CAPHENIA

Code of Conduct



We believe in a future where sustainable energy, economic success and industrial development go hand in hand.
To help make this future a reality, we are developing a new technology for renewable fuels.

We are creating solutions for mobility that were once considered impossible. This innovative spirit is what defines us.
It is driven by people who take responsibility, think boldly, work together respectfully and put shared values into practice.

This code of conduct sets out the principles that guide our day-to-day actions and the development of **CAPHENIA**.
It describes the standards that strengthen the way we work together and reflect our understanding of responsibility.
Especially in a dynamic environment, it helps us make decisions in line with our values and build trust with colleagues, partners, customers and society.

We expect ourselves and one another to act with openness, respect and integrity, giving us the confidence to explore new paths. We see different perspectives as a strength: the best ideas emerge when people with different experiences and backgrounds come together. At the same time, we take responsibility for the impact our actions have on others, our partners and the environment.

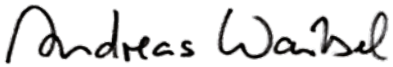
CAPHENIA is on an extraordinary journey. The decisions we make today will shape not only our company, but also help determine what the energy supply of tomorrow will look like. Every one of us plays a part in making this vision a reality.

Let us shape this journey together, with passion, a strong sense of responsibility and the ambition to make a lasting positive difference.

The management board of **CAPHENIA** GmbH



Dr. Mark Misselhorn
Chief Executive Officer



Dr. Andreas Waibel
Chief Technology Officer



Melanie Form
Chief Communications Officer

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Our code **of conduct**

We take our responsibility towards the environment, our customers, stakeholders and employees very seriously. We fulfil this responsibility every day by upholding the high social, environmental and ethical standards we set for ourselves.

This code of conduct puts into writing the values and principles that are second nature to us.

The support of our employees, stakeholders and business partners is essential to consistently putting our corporate values into practice. We expect them to act responsibly and transparently, in line with our values and in compliance with applicable laws.

Compliance with this code of conduct is a personal responsibility shared by everyone. Every employee is expected to use it as a guide when making day-to-day decisions.

The following principles form the foundation of our code of conduct:

- **Respect for people and the environment**
- **An open and fair approach to mistakes**
- **Acting with integrity**
- **Data protection and security of our digital infrastructure**

We do not tolerate violations of our code of conduct. Anyone who acts against it may face consequences. If in doubt, the management board, managers and the compliance officer are available to provide advice and support. Together, we protect our company, our values and our reputation.

