

QM-Z-11-04143-001 Code of Conduct HSE AG

Basics:

1. Organizational regulations dated 4 September 2023
2. Organizational Regulations Compliance Committee of 4 September 2023



We live by our values
and rules

CODE OF CONDUCT

of Hombrechtikon Systems Engineering AG

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Dear readers

Hombrechtikon Systems Engineering AG (HSE·AG) is a leader in the automation of molecular and systems biology analysis. With our application and engineering know-how, we develop high-performance tools for our customers to better understand the functional principles of life. We develop systems and processes that precisely meet the needs of our customers.

We are pleased to present our Code of Conduct to you. The rules for working together are contained in our 6 values: enthusiasm for our work, usefulness, ambition, sense of reality, searching for the best solution, fairness and respect. We base our daily work and actions on these values. To ensure that we all act in accordance with the corporate culture and the legally, ethically and socially correct framework, we would like to supplement our values with this Code of Conduct.

In an ever-changing business world, it is crucial that we as a company have clear guidelines to help us act responsibly and with integrity. Integrity and lawful conduct are a given for us. However, in our day-to-day work with customers, partners and colleagues, there may be situations where the right way to behave is not clear. Culture, environment and personal values also influence individual behavior. With our Code of Conduct, we create an orientation framework and binding rules to ensure

that we conduct our business and our relationships with our employees, customers, suppliers and society as a whole with the utmost integrity and comply with all legal requirements.

Compliance with the Code of Conduct is not only an obligation, but also an opportunity for us to develop as a company and strengthen mutual trust. The Code of Conduct ensures that we behave fairly, honestly and respectfully, regardless of our position or function in the company. It is a commitment that we all share and the basis for our cooperation.

The Code of Conduct serves as a guide for daily decisions and actions. It sets out how we deal with conflicts, confidential information and ethical issues and how we ensure that we comply with all laws and regulations. It is not a static document but is subject to further development in order to meet changing requirements.

We ask all employees to read the Code of Conduct carefully and implement it in their daily work. We recognize that this is an ongoing learning process and will provide you with the resources and support you need to apply the Code of Conduct. Ultimately, it is up to all of us to live the values and principles of the Code of Conduct and thus promote a culture of integrity and responsibility.



We thank you for your commitment and dedication, with which you help to ensure that we are a trustworthy partner for customers, employees and business partners and that we can build a sustainable and successful future together.

With best regards,

HSE-AG, Hombrechtikon, June 2024



Hans Noser
Chairman of the Board



Dr. Michael Collasius
Chief Executive Officer
and Member of the Board



INTRODUCTION

Hombrechtikon Systems Engineering AG (HSE·AG) is committed to the highest standards of compliance and business ethics. By adhering to this Code of Conduct, which sets out the ethical principles of our company, we ensure our credibility as a business partner and employer. Everyone is therefore called upon to respect this Code of Conduct and to behave accordingly.



WHAT IS THE CODE FOR?

This Code of Conduct ensures that all employees, partners, customers and other parties who work with us adhere to high ethical standards. It promotes transparency, integrity and a sense of responsibility and forms the basis for a positive working environment in which everyone is equal and treats each other with respect.

All employees contribute to our integrity through their own behavior. Therefore, all employees must carefully examine in each individual case whether their behavior complies with this Code and the expectations of HSE-AG in business dealings.

It is the responsibility of all line managers to ensure that this Code of Conduct is made known to and understood by all employees who report directly or indirectly to them.

Violations of this Code of Conduct will not be tolerated and may be sanctioned with appropriate disciplinary measures – up to and including termination of employment.

OUR FUNDAMENTAL VALUES

OUR VALUES – OUR DNA

Our foundation is built on six core values that are shared by everyone in the company. They are our DNA, defining our performance as individuals and as an organization.



Enthusiasm

We dedicate ourselves to tasks that inspire us, with people we enjoy working with.



Usefulness

Whatever we do should be of benefit to our customers, to our colleagues and to society.



Ambition

We strive for excellence and constantly try to push our boundaries to build something bigger than ourselves. This is the source of our satisfaction.



A sense of reality

We make well-considered, disciplined and fact-based decisions. We face up to the harsh realities, draw the right conclusions and focus on optimal implementation. Time pressure must not compromise the quality of our work.



Searching for the best solution

We are curious and open-minded and are guided by truth and transparency. We encourage and seek feedback in order to learn quickly.



