

# Positioning and Code of Conduct

What we do. And how we do it.



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# Our Code of Conduct

The Kanadevia Inova Group (Kanadevia Inova) ranks among the global leaders in the energy from waste and renewable gas sectors. Throughout our history, our people and their highly specialised skills have been key to the technology and solutions developed by Kanadevia Inova. Their pioneering spirit and passion for engineering is what drives our business to this day.

Our success is based on the trust of our customers, partners, suppliers, authorities, employees, parent company, and all other stakeholders. It is therefore paramount that all members of Kanadevia Inova act with integrity. It is our primary duty to comply with laws, regulations and standards that apply to our group and to adhere to the highest professional and ethical standards during all our business- and company-related dealings.

Please read this Code of Conduct and implement it fully, always bearing in mind that each of us has a personal obligation to incorporate the principles of this Code into our work. If you are uncertain about a situation, how you should conduct your-self, or the conduct of someone else, please contact the Kanadevia Inova Compliance Officer. If you suspect or know that the Code of Conduct is being violated, you are expected to report the situation – to your line manager, the Compliance Officer or through Kanadevia Inova’s Compliance Hotline.

This Code of Conduct applies to everybody within Kanadevia Inova and its subsidiaries, and to all those who conduct business on behalf of these companies. Employees, consultants, agents, joint venture partners, and other partners (together, “Kanadevia Inova personnel”) are all required to comply with this Code of Conduct.



# Commitment





## Personal rights and obligations

### Personal obligations

Compliance with contractual and legal requirements and respect for ethical standards is central to the professional activities of all Kanadevia Inova personnel. This means:

- Following and complying with all applicable laws and respecting and complying with our contractual commitments
- Embracing candour, trust and integrity as fundamental values of everyday business
- Demonstrating responsibility for society and the environment
- Adopting professionalism at work and treating colleagues with respect
- Working in accordance with good business practices

Good judgment and common sense should be used in all situations when the requirements of the law or of good business practice appear unclear. Supervisors at Kanadevia Inova are available in such situations to provide advice and direction.

### Geographic diversification

Kanadevia Inova personnel are required to respect the laws of the countries in which the company operates. Any knowledge of improper business practice or other known or suspected non-compliance must be reported to the Kanadevia Inova Compliance Officer and the relevant management.

### Conflict of interest

All business transactions must be conducted with the best interests of Kanadevia Inova in mind. Personal conflicts of interest must be avoided.

Nobody, whether an individual, a commercial entity or a company, with a relationship to a Kanadevia Inova employee, may improperly benefit from Kanadevia Inova through his or her relationship with the employee or as a result of the employee's position in the company.

If a situation involving a conflict of interest occurs, communication between employer and employee is of the utmost importance, and the parties concerned are encouraged to attempt to resolve the matter in good faith.

### **No discrimination – equal opportunities for all**

Kanadevia Inova will not tolerate discrimination or harassment on the basis of race, religion, creed, national origin, gender or disability.

Fair, courteous and respectful treatment is expected in dealings between supervisors, subordinates and peers. Kanadevia Inova personnel have a right to be treated in such a manner and have an obligation to treat others in such a manner.



### **No bribery**

Kanadevia Inova adopts a zero-tolerance approach to corruption in all its forms and has specific policies to address this.

- The offering, making or otherwise arranging of any payment, bribe or kick-back, or any other improper financial or other advantage (either directly or indirectly) to an official of a government, public authority, jurisdiction, legislative body or any other public entity or to any private individual or entity, for the purpose of obtaining business or other services or advantages, is strictly prohibited.

- The legislation combating bribery, including the legislation translating the OECD Convention on Combating Bribery of Foreign Public Officials into domestic laws, the UK Bribery Act and the US Foreign Corrupt Practices Act is to be strictly observed.
- To help Kanadevia Inova personnel determine what situations can lead to a risk of corruption and how to handle them, we provide a regular and mandatory online training.

### **Hospitality and gifts**

- The offering and acceptance of business hospitality and gifts must be in compliance with Kanadevia Inova's detailed policies.
- Third parties must not be involved, directly or indirectly, to circumvent any Kanadevia Inova policies.
- Advertising gifts of immaterial value which are provided in the course of normal business are permitted provided that laws and Kanadevia Inova policies are not violated.
- Kanadevia Inova personnel are not allowed to accept any personal payment, gift or favour in connection with any negotiation or transaction, regardless of whether such payment, gift or favour can influence their decision.

