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To our employees at INCIT, our Partners, Members and other stakeholders

Dear colleagues,
Dear friends,

Since the first day of our organisation’s foundation, INCIT has enjoyed continuous growth, increasing popularity and success. Looking back at our development, we are taking pride of what we have achieved collectively at INCIT. Within a short period, we became a truly international organisation representing various nationalities with manifold backgrounds. Our organisation’s vision, mission and the environment we are working in entail a great responsibility on us.

INCIT’s employees have proudly upheld our organisation’s worldwide reputation for high ideals and standards of conduct in a complex international business ecosystem. In the last several years, organisations’ business practices across the globe have come under increased scrutiny due to failures of ethics and controls, imposing loss of credibility and reputation. At INCIT, we believe that the credibility and reputation are essentially shaped by the conduct of everyone of us and, thus, we have developed this Code of Conduct.

The Code of Conduct reflects our value statement and describes how we suit the action to our words. The Code of Conduct is a bundle of guiding fundamentals making sure that we conduct ourselves in a proper way, not only with external stakeholders but also with any stakeholder within our organisation. Our Code of Conduct is a set of directorial ethics, values and principles, designed to assist our employees at INCIT and our external stakeholders in identifying and resolving difficult situations – where one may be asked to compromise his or her integrity or values. The Code will also counsel us where to go and whom to approach for assistance and advice. Ultimately, our Code of Conduct strives to foster a culture that is verily representative of INCIT.

At INCIT, we truly believe that we can progress our mission individually and collectively by embracing this Code of Conduct. Each of us has the responsibility to ensure that we obey the guiding principles and has the courageousness to speak up when anything seems to be in misalignment with this Code. We thank you for continuing to do your part.

Your sincerely,
The INCIT Board
Introduction

The International Centre for Industrial Transformation ("INCIT") was incorporated in 2021 with the vision to help global industries create and adopt world standards for sustainability.

As a small group of Co-Founders, we are on the path to becoming a world-renowned international think tank and thought leader for spearheading the transformation of manufacturing internationally. Our focus is to create a reputation for the highest standards of integrity and responsibility for our non-profit organisation.

At INCIT, we are dedicated to our mission to develop and distribute international frameworks for the manufacturing industry; to educate the community on the latest developments and trends in industrial sector; and provide our Members with quantitative benchmarks for transformation in the manufacturing sector.

Within our Conduct of Conduct, we outline the responsibilities all INCIT employees have to each other, our Partners and Members, and the public. This Code of Conduct will help all INCIT's employees and directors understand how to comply with the fundamentals in daily work and ensure the basic elements of our core values.
INCIT is a non-government, not-for-profit organization. Our ambition at INCIT is to become an internationally recognised thought-leader within the Advanced Manufacturing sector and to spearhead efforts to foster, accelerate and drive the transformation of the global industrial community towards Advanced Manufacturing. To achieve that ambitious targets in a complex global environment, we established a simple but effective framework of Rules and Guidelines, which shall support our conduct in our daily work.

Complying with Applicable Laws

First and foremost, it is our duty at INCIT to comply with all laws and regulations that apply to the organisation's activities at all times.

All INCIT employees will not take any actions on behalf of INCIT or its affiliates that infringe any laws or regulations.

All laws and regulations must be observed and obeyed while making any decisions, regardless of where the employee is working – in the office, at home or abroad.

This is not only important because such violations may result in legal consequences (fines, jail terms, lawsuits, termination of employment, etc.), but because appropriate behaviour and acting with conscience are also good and respectable practices.

Given this, we at INCIT refuse to pursue any dishonest and/or unfair practices and conduct our activities in a manner devoid of corruption and bribery.

Observing Ethical Standards

Our employees' Commitment to Ethical Standards and rules set out in this Code of Conduct.

