



# OUR CODE

Public | Last Updated: March 2024

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# Welcome to OUR CODE



*Dear Colleague,*

*As a member of the GKN Powder Metallurgy team, you are a key contributor to our global organisation, collectively striving to enhance the excellence, resilience, and sustainability of our business.*

*In order to succeed together and as a business we pursue a common goal that is underpinned by a set of shared values.. At GKN Powder Metallurgy, our core values are WIN, TOGETHER, INNOVATIVE, SUSTAINABLE and LEGACY. These principles serve as the bedrock of our corporate identity and shape our individual conduct as employees.*

*For us, TOGETHER means collaborating with integrity, reliability and taking ownership. This principle is at the heart of Our Code.*

*While our commitment to growing our business and creating value for our stakeholders remains unwavering, it is essential to emphasize that certain principles transcend financial gains. There are things, that are more important. This includes respecting and protecting each other and our business, behaving in an ethical and lawful way, and caring for our communities and our world. These things are non-negotiable and must guide our daily actions.*

*Please read Our Code carefully and comply with it. In all your activities, uphold honesty, fairness, and trustworthiness. If ever uncertain, do not hesitate to seek guidance. Within our organization, you have the support of colleagues and leaders who are committed to help you.*

*Being part of the GKN Powder Metallurgy team is a privilege, but it also comes with responsibilities. Like me, you represent GKN Powder Metallurgy, entrusted with the duty of upholding our reputation. You are responsible for your own actions, but also for helping create a culture in which behavior which is inconsistent with Our Code is not tolerated. If you discover behavior that could be wrong or inconsistent with this Code, please speak up so we can deal with it.*

*I know I can count on you to follow Our Code by always doing the right thing as we work TOGETHER.*

*Thank you.*

*Jean-Marc Durbuis  
Chief Executive Officer*

# > INTRODUCTION TO OUR CODE

## An Introduction to **OUR CODE**

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At GKN Powder Metallurgy, one of our values is to be Principled. Of course, there is much more to being Principled than we can include here, but Our Code focusses on how we:

- Respect & protect each other & our business
- Behave ethically & lawfully
- Care for our communities & our world

Our Code is important. It should guide how you behave, how you do your job and how you interact with other GKN Powder Metallurgy employees and stakeholders. It applies to all GKN Powder Metallurgy employees and workers, whatever their job and wherever they are located, without exception. It sets out the minimum standards we expect of everybody.

Our Code explains things that you must and must not do. But it is only an overview of the most important issues. It cannot cover every topic, situation or requirement in detail. Where relevant it directs you to our more detailed policies and procedures which contain more information.

If you do not understand any part of Our Code or the standards expected of you as a GKN Powder Metallurgy employee, ask your manager, or a member of the HR or Legal functions.



## Speaking Up

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However hard we try to do the right thing, sometimes things do go wrong. When they do, it is important that you bring this to our attention so that we can deal with it and prevent it happening again. We therefore encourage a culture of Speaking Up in which we ask that you bring all issues of concern to our attention.

You should always feel able to ask questions or raise concerns about any acts or behaviours which are or could be inconsistent with Our Code. Your concerns will be listened to, investigated and dealt with properly and sensitively.

For more information on our policy on handling concerns raised by our employees, please see our Whistleblowing & Employee Disclosure Policy available on the Excellence System. We will always support employees who raise genuine concerns, even if they turn out to be mistaken.

If you have a question or concern, your first point of contact should be your line manager or if appropriate another manager or specialist at your location.

If for any reason you feel you cannot raise the matter internally, a confidential and anonymous Employee Disclosure Hotline and Portal is available to report issues of concern. This is open 24 hours a day, seven days a week, and is hosted by an external, independent company. Telephone numbers are widely publicised in your place of work and are available at iShare intranet.



01

➤ WE RESPECT AND PROTECT  
EACH OTHER  
AND OUR BUSINESS

## HEALTH & SAFETY

The health and safety of our employees is our number one priority. We are committed to providing a safe working environment for our people and supporting their mental health.

You are a critical part of that. Our health and safety system ThinkSAFE! is an embedded part of every GKN Powder Metallurgy facility and office and should be embedded in how every employee thinks and behaves.

What this means for you:

- Comply with all ThinkSAFE! requirements and other applicable Health & Safety Policies
- Understand the safety requirements of your role, and seek support from HSE specialists if you need it
- Recognise that how you behave at work contributes to the safety of yourself and your colleagues
- Actively support all safety initiatives at your location and help identify and deliver safety improvements
- Complete your required health & safety training
- Follow standard work processes
- Comply with all security procedures applicable at your place of work or when travelling
- Never work under the influence of alcohol or drugs
- Speak Up when you see something wrong.