### **Political and charitable contributions**

Contributions to political parties by or on behalf of Kanadevia Inova are prohibited. Contributions to charitable organisations by or on behalf of Kanadevia Inova are only permitted to the extent that they comply with local laws, are properly recorded and are approved by the Compliance Officer and the senior management of Kanadevia Inova.





## Insider trading

Insider information are facts about a public company's plans or finances that have not yet been revealed to shareholders and that could give an unfair advantage to its possessors if acted upon. Buying or selling stock based on insider information can be a criminal offense. It includes, but is not limited to, confidential information about plans to acquire another company, strategic alliances, financial results, product discoveries, changes in capital structure or important agreements, e.g. with a start-up company. Public information or public data are not insider information.

Insider information does not only refer to information about Kanadevia Inova or our parent company, Kanadevia Corporation. It could also relate to publicly traded companies with which we do business.

Insider information must not be disclosed to anyone, including friends and family.

If insider information is available about Kanadevia Inova or any other company with which Kanadevia Inova is considering, for itself or for one of its affiliated companies, a strategic alliance or an acquisition, disinvestment or merger, then the following activities are forbidden:

- the sale, purchase or other trade in stock, derivatives or other securities of Kanadevia Inova or that other company, or
- the disclosure of such information to a third party.

The restrictions with respect to insider information remain in effect until the plans, events or transactions concerned are made public and information about the event has been sufficiently disseminated in public to enable investors to evaluate it.



## **Confidentiality: use and protection of business assets and information**

The business information and assets of Kanadevia Inova are to be used carefully and protected in accordance with good business practice. In particular, information and trade secrets have to be protected by keeping them confidential and, if appropriate, by seeking additional protection through the acquisition of intellectual property rights.

- Confidential business information or trade secrets of Kanadevia Inova or others may not be disclosed for non-business purposes to third parties



(including friends and family members) or made use of in any way, other than for the business of Kanadevia Inova and subject to the adoption of proper protective measures.

- Moreover, adequate measures are to be taken to safeguard and protect information and trade secrets.
- All Kanadevia Inova personnel must contribute to protecting Kanadevia Inova against cyber risks to its information, networks and products.
- The handling and dissemination of information is a management task, and employees must respect Kanadevia Inova's need for professional information management. Employees must keep all relevant Kanadevia Inova information confidential.



## Protection of personal data

In the normal course of business, Kanadevia Inova collects personal data on individuals, including such things as their name, date of birth, home address and personal email address.

The collection and processing of personal information is strictly regulated, and Kanadevia Inova personnel must not use or distribute personal information within or outside Kanadevia Inova unless they are certain they are entitled to do so.



## Fair competition

Kanadevia Inova and Kanadevia Inova personnel must respect the principles and rules of fair competition and must not violate applicable antitrust laws.

- Antitrust laws apply to all business arrangements, irrespective of their form, as well as to business conduct in general.
- As a rule, antitrust laws not only cover commercial behaviour in a particular country, but also apply to any commercial behaviour outside this country if it has an impact on competition.

### **Agreement to be verified**

All agreements with competitors or with other third parties which may have a negative effect on competition must be verified by Kanadevia Inova's in-house legal counsel.

Clauses which may have a negative effect on competition include, for example, exclusivity clauses, pricing clauses, tie-in clauses and territorial restrictions.

### **Prohibited agreements and arrangements**

All factual agreements, proposals that are not accepted or activities aimed at coordinating market behaviour to an unlawful extent are prohibited. This includes:

- Price-fixing agreements
- Sales agreements restricting the type of products that may be offered, or tying the purchase of products to other purchases
- Agreements on the allocation of territory, classes of customers or production quotas

- Agreement to apply a boycott, i.e. a refusal to supply or to accept delivery

Exchanging competitively sensitive information with competitors and customers can also be prohibited, even if it does not result in an agreement.

### **Dominant market position**

Abuse of a dominant market position with regard to a specific product is illegal. The term “abuse” refers to situations in which dominant market power is exercised to the detriment of suppliers or customers. Marketing strategies and practices in markets in which Kanadevia Inova is a strong player require advice from Kanadevia Inova’s in-house legal counsel.

### **Acquisitions**

Antitrust laws normally prohibit acquisitions which would bring about a dominant market position and could damage competition. Clearance from government authorities is required in most jurisdictions before certain acquisitions can be made. Kanadevia Inova’s in-house legal counsel has to be involved in acquisition projects at an early stage.