Failing to observe and obey the rules set out in this Code of Conduct may result in significant damage to INCIT and our colleagues, Partners, Members and other stakeholders. Thus, the Code of Conduct obligates all of us at INCIT, regardless of our role or position, be it a staff member, manager, or director.

All of us at INCIT sincerely commit not to tolerate any violation of our Code of Conduct. Anyone who disrespects the Code of Conduct must expect and accept the consequences.

To ensure this does not happen, each of us at INCIT is requested to familiarise ourselves with our Code of Conduct, incorporate the rules of our Code of Conduct into our everyday behaviour, and conscientiously apply the rules of our Code of Conduct when we make decisions.
Our Core Values

At INCIT, our common goal is to fulfill our responsibility towards the industrial community, society and each of us within INCIT. Advocating our core values of Integrity, Transparency, Accountability, Sustainability and Thought leadership requires the awareness of the economic, social, and environmental impact of everything we do.

Integrity

All our Partners, Members, and stakeholders expect us to behave with integrity in our daily work. We believe that our employees contribute to INCIT's integrity in a way that sustains the community's trust and emphasizes the reputation of INCIT.

Therefore, we at INCIT commit always to be respectful, reliable and dedicated to our Partners, Members, and other stakeholders (non-employees) – and certainly to each other within INCIT.

It is essential that all employees act as ambassadors and role models, encouraging their team members and colleagues to work transparently, judge objectively and speak up when our fundamentals for ethical behaviour are not respected. Each of us at INCIT puts honesty and integrity above the aspiration for personal reward, prosperity and growth.

We strongly believe that integrity, being a true culture of our organisation, is a guiding principle at all levels and across all activities within INCIT.

Transparency

Transparency is one of our imperatives at INCIT as it is about openness, information and communication. At INCIT are keen to be proactive in driving transparency across all our activities, be it within the organisation or when interacting with our Partners, Members, and other stakeholders.

To us, transparency is the ability of our employees, Partners, Members, and other stakeholders to have equal access to the information – in compliance with the necessary Confidentiality and Privacy principles. Transparency is an indispensable aspect for INCIT to ensure professional competence, independence, avoidance of conflicts of interest and fair competition.

Accountability

We at INCIT take responsibility for what we say, decide and do. We acknowledge mistakes and strive to remediate adverse effects at the right time. These accountability principles apply to both individual accountability of our employees at INCIT, whilst each of us at INCIT also feels responsible for the collective actions and achievements at INCIT as an organisation.

To foster and support accountability, we proactively discuss matters and commit to our decisions, whereby employees are actively involved in decisions and plans that affect them. We keep the promises and commitments made to our peers, Partners, Members, and other stakeholders.

Thus, we take pride in our work, ensuring that our services and activities are exceptional and utterly reliable.
Thought Leadership & Sustainability

INCIT is an ESG organisation. With our thought leadership MANUVATE, we focus on creating technologies, methodologies and innovations to support the manufacturing community and keep pace with transformation trends.

The purpose of thought leadership is the focus on "E" for Environmental – creating innovative technologies and methodologies where manufacturers are driving productivity "more with the same" resources or better, "doing more with less" whilst making a positive environmental impact, e.g. decarbonisation and conservation of natural resources. The rationale is as simple as that – there is no sustainable future without a stable natural environment.

The "S" is the social criteria of our thought leadership & sustainability core value, addressing our relationships with our Partners, Members, other stakeholders and most importantly – the broader and diverse society. The way we act and appear socially substantially fosters our reputation and paves our way for all future engagements.

As a next logical step, we at INCIT create governance under "G" and new standards by driving the global transformation through the adaption of MANUVATED innovations.

We at INCIT use the combination of "E", "S" and "G" to transform the manufacturing industry into the world's leading driver of sustainability.

INCIT’s Core Values

Integrity
We act with integrity and are always honest, fair and reasonable in all our activities, regardless of where we are and where we work.

Transparency
We act in an transparent way and provide our employees, Partners and Members with openness.