## RESPECTING EACH OTHER

We believe in treating other people with respect. We expect GKN Powder Metallurgy to be a great place to work, where no one is bullied, harassed or disrespected.

We expect these behaviors at all levels of our organisation, regardless of seniority or role. We encourage robust and frank discussion, but it must never cross a line where it becomes disrespectful.

What this means for you:

- Treat your fellow colleagues and other people with dignity and respect
- Never bully, harass or victimise another person, or behave in a threatening or intimidating manner
- Never engage in conduct which could constitute sexual harassment, including unwelcome physical contact, expressions, gestures or comments
- Not make or share material, jokes or comments, or spread gossip or rumours, which others might find offensive
- Be sensitive to cultural differences, where your conduct may be acceptable in one culture but not another
- Be tolerant and understanding when people do make genuine mistakes.

## DIVERSITY, EQUITY & INCLUSION

We are a global business and we believe in recognizing and celebrating the different cultures, customs and beliefs of our employees, within a common framework of respect and tolerance.

We value differences and recognise that the diversity of our people, cultures, skills and abilities is a business strength. We do not tolerate unlawful or unethical discrimination in any form.

We believe in rewarding performance. We will ensure that opportunities for development and progression within our business reflect the talent and experience of our employees.

### What this means for you:

- Never discriminate on the grounds of gender, sexual orientation, age, disability, religion, race or national or ethnic origin, or any other reason which is unethical or unlawful
- Ensure all decisions relating to employment, development and promotion are based on ability and merit
- Promote and value diversity and inclusion in the workplace
- Recognise that you may have unconscious biases and take steps to address them.



## ACCOUNTS & RECORDS

We are committed to high standards of accuracy and integrity in our business records and financial reporting.

Our investors place trust in our accounts and financial records, and accurate recordkeeping and reporting reflects on our reputation and credibility, and ensures that we meet our legal and regulatory obligations.

### What this means for you:

- Record all business and commercial transactions properly and accurately, in accordance with our policies
- Do not manipulate the recording of revenue, expenses accruals or provisions to meet budgetary or bonus goals
- Never falsify any document or distort the true nature of any transaction
- Ensure that all tax, regulatory and other public filings are true and accurate to the best of your belief and are submitted when due
- Always be open and honest in dealing with our auditors and relevant authorities
- Maintain all records in accordance with our Document Retention Policy
- Comply with the procedures required by our Anti-Money Laundering & Tax Evasion Policy and not engage in conduct that could unknowingly facilitate money-laundering or tax evasion
- Speak Up when you see something wrong.

## BUSINESS RESOURCES

As GKN Powder Metallurgy employees, we are custodians of the resources and assets of our business. This includes things like money, inventory, equipment and tooling, but also information, data, technology and intellectual property.

We use these resources every day, but they do not belong to us. They belong to GKN Powder Metallurgy. So we must look after them and use them properly.

### What this means for you:

- Only use GKN Powder Metallurgy resources and assets for valid business purposes
- Do not seek to misuse them for your personal benefit or any other non-business purpose
- Keep them safe and secure and exercise the same degree of care as if they were your own.



## SECURITY

Effective and reliable security is critical for the successful operation and protection of our business and our customers and suppliers trust us to protect their assets and to treat them with the utmost care. We are committed to keeping our business assets and information secure, but cyber security attacks and other security threats continue to increase.

Security breaches could result in disruption to our IT and manufacturing systems; financial loss from theft, fraud or ransom; breach of our obligations to our customers and suppliers; and reputational damage. This means that the security of our business must be an integral element of our daily work. Every GKN Powder Metallurgy employee must play their part to protect ourselves against security threats and risks.

### What this means for you:

- Comply with our Security Policies and related procedures
- Classify and categorize all information assets you create and then handle them in accordance with those classifications
- Complete all security training when requested
- Immediately report any security concerns or issues. Even if you're not sure, it is better to report.

02

➤ WE BEHAVE ETHICALLY  
AND LAWFULLY

## OUR LEGAL OBLIGATIONS

As a global business, we are subject to thousands of laws and regulations which apply in the countries in which we are based or operate. It is GKN Powder Metallurgy policy to always comply with the laws and regulations to which we are subject.

Many of the laws which affect our business are considered in other parts of this Code, but we can't explain every law here. Whilst we don't expect you to be a legal expert, we do expect you always be careful to make sure you comply with the law and if you are ever unsure to seek help from our Legal function.