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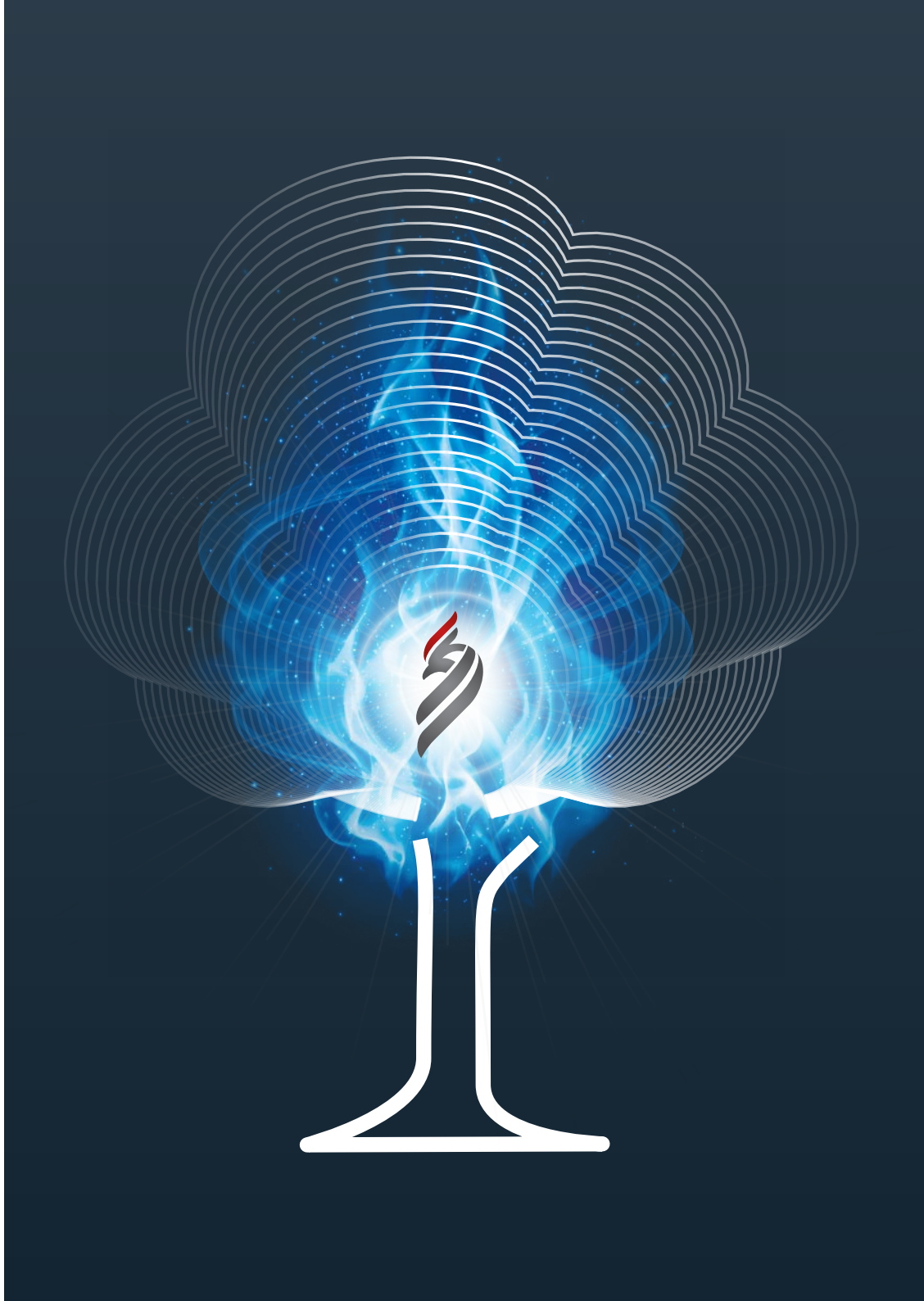
Respect for people and the environment



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Our responsibility towards our employees

CAPHENIA GmbH takes responsibility for its employees. We believe in open communication and teamwork. Everyone is expected to treat their colleagues with respect.

Our approach is guided by the **United Nations International Bill of Human Rights** and the **fundamental principles of the International Labour Organization (ILO)**. We expect our employees and business partners to uphold these principles as well.

We also, of course, respect **fundamental workers' rights** in accordance with the applicable national laws.

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Our responsibility towards our employees

In practice, this means:

- We uphold **internationally recognised human rights** and actively work to ensure they are respected.
- We have zero tolerance for **child labour**. We employ only people who have reached the legally required minimum age.
- We support **freely chosen employment** and strictly reject all forms of **forced labour and human trafficking**.
- Our workplace is **free from discrimination**. All employees are treated **equally, fairly and respectfully**, regardless of gender, age, skin colour, ethnic or social background, nationality, disability, sexual orientation, identity, religion or personal beliefs.
- We do not tolerate **bullying, sexual harassment** in the workplace or any related disadvantage or retaliation.
- We respect our employees' **freedom of expression, personal rights and privacy**.
- We provide **fair working conditions**, including appropriate pay and compliance with working hours and annual leave requirements.
- We see **work-life balance** as a key part of a modern working culture. Flexible working hours, remote working options and an appreciative company culture help employees balance professional responsibilities with family commitments.
- We comply with all **national occupational health and safety laws** and provide a **safe and healthy working environment**.

