

Code of Conduct





Social Code of Conduct

At Immontec, our goal is to guide our clients to successful outcomes through tailored solutions. Our mission—based on precise project management, global experience, craftsmanship, and collaboration—lies at the core of our Code of Conduct. Reliability, commitment, collaboration, and craftsmanship are woven into all our processes and interactions.

By emphasizing these core values, we ensure not only excellent results but also a sustainable and healthy work environment.

- **Respect and Appreciation**

- We treat each other with respect, acknowledging each other's strengths and limitations.
- We value diversity and inclusion and ensure equal opportunities for all.

- **Reliability and Transparency**

- We say what we do and do what we say, building trust in each other.
- We solve issues together by discussing internal matters openly and constructively, giving and receiving feedback to grow stronger as a team.

- **Work Enjoyment and Team Performance**

- Enjoying work is our top priority. We believe that sharing joy in our tasks takes us further.
- Organizational successes, both large and small, are celebrated together.

- **Purpose and Structure**

- Each of us is part of our larger plan and understands the importance of structure and goal-setting to make progress.

- **Environmental Awareness**

- We are mindful of our choices' impact on the environment and climate and strive to choose the least harmful alternatives wherever possible. Together, we make the greatest impact.

- **Safe and Positive Workplace**

- We foster a safe, happy, and open work environment where everyone can express themselves authentically.
- We strive to make each other's lives pleasant and to treat each other respectfully, even in challenging situations.
- We do not tolerate any form of misconduct, racism, or (sexual) harassment.

- **Social Media**

- We present ourselves on social media in line with Immontec's mission and Code of Conduct.
- We respond respectfully to differing opinions on social media and include a disclaimer stating it is a "personal opinion."



Ethical Code of Conduct

- **Respect and Dignity**

- We treat each other with respect and dignity.
- We value and respect differences among individuals.
- We tolerate no form of discrimination based on ethnicity, background, gender, class, or health.

- **Ethical Behavior**

- We always act ethically and with integrity.
- We avoid and report any conflicts of interest.

- **Legal Compliance**

- We adhere to all relevant laws and regulations.
- We report any form of fraud, corruption, or other illegal activities.

- **Common Sense and Morality**

- We use common sense and morality when making decisions.
- We strive to act in a manner that is friendly to animals, the environment, and humanity.

- **Human Rights**

- We respect human rights in all our activities.
- We stand for equal opportunities for everyone.

- **Diversity and Inclusion**

- We embrace diversity and inclusion in all its forms.
- We provide a professional work environment where everyone feels safe.

- **Anti-bullying and Respectful Behavior**

- We do not engage in bullying or inappropriate behavior.

- **Health and Safety**

- We always aim to reduce health and safety risks.
- We promptly report any threats to public or environmental safety.

- **Alcohol and Drugs**

- We are never under the influence of alcohol or drugs during work.

- **Bribery and Conflict of Interest**

- We reject all forms of bribery.
- We do not engage in conflicts of interest or the appearance of such.

- **Use of Company Property**

- We prohibit the use of company property for personal gain, unless otherwise agreed upon.

- **Data and Information Handling**

- We handle all entrusted data and information with care and responsibility, in compliance with applicable laws and regulations.
- Personal and confidential information is used solely for its intended purpose and is not shared with unauthorized parties.

- **Gifts and Rewards**

- We recognize that not all gifts can be accepted.
- Gifts valued over €50 should be reported to a member of the Ethics Committee, who will decide how to handle and distribute them within the organization.

- **Confidential Information**

- We treat confidential information accordingly and have a duty to protect it.
- We safeguard the privacy and security of all personal and company information we may hold.

- **Financial Integrity**

- We encourage everyone to express concerns about possible violations of law or our Code of Conduct, for example to your manager or the Ethics Committee.