Fairness and respect

We treat everyone fairly and with respect. We communicate openly and honestly. Both are the basis for respectful and controversial discussions.



ASK YOURSELF FIRST IF YOU HAVE ANY DOUBTS

If you are unsure whether your behavior is in line with this Code of Conduct, ask yourself the following questions:

- Do I act honestly and with integrity?
- Is my behavior the right one to ensure the trust of all parties involved?
- Is my behavior lawful and does it comply with our guidelines?
- Have I thought about the impact of my behavior on all those affected?
- Is there a conflict of interest?
- How would I feel if someone treated me in the same way?
- How would I feel if my behavior was made public in the media?
- Do I protect personal data and confidential information?

By asking yourself these questions, you are helping to ensure that you act in accordance with our Code of Conduct.

HOW DO I ASK A QUESTION OR RAISE A CONCERN?

As a rule, this Code of Conduct contains all the instructions you need to perform your duties. However, if you have any doubts or are unsure about how to proceed in a particular case, the following sources of information are available to you:

1. Your colleagues
2. The HSE-AG Intranet
2. Your immediate superior
3. The Compliance Board
4. The Chairman or another member of the Board of Directors

If you are confronted with a situation that could violate this Code of Conduct or other regulations, you are obliged to report the suspected violation quickly. The same applies to violations or suspected violations of criminal provisions, corruption regulations, competition rules and to accidents of any kind.

WHISTLEBLOWING

To report a situation that violates this Code of Conduct or other regulations, you can use our web-based whistleblowing tool. All reports will be treated confidentially and retaliatory measures against reporting persons will be punished. We would therefore welcome it if you disclose your identity, but you are also free to submit a report anonymously. Please note that the whistleblowing tool should only be used if no other solution is available (such as submitting a report to your superior) or if such a report does not promise success or is not feasible for other reasons. Please refer to our whistleblowing regulations for details.

We do not tolerate reprisals against employees who report compliance concerns in good faith. Nor do we tolerate abuse of the opportunity to report grievances. We encourage all employees and those who work with us to ask questions and raise concerns to ensure that together we maintain the highest ethical and professional standards.

BEHAVIOR TO AVOID CORRUPTION

We reject any form of bribery, corruption, and unfair behavior. This also applies if HSE-AG has to forego business as a result (zero tolerance).

Employees are prohibited from accepting or granting money, gifts or favors of any kind, either directly or indirectly through third parties, that could create the appearance of bribery. This

also includes financial inducements, unusual hospitality or gifts, and other benefits that could be used to exert improper influence on business decisions.

We do not support political parties or religious or spiritual associations. Any donations or sponsoring by HSE-AG requires the approval of the Compliance Board.





GIFTS AND INVITATIONS

We recognize that gifts and entertainment can potentially influence our decision-making processes. While we recognize that gifts and entertainment are part of the business world, we place great importance on ensuring that they do not constitute undue influence and do not compromise our integrity.

Even reciprocal gifts based on purely personal or professional friendship can be misinterpreted or have an undue influence and can therefore be considered bribery. The same applies to invitations to meals, entertainment events or the payment of travel and accommodation.

As a matter of principle, employees neither offer to pay for travel, accommodation or entertainment nor do they accept such offers. Any exceptions must be approved by the Compliance Board.

Simple and customary meals or gifts from partners, suppliers or customers may be accepted, provided they comply with local laws and our policies.

AVOIDANCE OF CONFLICTS OF INTEREST

Personal interests must not unduly influence professional judgment. Situations in which the employee's personal interests conflict with those of HSE-AG must be avoided and must not be exploited for personal gain or that of family members or relatives.

Supervisors must be informed immediately of any actual or potential conflict of interest.





EQUAL OPPORTUNITIES, NON-DISCRIMINATION, RESPECT IN THE WORKPLACE

We want to ensure that all employees are treated fairly and justly, regardless of gender, race, religion, sexual orientation, national origin, or other personal characteristics. We condemn all forms of forced labor and the exploitation of children.