### What this means for you:

- Familiarise yourself with the basics of the laws that apply in your country, or to your role
- Undertake all legal and compliance training whenever you are requested
- If something feels like it may be unlawful, stop and think
- If you are ever in doubt, seek advice from our Legal Function

## BRIBERY & CORRUPTION

Bribery is illegal, and corruption is damaging to businesses, people and societies. We have a policy of zero tolerance toward bribery and corruption in our business and our supply chains.

Anti-bribery laws are strict, and can make us liable for bribes paid by others on our behalf, even without our knowledge. Our anti-bribery policies and procedures are designed to protect us and must always be followed.

### What this means for you:

- Not offer or pay bribes to anyone - including 'facilitation payments'
- Not accept bribes or anything that may look like a bribe
- Declare all gifts and hospitality given or received in accordance with our Gifts & Hospitality Policy
- Not make political donations and ensure other donations comply with our Donations & Sponsorship Policy
- Comply with our Sales Agents & Consultants Policy
- Report any known or suspected bribery to your Duly Authorised Executive or the Legal Function.

## COMPETING FAIRLY

Competition and antitrust laws apply in all the countries in which we operate. We must compete hard, but fairly and within the restrictions of the law.

Illegal anti-competitive behaviour has been a major problem in our industry and many other companies have been prosecuted for breaching the rules. We must never become one of them.

### What this means for you:

- Be very careful when interacting with competitors
- Never share competitively sensitive information with a competitor
- Never agree or reach an understanding with a competitor to fix prices, to allocate customers, territories or markets, to collude on tenders or rig bids, or otherwise not to compete in any way
- Complete all training in this area when requested
- If you have any doubts about what you are doing, seek advice from the Legal Function.

## TRADE COMPLIANCE

We are a global business. Our people, products and technology cross borders and we interact with business partners in many countries and territories. This brings with it requirement to comply with global trade restrictions, including sanctions which prohibit business with some countries, companies and individuals.

We must also comply with customs and other import and export formalities, and we may also be subject to technology related trade controls.

Finally, we need to understand our potential business partners. This includes doing checks to make sure they are reputable and we are safe to deal with them.

### What this means for you:

- Comply with our Trade Compliance Policy, including seeking approval before dealing with counterparties in High Risk Countries, or when products are to be used in any Military or Security application
- Comply with our Customer, Supplier and Other Counterparty Due Diligence Procedures when dealing with a new customer, supplier or other business partner
- Ensure all customs forms and declarations are completed and filed in an accurately and timely manner.

## PERSONAL DATA & PRIVACY

We collect, store and use personal data relating to thousands of people, including our employees, customers, and suppliers. Holding and processing that personal data comes with increasingly strict legal responsibilities.

We must use, store and dispose of that data carefully, in a way that respects individual privacy, and is compliant with relevant laws in all the countries in which we operate.

### What this means for you:

- Only collect, use and retain personal data for legitimate business purposes
- Comply with our Data Protection Policy which explains how you use, process and dispose of that data
- Complete all training on Data Protection & Privacy when required
- Seek advice from your local Data Protection Coordinator or the Legal Function when you are unsure.





## ETHICAL CONDUCT

Laws and regulations set out the minimum standards which we must meet, both as a business and as individuals.

But complying with laws is not enough. There is more to being Principled than being legally compliant. We expect you to go further, and always behave with the highest ethical standards and to conduct yourself in a way which reflects GKN Powder Metallurgy's values.

### What this means for you:

- Being honest and transparent
- Conducting yourself professionally
- Acting with integrity
- Being trustworthy and keeping your promises and commitments
- When you make mistakes, being open and not covering them up
- Honoring the spirit as well as the letter of Our Code

## CONFLICTS OF INTEREST

Conflicts of interest can arise when our personal relationships or financial interests (or those of our family or friends) overlap with the responsibilities of our role with GKN Powder Metallurgy.

Conflicts of interest can impact the decisions we make, erode trust and harm our reputation. Even the appearance of a conflict can be damaging. Potential conflicts of interest could include appointing or referring work to a supplier in which you are personally interested; hiring a family member or someone you are in a close personal relationship with; or having any material interest in any GKN Powder Metallurgy customer or competitor.

### You must therefore always:

- Try to avoid situations which might create a conflict between your interests and those of GKN Powder Metallurgy.
- Where an actual or potential conflict does arise, declare it and seek approval in accordance with our Conflicts of Interest Policy. Comply with laws relating to dealing in shares or securities, and never deal on the basis of non-public price sensitive information or in breach of our Securities Dealing Policy

## WHAT IF I AM NOT SURE WHAT TO DO?

Laws are complex and judgements about what is ethical can sometimes be difficult.