### **Intellectual property rights**

Contracts relating to the use of intellectual property rights (patents, licenses, trademarks, designs, copyright, know-how, and trade secrets) are often subject to special rules and are therefore critical in terms of antitrust. They require advice from Kanadevia Inova’s in-house legal counsel.



## **Health, safety and environment**

Kanadevia Inova respects the natural environment and works to minimise the company’s impact on it and its use of natural resources wherever possible. Kanadevia Inova provides a healthy and safe work environment for its employees.

Kanadevia Inova's Health, Safety and Environment (HSE) strategy is built around our value of actively caring for our people and the environment, with our aim of zero incidents on the basis of three core principles:

- Competence – a core team provides professional guidance on technical requirements, defines clear responsibilities and accountabilities, and simplifies processes to ensure everyone can perform their role safely.
- Compliance – Kanadevia Inova has developed a set of requirements for HSE performance expected to be complied with at every Kanadevia Inova site and facility worldwide. We aim at ensuring compliance with all international and local laws and regulations related to HSE in our business activities, and verify compliance through a rigorous audit programme.
- Community – the Supervisory Board actively supports Kanadevia Inova's HSE strategy and provides the leadership and resources to demonstrate the board members' personal engagement for the well-being of their co-workers.

Our HSE strategy, policies and procedures provide orientation, but it is our actions – demonstrating how we actively care for all our fellow employees and partners so they return home safely to their families every day – that make us a successful business.



## No modern slavery or human trafficking

Kanadevia Inova is committed to the fight against slavery, forced labour and human trafficking, both internally and in its supply chain, and to complying with all legislation aimed at combatting these practices.



## **Compliance, controlling, books and records, no money laundering**

### **Compliance with the law**

Compliance with the law and with Kanadevia Inova's policies is an absolute requirement for Kanadevia Inova and Kanadevia Inova personnel.

- Kanadevia Inova personnel are expected to be familiar with the law and the Kanadevia Inova policies as they apply to their jobs at Kanadevia Inova.



- Kanadevia Inova personnel are aware that failure to uphold these laws and policies may lead to sanctions including civil and criminal prosecution for the individual concerned, and their managers.

### **Controlling, books and records**

Controlling is an integral part of Kanadevia Inova's financial compliance. The financial records of Kanadevia Inova are to be kept accurately and completely. All business transactions and reports must strictly follow the domestic legal requirements and the international and IFRS standards.

### **No money laundering**

Money laundering is the process of hiding the proceeds of crime or making the source appear legitimate. Money laundering is strictly prohibited. All applicable anti-money-laundering regulations must be strictly complied with.



## **International trade compliance**

Kanadevia Inova does business with companies around the world. Some countries are the subject of international sanctions, either on the country generally or in relation to doing certain kinds of business with those countries (e.g. exporting "dual use" products that can be used for civilian or military purposes).

In addition, some companies and individuals are the subject of international sanctions and there are restrictions on doing business with them.

In selecting new suppliers or consortium partners and bidding for projects, it is important to ensure that Kanadevia Inova is not doing business with any



companies or individuals that are subject to sanctions, either directly or through their ownership or control of a company.

It is also important to ensure that Kanadevia Inova does not break export control rules – either directly or through a third-party supplier.



## Final provisions

### Control

Non-compliance with the Code of Conduct may result in disciplinary action, including sanctions up to dismissal.

- A copy of this Code of Conduct is available to all Kanadevia Inova personnel.
- Kanadevia Inova personnel are expected to report violations and suspected violations of the Code of Conduct to the Compliance Officer directly or through Kanadevia Inova's Compliance Hotline – whichever they feel most comfortable with – in accordance with the laws and rules applicable in the country where they live or work. Contact through the Compliance Hotline can be anonymous.

There will be no retaliation or penalty for reporting compliance concerns in good faith. Self-reporting does not result in immunity in the event of violations, but may be considered as a mitigating factor.

### Kanadevia Inova compliance hotline

On our Compliance intranet site, you will find the local and toll-free phone numbers and URLs for our Compliance Hotline.

[Company](#) > [Legal & Contract Management](#) > [Compliance](#) > [Compliance Hotlines](#)



### **Contact**

If you have any questions relating to this Code of Conduct or if you wish to raise any compliance concern, please contact the Compliance Officer:  
[compliance@kanadevia-inova.com](mailto:compliance@kanadevia-inova.com)





# Kanadevia INOVA

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