Accountability
We take responsibility for all our actions, decisions with a special focus on environment, social and governance. We are accountable for consequences.

Sustainability
Incorporating the sustainability in our DNA, we support the industrial community to transform towards a sustainable future.

Thought Leadership
We are passionate to enable a better future through forward thinking and innovative cooperation with the industrial community.
How INCIT acts at the workplace

Our success at INCIT and its reputation are underpinned by the high standards of our ethical conduct which are indispensable in the context of the environment and ecosystem we operate in.

INCIT needs a working environment which fully respects and safeguards the dignity of each and every individual who works for and with INCIT and its Partners, Members and all other stakeholders.

Each employee at INCIT is obligated to act with fairness, integrity and dignity in all aspects with INCIT and its Partners, Members and all other stakeholders.

We at INCIT must conduct all activities in a fully professional manner. Every one of us at INCIT, regardless of role and position, has the responsibility to not take any action that could harm or compromise the integrity of INCIT.

Human Rights

We at INCIT operate within a global industrial environment and also interact with Partners and Members engaged in other segments.

Regardless of where and when we take action, we respect, safeguard, and encourage all rules and regulations in force to protect human rights, children's rights and human dignity as elementary principles and fundamental requirements across the globe.

This fundamental approach applies to working within our organisation and is also implicit conduct of all our Partners, Members and other stakeholders.
Prohibition of Discrimination and Harassment

We at INCIT will not condone any illicit harassment or discrimination, including sexual harassment, discriminating harassment, and any other behaviour prohibited by law.

Any unlawful harassment and discrimination are prohibited in the entire working environment – regardless of where we are and/or how we work.

Thus, this prohibition applies to the office, any events outside the office and any resources we use, including electronic mailing, voice and the internet.

We at INCIT also do not tolerate unlawful harassment and discrimination by Partners, Members and other stakeholders (non-employees), to the extent that such harassment and discrimination impact the working environment or interferes with the conduct of work by INCIT's employees.

The following list provides some examples of unlawful behaviour for a better understanding:

- Inadequate behaviour intended to debase or degrade an individual
- Using a person’s rejection or submission to unwelcome sexual advances as a basis for decisions affecting person's employment (e.g., terms of employment, remuneration, gratuity, promotion, subsequent assignments, appraisals)
- Behaviour that creates an offensive, hostile or intimidating environment
- Discriminatory, disrespectful behaviour or racist statements
- Statements of a sexual character, sexual innuendos, requests for sexual favours, sexually suggestive proposals or unwelcome physical contact
- Bullying, mobbing, daunting or threatening communication

Health and Safety

We at INCIT preserve and promote the health, performance and satisfaction of our people. To achieve this, we at INCIT are committed to complying with all health, safety and environmental laws and regulations.

We at INCIT strongly believe that it is our responsibility and duty to respect the environment in the communities where we live and act across the globe.

Through tireless and continuous improvements in the working environment, as well as encouraging our Partners, Members and all other stakeholders, we are committed to acting in a way that protects and preserves our environment and natural resources and sustains a healthy, safe, and environmentally sound place of work.
Equal Opportunity and Equal Treatment

Our success at INCIT entirely depends on the individual and joint (collective) ability of our people.

The different views, opinions, experiences, diverse backgrounds and unique styles of our people give us exceptional opportunities to create value and wisdom in our organisation. We at INCIT strongly believe that each and every individual is invaluable to INCIT.

This is also why we at INCIT believe that equal treatment and providing equal opportunities to our people is vital for our success and sustainability.

Equal opportunities and equal treatment are beneficial for all, and the more people enjoy those opportunities and treatment, the more value is created. Hence, we at INCIT strive to maximise the meaning of "more people", which consequently becomes "all people".

Fundamentally, we at INCIT recruit, hire, train, support and promote individuals based on their qualifications, abilities and skills.