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Our responsibility towards the environment

Through competitively priced renewable synthetic fuels, **CAPHENIA** GmbH aims to help reduce global CO_2 emissions. Our overarching corporate goal therefore encompasses sustainability, environmental and climate protection, and resource efficiency.

We take responsibility for the environment and for using resources sustainably. Our aim is to **use raw materials sparingly, avoid waste and use energy efficiently**.

We promote **environmentally responsible behaviour** at every level, from the everyday decisions made by our employees to our long-term corporate strategies. We comply with **legal requirements and international standards**, and actively work to **protect nature, the climate and ecosystems**.

For us, sustainability is about more than environmental awareness. It also means taking **responsibility for future generations**, so that both our company and the environment remain places where people can thrive in the long term.

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An open and fair approach to mistakes



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Our approach to mistakes — learning and growing

At our company, we see **mistakes as opportunities** to learn and continuously improve. We foster an **open and fair culture** in which employees can report **mistakes without fear of unjustified consequences**. Our focus is not on finding someone to blame, but on finding solutions, developing clear strategies and making lasting improvements.

It is important to us that we **learn from every mistake** so that we can improve our processes and prevent similar problems from happening again. We rely on **transparency, mutual respect and constructive feedback**.

A healthy approach to mistakes **builds trust, strengthens collaboration and encourages innovation**. It helps us **grow together** as a team and build a successful company for the long term.

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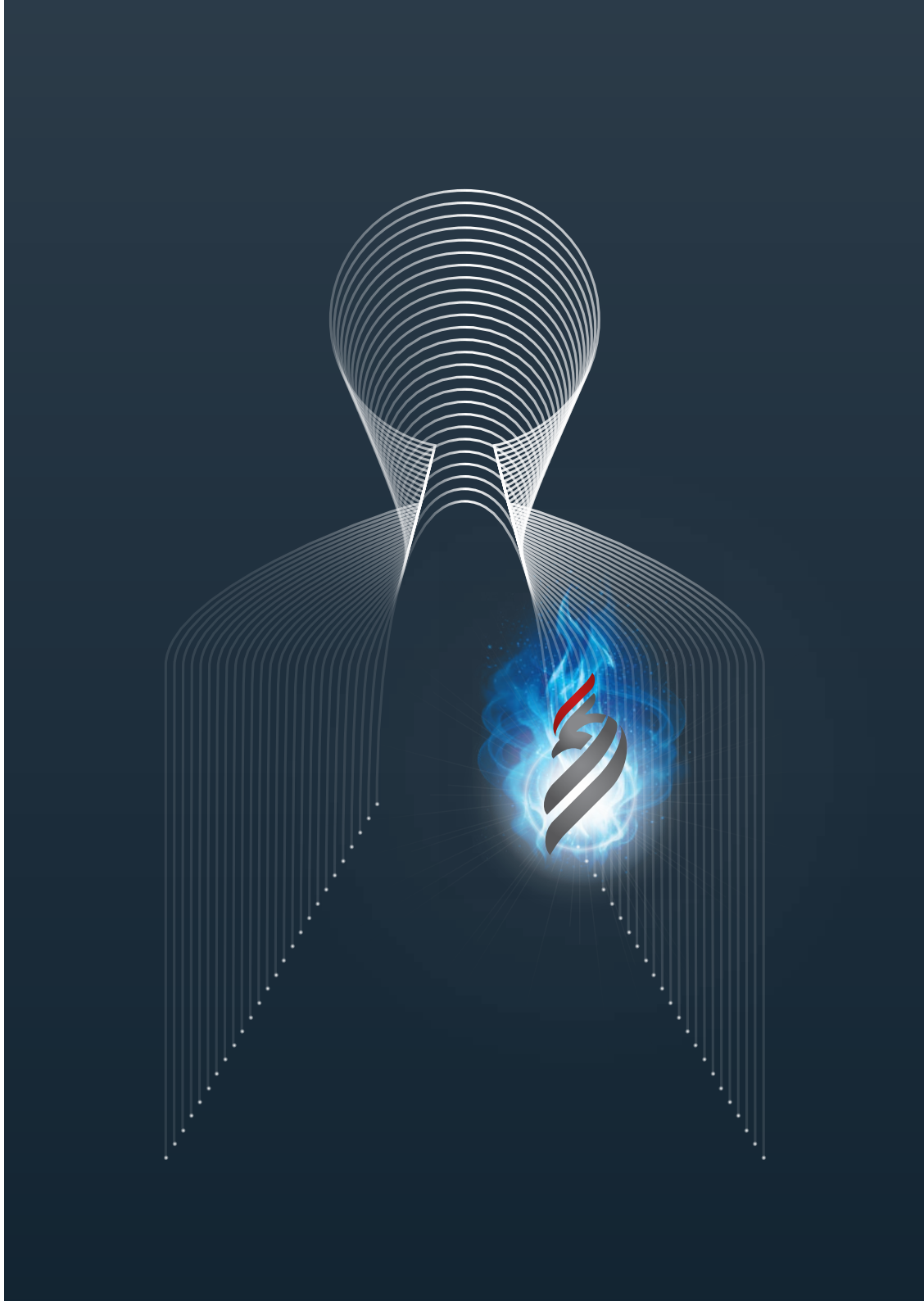
Acting with Integrity



