

This is what we do:

- Before we engage in paid secondary employment, we consult with our managers.
- We inform the Human Resources department in writing that we would like to take up paid secondary employment and will only do so after obtaining written consent.

Secondary employment can only be prohibited, and previously granted permission can be revoked, if it leads to an impairment of the employee's work performance, interferes with his or her duties within the company, or if there is a risk of a conflict of interest. Occasional writing, lecturing, and similar activities, and temporary seasonal or clerical work are not regarded as secondary employment.

## **3. Investment in third-party companies**

Conflicts of interest can also arise through investments in third-party companies.

This is what we do:

We inform the Human Resources department in writing of any direct or indirect investment in companies:

- That are business partners of Trench Group if we are engaged in business with the company or have a board or management role in the company. With respect to publicly traded companies, this only applies if the investment exceeds three percent of the total capital.
- That compete with our company if we can influence the management of the competitor through this investment. This is presumed if the interest exceeds three percent of the total capital of the company.

#### **IV. Money laundering and the funding of terrorism – not with us!**

Delivery and supply activities entail the risk of being abused for money laundering or terrorist financing.

Trench Group strives to maintain business relationships only with reputable customers, partners, and companies whose business activities comply with legal requirements and whose financial resources are of legitimate origin.

##### **What is money laundering?**

Money laundering is the disguising of the origin of money or other assets from criminal activities and moving them into the legitimate economy. In addition to monetary support, the funding of terrorism may include other assets such as goods or merchandise.

This is what we do:

- We use a risk-based approach to verify the identity and economic background of customers, business partners, and other third parties, and the origin of payments to ensure they come from legitimate sources.
- We immediately inform the Legal & Compliance department or our manager in the event of suspicious activity. When necessary, Trench Group reports suspicious activity to law enforcement authorities.

#### **V. Financial integrity – this is how we strengthen the trust placed in us**

As an international company, Trench Group is committed to accurate and truthful reporting to investors, employees, customers, business partners, the public, and all government agencies. We follow all applicable laws, regulations, standards, and practices.

Our accounts and records include all data, certificates, and other written materials provided for financial reporting and disclosure purposes, and materials collected for other purposes.

We are all responsible for tax matters in the context of our business activities, even if we do not work directly in the Finance or Tax department. The correct fiscal representation of a business activity is not only the responsibility of the Finance or Tax department. All transactions must be reflected correctly for tax purposes. For example, a customer invoice must contain, among other things, accurate information about the content of the service provided and the correct VAT.

If you are unsure about the tax consequences of the transaction, contact the Tax department for advice.



This is what we do:

- We ensure our books and records are kept completely, accurately, and truthfully. They are prepared on time and in accordance with the applicable rules and standards.
- We comply with the financial reporting guidelines and follow internal control processes.
- We provide correct and complete information for financial reporting purposes.
- When applying tax laws, or in the event of conflicts between tax regulations, we ensure the tax result is consistent with the relevant economic and legal circumstances and our business models.
- We do not use artificial structures or letterbox companies whose sole purpose is to obtain unlawful tax advantages.
- We provide tax authorities with transparent information on our tax strategy and business activities in accordance with existing regulations.
- If we are unsure about the tax consequences of the transaction, we contact the Tax department for advice.

## VI. Insider trading – neither for us, nor for others!

Insider information may not be used or disclosed without authorization.

### **What is insider information?**

In our work, we often come into contact with confidential information. If it becomes known, some of this information may even be important enough to have a material effect on the share price of Trench Group or another company, such as, for example, one of our publicly traded customers or suppliers, one of our publicly traded subsidiaries, or a joint venture partner. This is called “insider information” as long as it has not yet been published. Insider information can also consist of many individual pieces of information that we have gained, for example, from discussions and documents inside and outside the company or received incidentally. Our individual knowledge of the situation always matters.

### **What is an insider and what are the consequences of being an insider?**

An insider is someone who has inside information. This person is subject to strict legal requirements. In almost all countries in which Trench Group operates, there are severe sanctions for the prohibited use of insider information. Such misuse could have considerable consequences for the company concerned, and result in personal and criminal liability.

This is what we do:

- We do not engage in transactions based on insider information, such as the purchase or sale of a share or option or the cancellation of a share purchase order, for us or for others.
- We do not induce others, such as friends or bank advisors, to engage in securities transactions on the basis of insider information, and we do not recommend such transactions to them.
- We treat insider and potential insider information with strict confidentiality and ensure that unauthorized persons cannot gain access to it.

### **How do we know if we are an insider?**

We must consider whether information we receive can have a significant impact on our share price such that, if disclosed, it represents insider information. Ultimately, Trench Group cannot make this decision for us. Furthermore, it is not the formal inclusion in an insider list that is decisive, but whether we are actually aware of insider information. Whether an insider list is opened and who is included in it should

be viewed as a separate decision to be made by the company. This also applies to insider information that concerns another company.