We provide a working environment where the dignity and worth of each individual is highly respected and is free from any type of discrimination or harassment due to race, colour, sex, gender, age, religion or religious creed, national origin, ancestry, citizenship, marital status, sexual orientation, gender identity, gender expression, genetic information, physical or mental disability, military or veteran status, or any other characteristic protected by law.

Our overall goal at INCIT is to foster a work environment that encourages the full contribution of our staff, bringing diverse backgrounds and the full scope of talents, skills and abilities together in the workplace.
How INCIT acts as a Member of the Global Society

Governments

The nature of our international activities at INCIT necessitates that our staff communicate and cooperate with officials and representatives of many governments, authorities, political offices, and other public institutions across the globe.

Transactions and interactions with governments might be subject to special statutory rules and regulations, which may result in serious consequences if any of these individual rules and regulations are breached.

To avoid this situation occurring, our interactions with public officials and positions holders at any political office are scrupulously in line with all laws and regulations and the relevant internal rules concerning the prevention of conflicts of interest and corruption.

We do not make any "facilitation payments". To make it clear – facilitation payments are amounts paid to public officials to accelerate routine administrative matters.

We at INCIT also do not offer any monetary payments or payments in kind to government officials – neither directly nor indirectly.

Moreover, because of our independence, impartiality, and intellectual integrity, we at INCIT do not contribute monies or resources to any religious groups or political parties, elected officials or candidates for public office in any country.

We also do not support any political movements and campaigns.

Anti-Bribery and Anti-Corruption

We at INCIT do not accept and/or tolerate any types of corruption or bribery. We strongly and actively support the efforts of all authorities and organisations to fight corruption and bribery around the world.

Anyone from INCIT who engages in bribery may be prosecuted for committing criminal offences and expose INCIT to an investigation, prosecution and/or fines.

Therefore, our employees shall not directly or indirectly propose, provide, ask for or agree to take any form of bribe or payment or any other corrupt offer.

Prohibited payments can appear in various forms and may consist of cash, presents and complementary samples, usage of vehicles, offers of engagement or jobs for family members, payment of non-relevant travel and entertainment expenditures, overpricing of sales whilst expecting a return of a part of the sale price to the buyer, and contributing to "charities" preferred by an official. Suggestions and agreements to make these, or similar payments, can break the law even if they are not accepted or ever paid.
Gifts, Hospitality, and Invitations

Small marketing gifts of low value or invitations to a mutual business lunch or business event intended to establish appropriate customer relationships are normally acceptable.

However, it must be clear that those gifts are in accordance with politeness, hospitality, and local habits and that providing or accepting gifts does not impair the independence of either ourselves at INCIT or our Partners, Members and other stakeholders.

Moreover, even the appearance of such compromising behaviour must be prevented to safeguard and strengthen the reputation of INCIT.

Thus, invitations or gifts must be rational and appropriate, with the intention to enhance INCIT’s reputation, present our organisation and its activities, or establish sincere relationships.

Donations, Sponsoring, and Charity

INCIT might make donations (contributions on a voluntary basis with no expectation of consideration in return) to charitable organisations.

INCIT might also provide sponsoring funds (contributions based on a contractually agreed consideration) to not-for-profit programmes in the communities where INCIT interacts (including assistance in emergency relief efforts after a natural disaster, funding of education, healthcare, research, or similar not-for-profit investments).

Both donations and sponsoring funds serve the purpose of achieving a positive impact in terms of public help, supporting the industrial community and strengthening INCIT’s reputation.

However, INCIT will not provide any form of charitable contributions if such contributions influence government officials or third parties in granting inadequate advantages to INCIT.
Political Activities and neutrality

We execute political lobbying centrally and in accordance with the principles of openness, transparency, accountability, and responsibility.

Needless to say, INCIT’s interactions with governments, authorities and interest groups is based on the fundamentals of total independence, neutrality, and impartiality.