If you ever have any doubt about what you are doing, stop and think. Ask yourself, does this feel right? And is it consistent with Our Code?

If not, seek help, from your manager, another senior leader, or from the Legal function. If in doubt, always ask.

03

➤ WE CARE FOR OUR COMMUNITIES  
AND OUR WORLD

## PROTECTING OUR ENVIRONMENT

Our purpose is to drive a cleaner, more sustainable world. This means not only complying with environmental laws, but continuously looking for ways to improve our environmental performance, both in how we operate our production facilities and offices and in the way we design and manufacture our products. We are committed to reducing energy, water and waste, and to minimizing our greenhouse gas emissions. Please support us in our goal.



### What this means for you:

- Actively support all environmental initiatives at your place of work
- Understand the environmental requirements of your role and location
- Seek support from the HS&E team if you need to
- Always work in accordance with our Environmental Policies and Procedures
- Speak Up when you see something wrong.

## PRODUCT SAFETY & QUALITY

The automotive industry is becoming more product safety focused. Every day, millions of people rely on GKN Powder Metallurgy technology and products to keep them safe.

We must follow the product safety laws where we do business, our customers' safety requirements, industry safety requirements and the GKN Powder Metallurgy Product Safety Policy. We are absolutely committed to delivering products which not only meet our customer's quality expectations, but which we know are safe.

### What this means for you:

- Comply with our Product Safety Policy and other procedures
- Complete all-employee Product Safety training and other job specific product safety training
- Recognise that how you behave at work contributes to the safety of our products
- Report Potential Product Safety and Integrity (PPSI) concerns to your product safety representative (Quality Manager or Chief Engineer)



## SUPPORTING COMMUNITIES

We are committed to making a positive contribution to the communities in which we operate. There are lots of ways in which we do this.

We promote good business practice, create opportunities for employment and are sensitive to the concerns of the communities and societies we interact with. We support charities and community organisations, and provide opportunities for employees to volunteer and fundraise.

### You can support this by:

- Helping us support projects and activities in our local communities and encouraging others to do the same
- Putting forward ideas for how we can help
- Seek to minimise any negative impact we might have on the communities in which we operate
- Communicating the good work that you do outside GKN to support charities and your community.