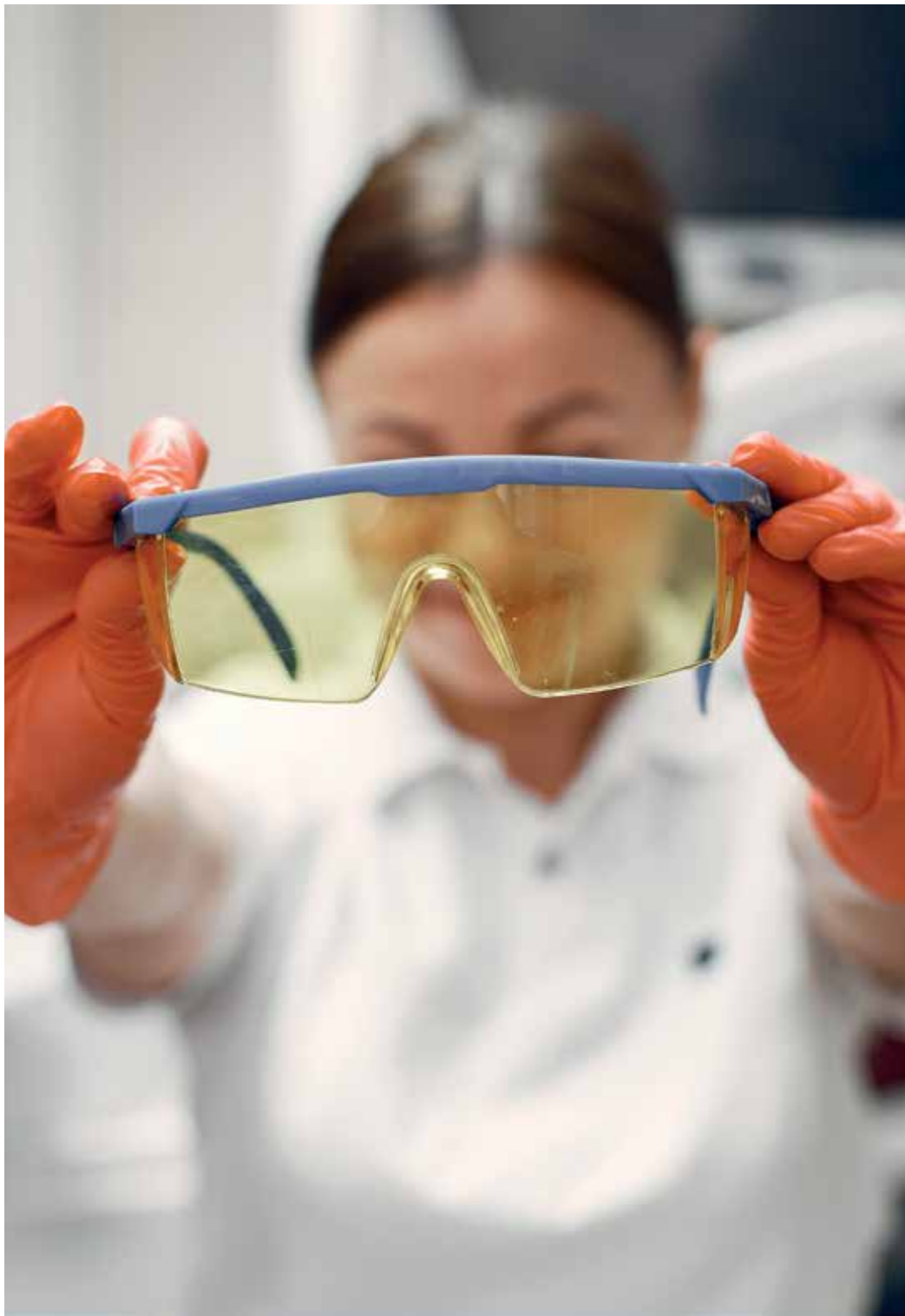
Discrimination, harassment or bullying of any kind will not be tolerated. Complaints about such behavior are taken seriously and investigated.

We all act with integrity, honesty, courtesy and respect towards other employees and partners. Harassment of any kind is not accepted.

All employees must familiarize themselves with our corporate values and acknowledge them.

We encourage diversity and creative potential. We recruit and promote employees on the basis of merit and support the continuous development of employees' skills and abilities.

Inappropriate behavior towards employees or others must be reported in accordance with the paragraph on Whistleblowing.



HEALTH, SAFETY AND THE ENVIRONMENT

We are committed to conducting our business in a sustainable and environmentally responsible manner. We sell safe products and provide a safe and healthy workplace for all employees.

We want to prevent accidents and injuries in the workplace and proactively identify and minimize potential risks. We ensure that all employees have access to appropriate personal protective equipment and training in order to act in a safety-conscious manner and recognize potential hazards.