**Can we be sure we are not violating the ban on insider trading when participating in employee stock ownership programs?**

Trench Group strives to enable us to participate in employee stock ownership programs with the lowest possible risk of violating the insider trading prohibition. However, this does not rule out the possibility that we may have knowledge of insider information in individual cases. Therefore, when actively participating in employee stock programs, we should always ask ourselves whether we can make the purchase or sale decisions without being influenced by possible insider information.

**VII. How we responsibly protect our corporate assets**

Our corporate assets are essential to our business success. For this reason, we ensure that these assets are handled responsibly and fully protected. As employees, we play a decisive role in achieving this goal.

**We identify our critical corporate assets and implement protection measures to adequately protect them.**

In order to adequately protect our corporate assets, we need to know and evaluate them.

This is what we do:

- We identify critical business assets in our respective areas of responsibility and classify them according to their potential impact in the event of a security incident.
- We develop and implement holistic protection measures based on the classification of corporate assets.
- We ensure the sustainable protection of our corporate assets by regularly reviewing the classifications and protection measures.

**We treat company information with due care.**

Trench Group attaches great importance to ensuring that sensitive company information cannot fall into the hands of unauthorized persons or third parties. In this way, we create the trust required for worldwide cooperation with customers and partners.

**Basic Principles of Communication:**

- We take the confidentiality of internal company information into account in all communications.
- We check non-public information for its potential status as insider information prior to publication.
- We adhere to the defined core messages to ensure the company-wide consistency and reliability of the messages.
- We are particularly cautious with forecasts and other forward-looking statements.
- We respond to rumors and speculation with “No comment”.
- We are careful during our private conversations.
- We do not communicate within the “quiet period”.

This is what we do:

- We classify information according to company specifications and treat it according to its protection class. This means we do not use information and documents

marked “restricted”, “confidential”, or “strictly confidential” externally. This also applies to internal social media platforms unless the terms of use permit otherwise.

- We only send confidential or critical business content in encrypted form and store it accordingly.
- We do not share personal passwords and access codes with third parties.
- We do not disclose confidential information.
- We always adhere to the Basic Principles of Communication when dealing with company information. This also applies to business and personal use of social media.

Examples of confidential information can be found in the chapter on free competition (chapter II).

### **We handle company equipment and facilities with due care**

We treat with care the company equipment and facilities at our disposal for our daily work.

This is what we do:

- We take responsibility that the facilities and materials provided to us, such as telephones, laptops, e-mail and intranet, internal social media platforms, copiers, mailrooms, and tools, are only used for business purposes consistent with local company policy.
- We are permitted to use corporate Internet access for private purposes – including external social media – consistent with local company policy.
- When we privately publish content on social media platforms and identify ourselves as Trench Group employees, we make it unmistakably clear, through a disclaimer or otherwise, that we are expressing our personal opinion and that it does not necessarily reflect the position of our company.
- We do not retrieve or share information that supports or encourages racial hatred, glorification of violence or other crimes, or content that is sexually offensive to a particular culture.
- We ensure that no recordings, files, images, or sound reproductions are made using our company’s equipment, unless it directly relates to our professional activity and our manager approves.

## **VIII. Data protection and privacy – we are aware of our responsibilities**

The protection of personal data plays an important role in our digitized world. We handle it carefully and responsibly and respect everyone’s privacy. The loss or improper use of personal data can have serious consequences for the individuals concerned. It is therefore very important for Trench Group to ensure that this data is effectively protected and used only for legitimate purposes.

All of us who handle the personal data of employees, customers, or third parties bear a high level of responsibility.

### **What is personal data?**

Personal data is information about specific or identifiable natural persons, such as name and address, photos, personnel number, bank data, digital identifiers, or health data.

This is what we do:

- We collect and process personal data confidentially, only for legitimate, predetermined purposes, and in a transparent manner.

- We only process personal data if it is protected against loss, modification, and unauthorized use or disclosure by appropriate technical and organizational measures.
- We will immediately inform our company's local Data Protection Organization of possible data protection violations.

## I. Our portfolio: world-class products, services, and industry solutions

Trench Group stands for world-class quality and wants to inspire its customers with excellent and innovative products, services, and industry solutions.

Our top priority is the security of our portfolio for customers and all those who come into contact with it, and its legal conformity, quality, and environmental compatibility. Products and services sold by Trench Group do not pose unacceptable risks to life, health, or property. Compliance with applicable technical regulations for approval and marketing in our market countries is a fundamental requirement for the design and distribution of our products and services. We keep our technical promises (technical compliance).

In a world of “smart products” and ever-increasing digitalization, our aim is to fulfill the trust placed in Trench Group and in us.

- This is what we do:
- In our areas of responsibility, we ensure that our products, services, and industry solutions are safe and comply with applicable legal requirements in our market countries for their safety, approval, marketing, and use.
  - We keep our technical promises.
  - If we become aware of any quality, safety, or other conformity defects in our area of responsibility, or if there are any indications of such defects, we will follow-up and report them.
  - We observe the ten principles of cybersecurity in everything we do.

### Where can violations occur in the area of technical compliance?

- **Active deception:** Making declarations that contain false product information.
- **Deception by omission:** Omitting information about product defects at any point in their development, marketing, or use.

