

MOBIMO

CODE OF CONDUCT

Code of Conduct

Mobimo is a socially responsible company that is committed to sustainability. The day-to-day decisions and actions of the Board of Directors, Executive Board, line managers and employees play a crucial role in this regard. We are all expected to act with integrity and exhibit professional conduct. We naturally observe all laws and regulations, and our conduct is always honest and fair. The Code of Conduct sets out the principles that we follow in our business activities. It includes the following regulations:

- › Compliance regulation
- › Anti-bribery regulation
- › Regulation governing the protection of privacy
- › Information security regulation

The Board of Directors, Executive Board, line managers and employees are acquainted with the Code of Conduct and the associated regulations and comply with its contents. Neither time pressure nor the wishes of customers or other parties are justification for non-compliance.

Mobimo carries out regular checks to ensure that regulations, contractual agreements and other principles are consistent with the Code of Conduct. Mobimo's management bodies and employees are informed about any amendments. We also stand by the Code of Conduct with respect to the general public: it is published on our website.

This Code of Conduct was put into effect by the Board of Directors as of 17 April 2021.

The image shows two handwritten signatures in blue ink. The signature on the left is 'Schaub' and the signature on the right is 'H. Kaspar'.

Peter Schaub
Chairman of the
Board of Directors

Hanspeter Kaspar
Secretary of the
Board of Directors

Laws and regulations

The compliance regulation is an integral component of the Code of Conduct.

We abide by laws, regulations and agreements.

We abide by legislation as well as internal regulations, agreements and processes. Internal regulations may take precedence over discretionary legislation.

We believe in the importance of the free market.

We are committed to the principles of the market economy. We act in accordance with fair competition and do not seek to obtain an advantage through unethical or unlawful conduct.

Acting ethically

The anti-bribery regulation is an integral component of the Code of Conduct.

We act in a way that is ethically correct.

Mobimo is committed to responsible corporate governance and is guided by high ethical standards in all its decisions and activities.

We avoid conflicts of interest.

We seek to safeguard Mobimo's interests in our activities and commitments. Should a conflict of interest arise, it must be reported to the line manager.

We are opposed to all forms of bribery.

We condemn all forms of bribery. Bribery is a criminal offence that can have serious consequences not only for the individual concerned, but also for Mobimo as a company.

We do not allow ourselves to be influenced by gifts or invitations.

We do not accept gifts or invitations if we have the impression that the party making the gift or invitation wishes to unduly influence the business relationship. We do not offer any undue benefits. Our anti-bribery regulation stipulates which benefits have to be reported or applied for.

We respect Mobimo's property.

We treat Mobimo's property with due care and protect it from loss, damage, abuse, theft, fraud, embezzlement and destruction. This applies both to tangible and intangible assets of Mobimo. Mobimo's infrastructure may only be used for its intended purpose.

We uphold human rights.

We respect human rights in our business activities at all times. Lawful conduct is a key condition for collaboration with us.

Stakeholders

Customers

We know our customers and understand their needs, and we treat them fairly and with integrity.

We maintain a trusting and solution-oriented dialogue with our customers. To ensure maximum customer satisfaction, we invest in developing quality standards, in cultivating relationships and in refining our service.

Employees

The regulation governing the protection of privacy is an integral component of the Code of Conduct.

We protect and foster our employees.

We guarantee health and safety at the workplace and ensure that every employee's dignity, personal rights and privacy are respected. We recruit highly qualified staff and are committed to their ongoing development. Our opportunities for employment and promotion are fair. We promote a culture of integration and do not tolerate discrimination, harassment or bullying in any form.

Shareholders

We provide our shareholders with timely and transparent information.

We are committed to the principles of good corporate governance. We ensure prompt and transparent reporting of our business activities and use all suitable channels for this purpose.

Suppliers

We ensure that the suppliers we work with share our values.

We select our suppliers on the basis of their expertise, quality and local connections as well as shared values with respect to the environment, society and working conditions.

Industry

We are committed to our industry, to the community and to cultural issues.

Within the scope of our sponsorship and lobbying activities, we represent the interests of the industry to political decisionmakers, promote the locations and take a stance on social and cultural issues.

Society

We contribute to the economic and social well-being of the community.

Our contribution to society includes realising high-quality living and working spaces as well as fostering employee development and investing in our Mobimo & Art cultural programme.

Environment

We protect the environment by conserving our use of resources.

Mobimo always takes the efficient use of resources into account in all of its business activities. Improving energy efficiency, reducing polluting emissions and using renewable energies are the most important objectives of our sustainability strategy.

Data and information

The information security regulation is an integral component of the Code of Conduct.

We protect confidential information.

We undertake to treat all information relating to business activities and transactions as well as all personal and corporate data that are not intended for publication or are not accessible to the public as strictly confidential and to protect them from unauthorised access.

We comply with the rules on insider trading.

We always verify whether or not information entrusted to us is to be considered material non-public information (insider information). We use insider information exclusively for the purpose for which the information was originally provided.

Implementing the Code of Conduct

We demonstrate accountability in our actions and comply with the Code of Conduct.

We are responsible for complying with all provisions of the Code of Conduct. In case of doubt, we may obtain advice from one of the reporting offices. Failure to comply with this Code of Conduct may result in disciplinary or legal measures.

We report any breaches of the Code of Conduct or illegal conduct.

We report any breaches of the Code of Conduct to one of the reporting offices. All complaints are treated and examined confidentially. Reprisals against employees who report concerns in good faith are prohibited. However, the responsible offices also respect the rights of the accused.

Reporting offices

- › Line manager
- › Compliance manager (technical issues)
- › Human Resources (personnel issues)
- › External reporting offices:
 - Reichenbach Rechtsanwälte AG, Zurich
 - Tel. +41 44 226 96 00
 - Fachstelle Mobbing und Belästigung, Zurich and Berne
 - Tel. +41 44 450 10 16
 - fachstelle-mobbing.ch

Contact addresses

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