Our employees take personal responsibility for their health and safety. They are aware of how their work can affect the environment and work to continuously improve and reduce the impact of their activities on the environment (e.g. by avoiding unnecessary business trips).

All employees are aware of the dangers associated with their work, deal with these risks responsibly and only start work if they have received the necessary training on health and safety risks.



FRAUDULENT TRADING

We do not tolerate any kind of deception to gain an advantage, to avoid an obligation or to cause a loss to third parties.

Business transactions, accounting processes and reporting must be carried out and documented by our employees with the utmost care and accuracy.

Any form of manipulation or falsification of business data, accounting records, financial or other information is considered a serious offense.

PROTECTION OF PERSONAL DATA

Personal data is sensitive information that must be treated confidentially and is subject to the applicable data protection regulations.

Personal data must be processed with due care and in accordance with the applicable laws and principles. It must only be collected to the extent necessary and may only be processed and used for the purposes for which it was provided.

If personal data is processed, appropriate technical and organizational measures must be taken to protect it to prevent unauthorized access, misuse, loss or theft.

If you have any questions regarding the collection and processing of personal data, please contact the HR department before any use.

PROTECTION OF THE COMPANY'S PROPERTY AND RESOURCES

The property and resources of HSE·AG may only be used for the proper development of the business.

All employees must treat HSE·AG property, information, funds and other resources with care and use them only for legitimate business purposes. HSE·AG property and resources for non-work-related activities may only be used to the extent permitted by HSE·AG or with the prior approval of the Compliance Board.

We expect our employees to protect company property and resources and to prevent misuse, waste, or theft. This includes the use of company information in accordance with applicable policies and regulations and the confidentiality and security of information to protect trade secrets and confidential data.



NOTICES, ANNOUNCEMENTS AND RECORDS

We ensure that information, instructions, and decisions are communicated clearly and unambiguously to avoid misunderstandings. We encourage the open exchange of ideas, feedback, and information in order to improve collaboration and efficiency.

We ensure that employees, customers, and other relevant parties are informed of important developments and business decisions in a timely and appropriate manner.

All communications, whether printed, web-based or verbal, must meet all internal and external standards and be approved by the relevant internal body prior to publication.

Employees may only speak on behalf of HSE·AG if they have been authorized to do so. This also includes communications about HSE·AG or HSE·AG products on the Internet or in other electronic media.

Any release of company-related (non-product-related) information to the public must be coordinated with the line manager. All non-product-related media inquiries about the company should be directed or forwarded to the CEO.

Records must be managed and stored with due care. Records relating to ongoing or impending legal proceedings may not be destroyed.



CONFIDENTIAL INFORMATION

All employees are obliged under labor law to protect confidential information of HSE-AG and its partners, such as business secrets, plans, financial, commercial or technical data, customer information, and must take appropriate measures to ensure confidentiality and prevent the unintentional disclosure of confidential information.

Confidential information may only be shared with persons who need this information for authorized business purposes, are entitled to receive this information and are contractually or legally obliged to keep such information secret.

Confidential information must not be discussed in public areas or in places where third parties who are not subject to a duty of confidentiality can overhear. For example, filter the camera view during video conferences so that participants cannot see people or confidential documents (folders on bookshelves, drawings, etc.).

All employees must observe their confidentiality obligation towards HSE-AG even after the termination of their employment relationship.

COMPETITION AND ANTITRUST LAW

We encourage our employees to behave fairly in competition and to uphold the reputation of our company. The applicable statutory competition regulations must be complied with.

In particular, no written or verbal agreements may be made with competitors or customers regarding prices, the division of a market, the allocation of customers or tenders. Any such discussions require the prior approval of the Management Team.

IMPORT AND EXPORT CONTROL AND TRADE COMPLIANCE

In order to ensure compliance with the applicable trade restrictions of both Switzerland and the countries with which we maintain business relationships, we take care to observe all relevant import and export control regulations. In case of uncertainty regarding the permissibility of business relationships or transactions, we proactively consult our Compliance Board to obtain clearance and ensure that we always act in accordance with applicable laws and regulations.

For this reason, employees must

- be sure of the final destination (country, company, person), even if the export is made via third parties;
- check whether the exported service or product could also be used for military purposes (“dual use”) and whether trade restrictions apply.