### The ten principles for cyber security (Charter of Trust) are:

- 01** Responsibility for cyber and IT security
- 02** Responsibility for the digital supply chain
- 03** Cyber security as the plant standard
- 04** Focusing on the needs of users
- 05** Innovation and co-creation
- 06** Making cyber security an integral part of training
- 07** Certification of critical infrastructures and IoT solutions
- 08** Increasing transparency and responsiveness
- 09** Regulatory framework
- 10** Promoting joint initiatives

More information about the Charter of Trust can be found at: [www.charter-of-trust.com](http://www.charter-of-trust.com).

## J. Our partners: we work with responsible partners

Business relationships with our customers, suppliers, and other business partners are fundamental to Trench Group.

We maintain business relationships only with reputable partners who comply with the law.

We protect the interests of our customers through the careful selection of suppliers and other business partners and through the standards we set for our own actions. That is why we cooperate with excellent partners worldwide.

**The following principles apply to cooperation with our partners:**

- We work closely with our suppliers and business partners.
- We partner with our suppliers and help them improve.
- We constantly analyze our current business relationships and react immediately to emerging risks.
- We only work with suppliers who are prepared to eliminate problems or implement risk reduction measures.
- We conduct appropriate due diligence reviews, including compliance with export controls and anti-money laundering laws.
- We assess project risks when deciding whether to bid on a project.

This is what we do:

- We carefully select our suppliers and other business partners.
- We contractually oblige our suppliers and business partners to adhere to a uniform Trench Group Code of Conduct for Suppliers and Third-Party Intermediaries.
- Sustainability is a core element of our supplier management.

## **K. Our responsibility to society and the environment**

Trench Group serves society wherever we operate. As a globally active company with innovative and investment capabilities, Trench Group shares responsibility for sustainable development worldwide and makes a variety of contributions to it. In addition, Trench Group is voluntarily and purposefully committed to promoting social concerns and needs.

### **Human Rights**

Trench Group proclaims human rights are a core element of responsible business conduct and advocate for human rights in its value chain. Trench Group operates in close alignment with the United Nations' guiding principles for business and human rights.

Compliance with the human rights laws and regulations is essential. Trench Group expects us to act in accordance with the principles of the Global Compact.

**Key principles of the Global Compact:**

- Principle 1: Businesses support and respect the protection of internationally recognized human rights.
- Principle 2: Businesses should ensure that they are not complicit in human rights abuses.
- Principles 3 to 6: Businesses recognize the essential requirements regarding workers' rights.

This is what we do:

- We examine the decisions that we make on behalf of our company at an early stage for possible adverse effects on the human rights of others inside and outside Trench Group.
- We strive to avoid or mitigate negative effects on human rights that occur in connection with our business activities, regardless of whether Trench Group has caused or contributed to these effects.
- We respect the human rights of local communities and of people who are particularly vulnerable.

### **Which groups are particularly in need of protection?**

These include – depending on the specific facts and legal circumstances – members of indigenous peoples, children, people with disabilities, and people who are disadvantaged or exposed to special risks because of their skin color, ethnic or social origin, religion, age, disability, sexual identity, worldview, or gender.

### **I. Environment**

Environmental protection is a corporate responsibility, social responsibility, and an important success factor for Trench Group. In all units of the company and in all countries in which we operate, it is our goal to protect the environment and conserve resources.

We work on environmental protection within the company and together with our customers, for example, by continuously improving energy and resource efficiency.

Trench Group expects us to engage in environmentally conscious behavior every day. We should be aware of our exemplary roles when it comes to the environment.

This is what we do:

- Climate protection is closely linked to energy consumption. We use energy rationally and efficiently.
- We try to avoid or recycle waste.
- We design our processes to achieve the best possible environmental compatibility of products and plants and avoid unnecessary emissions and noise pollution

### **Part 3: Our reporting procedures**

#### What to do if there are signs of possible misconduct?

Trench Group expects us to report possible violations of the Trench Group Business Conduct Guidelines. In so doing, we help to identify and eliminate misconduct and grievances and protect ourselves and the company against risks or damages that may result.

We may report circumstances that indicate a violation of the Trench Group Business Conduct Guidelines, among others, to the following persons or entities:

- Managers
- General Counsel
- Legal & Compliance department

- Human Resources personnel
- Whistleblowing hotline

Information on possible violations of the Trench Group Business Conduct Guidelines can be provided confidentially and anonymously as needed (<https://trench-group.integrityline.app/>). Trench Group will examine all reports and take appropriate measures. Trench Group does not tolerate any retaliation against complainants or whistleblowers. Violations of this prohibition will be punished as compliance violations.

All allegations of possible violations of the Trench Group Business Conduct Guidelines are responded to in accordance with formal company-wide processes. These processes take into account the presumption of innocence and the participation rights of employee representatives where required by local policy. Trench Group will take appropriate disciplinary action in the event of demonstrable violations.

Trench Group will apply the same principles to allegations of wrongdoing brought by third parties.

\* \* \*