It is strictly forbidden to influence policymakers and governments dishonestly.

Whilst you, as an individual, are encouraged to participate in the political process in your home country, you should do it on your own time.

You must ensure that you are not acting on behalf of INCIT. Moreover, our employees' individual political activity must be entirely voluntary and must only happen outside your working time. Your political activities must not involve the use of INCIT’s funds, other staff’s capacity, equipment, properties, or facilities.

Fair Competition and Conflict of Interest

Sustainability benefits everyone and can only be attained with fair and non-discriminatory competition supported by strict compliance with laws and regulations.

All pertinent laws must be observed and obeyed in all decisions and operations at INCIT regardless of where each decision is made - at home or abroad.

Corruption, unlawful lobbies, misappropriation, and frauds will adulterate competition and imply costs resulting in serious fines, damage to reputation and, finally, could also jeopardise employment at INCIT.

In this regard, we reject conducting unfair and dishonest practices and pursue our activities in a manner free of corruption and bribery. It should be noted that violation of the law is not tolerated and can result in disciplinary actions.

A conflict of interest appears when your personal interests or those of your spouse, close relatives, personal relationships, friends or third parties interfere.

The interests could also be perceived as interfering based on staff's professional judgment, objectivity, independence, or loyalty to INCIT.

Whilst we at INCIT respect an individual's interests and the private lives of our colleagues, it is essential to avoid any conflicts between the organisation and personal interests, and the appearance of such a conflict.

All our decisions at INCIT are made entirely based on objective principles, and we at INCIT do not allow ourselves to be persuaded by personal interests or relations.
Insider Trading

We at INCIT interact with many organisations, authorities, public offices, and institutions around the world. Thus, we may obtain comprehensive information and data, which might be judged as confidential, insider or non-public information.

The law prohibits the use or release of insider information in the trading of stocks, securities, or financial instruments. The same applies to advising any third party, inciting a third party to participate in insider trading and illegally disclosing insider information. Relevant domestic legislation may lay down further prohibitions.

Insider information is information of a particular nature that has not been announced publicly and if it were announced publicly, may result in a rise in the value of the pertinent stock, security or financial instrument.

We at INCIT treat information relating to stock performance in line with requirements of the capital market and do not tolerate any insider trading. Thus, you must not disclose or use such information for any determination other than that of INCIT.

We at INCIT may only use information pertaining to insider-relevant projects and processes internally and in agreement with the applicable internal rules.

We must also not disclose such information to any external party – including family members.
Export Compliance

Export control may levy prohibitions, restrictions, approvals from government entities, or other monitoring actions on the trans-border exchange of goods and services.

As an international acting organisation, INCIT may become subject to numerous domestic and international foreign trade regulations.

These conventions and laws regulate the import, export and/or transfer (which can also be conducted electronically) of commodities, technologies, software, services, funds, and currency over specific international borders right up to the complete prohibition of trade with particular countries (embargo).

Control of export also covers interactions between INCIT affiliates.

We at INCIT comply with all requirements for importing and exporting commodities, services, and information.
How INCIT treats Information

Confidentiality

The nature of our work and working environment provides us access to data, which might not be accessible to others.

We at INCIT are obliged to protect all confidential and sensitive information, which our employees and partners obtain during the execution of their duties.

Confidential information can include information in any form, such as written or electronic data, and can generally contain INCIT’s internal activities information, external information obtained from Partners, Members and any other stakeholders, and personal data related to individuals.

The unauthorised disclosure of such information may result in serious consequences for INCIT and lead to legal sanctions.

Therefore, we at INCIT attach the greatest value to the protection of confidential information, which helps us fulfil our legal duties and inspire our Partners, Members and any other stakeholders to good faith disclosures.

Especially the data obtained during the Official SIRI Assessment Programme process from our Partners and their clients which requires the highest degree of awareness of the protection of confidential information.

