

when concluding the individual employment contract, at the time of a change in function or when the employment relationship ends.

2.6 Confidentiality and protection of information

Employees must maintain secrecy in any confidential matters of an organizational, business or technical nature within RUAG and towards third parties, during and after the employment relationship.

In the context of confidentiality, all information created or processed at RUAG, whether it is in verbal, electronic, written or any other form, is regarded as business information. Business information must be handled according to its content and be protected from access by unauthorized persons. If necessary, based on its content, employees must classify business information and handle it accordingly.

Please refer to the documents on the protection of information for further details on handling business information and its classification groups.

2.7 Handling of IT and Communication Resources

Employees must make careful and proper use of the IT and communication resources provided by RUAG. Please refer to the relevant "ICT Policy" documents for further information.

2.8 Anti-corruption clause

It is RUAG's avowed aim to adhere to the applicable laws and regulations in all areas of its business activities. This applies particularly to the prohibition of corruption.

Employees declare their agreement with the following rules of conduct to prevent corruption:

- Money and pecuniary gifts may not be used for prohibited or dubious purposes;
- No unjustified advantage may be gained through favours to others of a financial or other nature.
- No favours of a financial or other nature may be accepted if the giver expects or is rewarded with an unfair advantage.

Please refer to the current "Legal Compliance" document for further information.