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Responsible conduct and compliance with the law

We always comply with all applicable laws, regulations and standards in the countries where we operate, and expect our employees and business partners to do the same.

In practice, this means:

- **Gifts and benefits:** Gifts or benefits provided free of charge or outside contractual arrangements, whether in the form of goods or other advantages, may only be **offered, requested or accepted** in accordance with the relevant company policy.
- **Corruption and improper practices:** We strictly reject all **illegal or unethical business practices**. These include **corruption, bribery, fraud, theft, embezzlement, extortion, kickbacks and any other illegal payments or benefits**.
- **Prevention of money laundering:** We comply with all **applicable anti-money laundering laws**.
- **Conflicts of interest:** Decisions are made solely on **objective grounds**. Private interests and other business activities are kept strictly **separate** from company matters to avoid conflicts of interest or disadvantages for the company.
- **Fair competition:** We support **honest and free competition** and comply with all applicable **antitrust and competition laws**. This means **we do not enter into agreements** that could distort competition, unlawfully abuse a dominant market position or engage in anti-competitive business practices.
- **Business secrets and confidential information:** We ensure that **trade secrets and confidential information** remain **strictly confidential**, even after a business relationship has ended, and that **intellectual property** is protected. We therefore require our employees and business partners to maintain strict confidentiality regarding **all company and business secrets**.