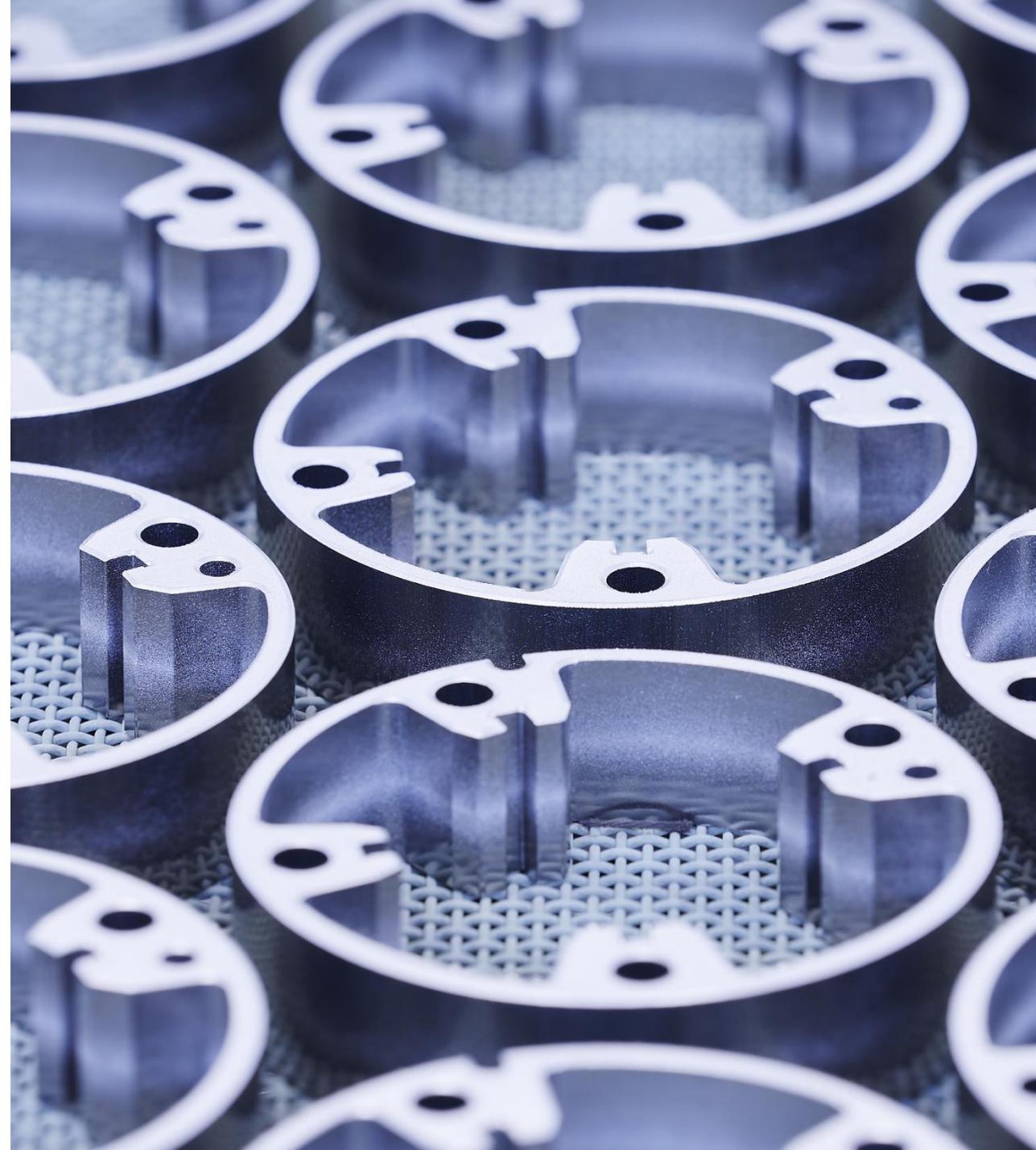
## HUMAN RIGHTS & MODERN SLAVERY

We are committed to respecting fundamental human rights in our operations, our value chain, and in the communities in which we operate.

We seek to avoid complicity in human rights abuses and to use our influence to promote the fulfilment of human rights. This includes our commitment to combat modern slavery in all its forms and in ensuring that GKN Powder Metallurgy and our suppliers and business partners do not use, or tolerate the use of, any child labour or any form of forced, bonded or involuntary labour.

### What this means for you:

- Comply with our Human Rights & Anti-Modern Slavery Policy
- Speak Up if you see someone being treated in a way which might suggest some form of modern slavery, so that we can investigate it further
- Ensure our commitment to combatting modern slavery is clearly communicated to our business partners, including through our Supplier Code of Conduct
- Comply with our Customer, Supplier and Other Counterparty Due Diligence Procedures and refuse to deal with any party which is of concern
- Undertake all training that is requested of you.



## CUSTOMER & SUPPLIER RELATIONSHIPS

Our customers and suppliers are critical our business and we believe in building strong, committed and value-creating relationships with them.

Although we will not always agree on everything, we believe in treating our customers and suppliers respectfully, fairly and with integrity. We also expect our customers and suppliers to demonstrate the same standards of business conduct as we do.

### This means that we must all:

- Behave in a way that encourages the development of long-lasting relationships, built on trust
- Treat our customers and suppliers with the respect and courtesy we would expect ourselves
- See ourselves through the eyes of our customers
- Ensure that the terms of our agreements with customers and suppliers are clear, whilst adequately protecting our interests
- Regularly monitor the performance of our suppliers and ensure that they are acting in accordance with our standards, including our Supplier Code of Conduct.

## COMMUNICATION

Clear, open and honest communication is essential to building trust with our customers, suppliers, investors, the media, the public and the communities in which we operate.

All GKN Powder Metallurgy communications should clear, accurate and communicated in a way that preserves our valuable reputation.

### What this means for you:

- Always act in a way that protects or enhances our reputation and brand
- Do not make public comments or statements on behalf of GKN Powder Metallurgy unless approved by our Communications team, and avoid situations where your personal comments could be interpreted as a comment or endorsement made by GKN Powder Metallurgy
- When communicating externally, make sure you are clear, factually correct and cannot be misinterpreted
- Always assume that written communications may one day be made public, so be careful with the words you use
- Don't say something in public that you would not want to be repeated
- Use social media carefully and in accordance with our Social Media Policy.

## FURTHER READING

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- [Anti-Bribery and Corruption Policy](#)
- [Gifts and Hospitality Policy](#)
- [Donations and Sponsorship Policy](#)
- [Sales Agents and Consultants Policy](#)
- [Competition and Antitrust Law Policy](#)
- [Trade Compliance Policy](#)
- [Data Protection Policy](#) [Conflict of Interest Policy](#)
- [Securities Dealing Policy](#)
- [Environmental Policy](#)
- [Quality Procedure](#)
- [Product Safety Policy and Procedure](#)
- [Human Rights and Anti-Modern Slavery Policy](#)
- [Document Retention Policy](#)
- [Communication Policy](#)
- [Guidance on Inside Information](#)