To meet these high-quality standards, it obligates us in our responsibility to ensure that, with special procedures, the security of all confidential or personal information is achieved and we must initiate special measures to secure the obtained data from unauthorised disclosure.

Intellectual Property

We at INCIT are eager to protect our intellectual property and respect the intellectual property of our Partners, Members and other stakeholders or third parties.

With our employees’ motivation and strong contribution to innovation, INCIT can gain new insights about technological advancement and create valuable concepts, strategies and develop other firms' assets.

These assets can include technology development, intellectual property, patents, trademarks, copyrights, data, methodologies and play a central role in INCIT’s success, reputation and uniqueness. INCIT will own the intellectual property you generated in the course of your scope of duties.

As we are aware of the value of our company, we at INCIT will follow internal management guidelines and procedures for safeguarding our organisation’s assets to prevent unlawful dissemination and misuse.

Before copying, disclosing or using INCIT’s intellectual property, our people at INCIT will seek prior advice and approval from the Legal Department of our organisation.
Unauthorized Copying or Use

It is a violation of law to copy legally protected works created by others or make use of those works without obtaining prior permission. Unlawful duplicating of rightfully copyrighted material can lead to an individual’s or organisation’s legal consequences and obligations.

Protected work can consist of – computer software, most publications, databases, and video and audio material. Additionally, it may also include material published on websites and articles, musical recordings, graphic designs, and photographic images.

As the nature of our work at INCIT is based on intellectual property, which is one of the most valuable assets at INCIT, we at INCIT must act responsively with issues related to the intellectual property of others.

Therefore, copyrighted material must not be reproduced, spread, or modified or used when preparing any presentations or publications for INCIT, its Partners, Members and other stakeholders without prior permission of the owner or an authorised representative.

However, under certain circumstances, the law enables us to use the protected work of others fairly, but obliges us to fulfil the minimum requirements, like identifying the name of the author, publisher, and owner of the protected works in the corresponding publication or presentation and to get written permission from the owner if a substantial part of the original work needs to be used.

INCIT’s legal department can consult an employee whether copying is permitted and if such written permission is required from the author.

Data Security and Data Privacy

In the nature of our work, INCIT collects, processes and uses data in compliance with the relevant regulations.

Therefore, data management and information technology play a significant role for us at INCIT.

Our Information Security Policy determines the requirements on each of us to protect the confidential information of INCIT and our Partners, Members and other stakeholders with the assurance of security, availability, integrity, and confidentiality.

Treating information with confidentiality is one of our core values at INCIT and that means we provide our employees with the obligatory instructions of safeguarding INCIT, our Partners, Members and other stakeholders and third parties.

Hence, we at INCIT commit to protecting the confidentiality of personal data while processing personal information of our employees at INCIT, our Partners, Members and other stakeholders in compliance with all relevant privacy laws and regulations.
Thereby, the anonymisation of all data obtained during the Official SIRI Assessments (OSA) enjoys our highest priority.

We at INCIT commit to supporting the industrial community in line with equality and non-preference of individual organisations to foster fair and transparent data usage.

Furthermore, INCIT’s information and technology equipment must be used for INCIT’s purposes only. This can include hardware, software, Partner and Member platforms, as well as phones. We at INCIT shall not disclose personal passwords to any of our colleagues or other persons, even if we are on leave and our deputy superiors or IT staff need particular data.

Additionally, we at INCIT shall never access improper websites or email inappropriate content by using any organisation’s equipment. Electronic exchange of information via the internet, Intranet, email and more play a key role in our daily work life and can include personal information like name, address or date of birth, phone numbers, email addresses etc.

To prevent any issues or breaches, the data privacy laws must be observed and obeyed as these laws specify what and when personal information can be disclosed and how that personal data must be managed and protected.
We welcome comments and feedback for improving our Code of Conduct. If you think something is missing or can be improved, please contact us at contact@incit.org