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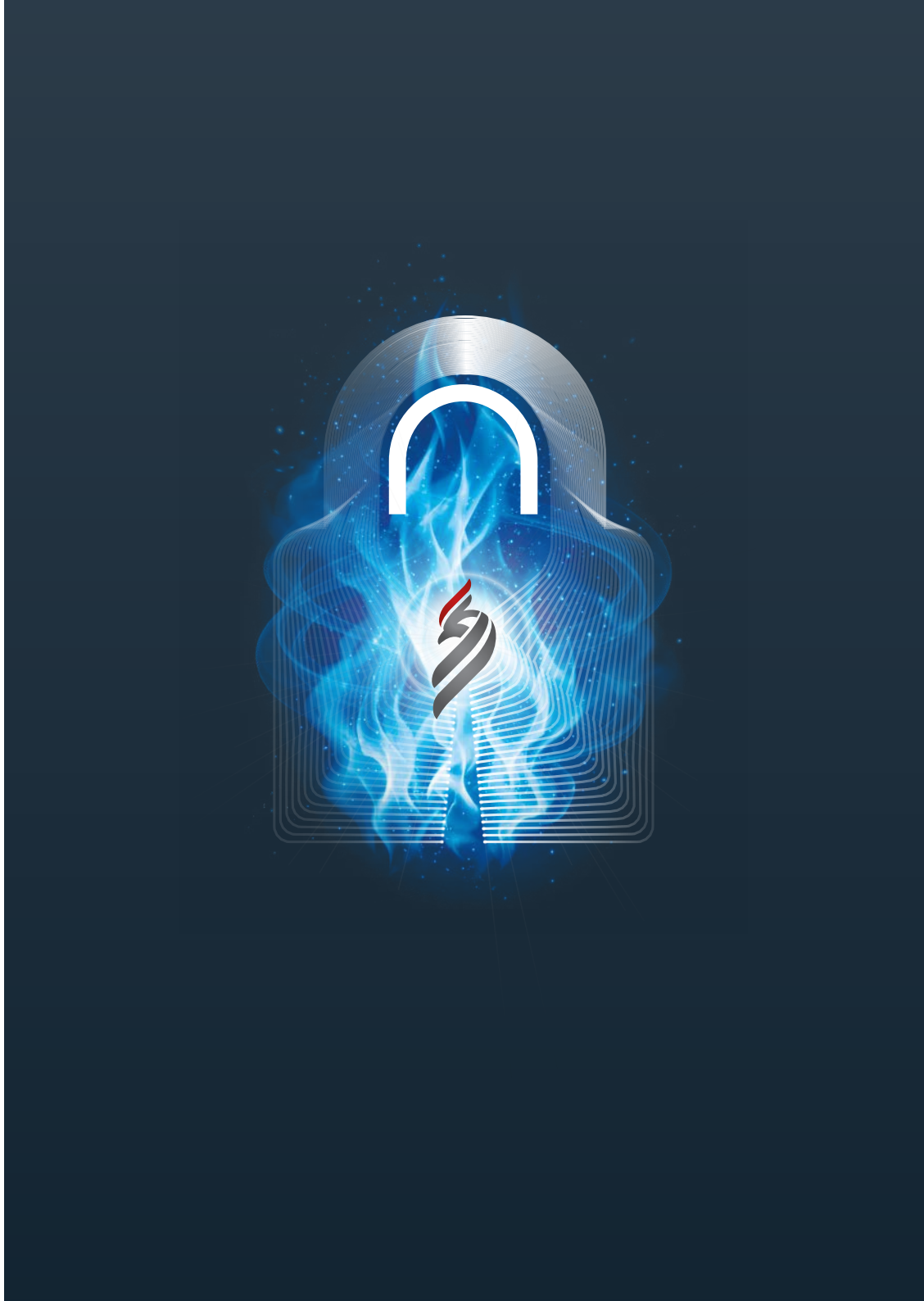
Data protection and security of our digital infrastructure



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Handling sensitive data with care

In today's connected world, data protection and cybersecurity are essential. We and our business partners share responsibility for handling data carefully and protecting our digital infrastructure.

This includes the following:

- **Personal data:** We handle all personal data in accordance with the **General Data Protection Regulation (GDPR)**. Data is **appropriately protected**, used only for **legitimate purposes** and treated **confidentially**.
- **Security measures:** We implement appropriate **technical and organisational measures** to ensure the **security and integrity of our IT systems and data**. This includes protection against **unauthorised access, data loss and other threats**.
- **Employee awareness:** Our employees receive regular **training and development** to raise awareness of data protection and cybersecurity, enabling them to put the relevant policies and measures into practice effectively.
- **External partners:** When working with **service providers and partners**, we make sure they also maintain high standards of **data protection and cybersecurity.**
- **Public communications:** All statements or communications made on behalf of our company — such as interviews, media contributions or social media posts — must be **coordinated with the Communications team** and **checked** to ensure they reflect our **company values**.

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CAPHENIA

Turning CO_2 into fuel

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