

INSTA



SUSTAINABILITY REPORT

2023 | Insta GmbH

OUR VISION

“As Germany’s most innovative electronics manufacturer we improve the way people live and work sustainably.”

OUR MISSION

“We conceptualize, develop and produce digital digital products and accompany them throughout entire life cycle. We grow through our expertise and our passion for electronics and electronics and networking with our customers.”

DEAR READERS,

The topic of sustainability is very important to us at Insta, because it determines not only how we develop our technologies, but also the future we want to live in.

With this first voluntary sustainability report, we want to shed light on the year 2023 as transparently and openly as possible. The data relate to Insta GmbH and so to the location in Lüdenscheid.

All data and information have been prepared, presented and reproduced to the best of our knowledge and belief. We cannot guarantee that the targets set will be achieved, as these targets may change due to different requirements and regulations.

This report was written internally. And because our desire to continuously improve is enshrined in our corporate culture, we are working every day to collect further key figures and tighten our sustainability guidelines.

If you have any questions or comments about this voluntary sustainability report, please do not hesitate to contact us.

Yours sincerely, Insta GmbH management,



Alexander Burgbacher



Alfred Vrielin



A black and white photograph of a modern, multi-story office building. The building has a light-colored facade with dark-framed windows. The word "INSALA" is visible on the side of the building. In the foreground, there is a parking lot filled with several cars, including sedans and SUVs. The sky is overcast.

OUR HISTORY

BORN OUT OF TRUST AND FRIENDSHIP

Insta is and remains something very special. Even our founding was a milestone in the history of the electronics industry:

With a great deal of pioneering spirit, the switch and system manufacturers Gira and JUNG joined forces in November 1970 to form an SME co-operation to take advantage of synergies and knowledge. The baby that was born back then was Insta Elektro GmbH. The common idea was to share costs and increase benefits through cooperation in development and production in the field of electronics, series production of edge types and the creative exchange of ideas at various levels.

Since then, the history of Insta has been unrivalled and anyone who is familiar with the installation industry knows that you do not need a garage for the instabus.

With the withdrawal of Berker as a shareholder, Insta has been a subsidiary of Gira and JUNG since 2010. The group of companies comprising Gira, JUNG and Insta continue to function to this day, setting new standards in home and building automation and the smart home standards of tomorrow year after year. At Insta, we also use our extensive expertise in the development and production of electronics to enable customers from a wide range of industries to conquer the market with successful products.

Schalksmühle/Radevormwald, den 26.11.1970

"insta" GmbH
.....
.....
.....

Gebr. Berker Schalksmühle
.....
.....
Berker.....
.....
Gustav Giersiepen, Radevormwald
.....
.....
Albrecht Jung, Schalksmühle
.....

Zum Abschluß, meine Herren, würde ich dem gemeinsamen Jubiläum Tada, Ihnen



unsere Mitarbeiter und unsere Familien gelan-



Ende wünschen, dann haben wir sicherlich
unsren Feiertag zum Wohle unsrer Familien gelebt.

Ja danke Ihnen!



INSTA, A HIDDEN CHAMPION FROM LÜDENSCHEID

Friendly, down-to-earth, innovative - Insta GmbH has been based in Lüdenscheid in the Sauerland region since its founding in 1970. This distinguishes us and our actions, because we love our beautiful region.

Sauerland is known for its green hills, forests, lakes and valleys. The region offers many opportunities for outdoor activities, such as hiking, cycling, skiing and swimming. Countless hiking trails offer opportunities to recharge, or put your endurance to the test on a mountain bike. During the winter months, the Sauerland winter sports arena is the largest winter sports area north of the Alps, which offers a high recreational value.

We are characterised by cordial, trusting cooperation, both internally and externally.



LOGISTICS

4,579 m³

Incoming goods/

outgoing goods

Storage, deliveries

HIGH-BAY WAREHOUSE

27,540 m³

27,500 container spaces

2,500 pallet spaces

1971	FOUNDING YEARS
-	With a pioneering spirit and great commitment, the young company Insta started
1973	producing double sockets and PERILEX plugs and sockets for domestic installations in Carthausen, Germany. By the end of the year, Insta already had 35 employees.
1986	ELECTRONIC TRONIC TRANSFORMERS FROM INSTA
	With the development of the first hum-free electronic transformers, Insta achieved another milestone. The portfolio includes the smallest and flattest designs, which are unique on the market and sell well.
1987	THE INSTABUS MARKS THE FUTURE OF ELECTRICAL INSTALLATION
	On behalf of the shareholder companies Berker, Gira and JUNG, Insta worked with Merten to develop a technologically pioneering concept for an electrical installation and information system in buildings. In 1987, the successful collaboration led to an agreement with Siemens AG to develop a building bus system to be standardised throughout Europe. The "instabus" trademark is the symbol of this partnership.
1992	PROGRAMMING FUTURE SUCCESS WITH KNX
	The collaboration between Insta, Merten and Siemens gave rise to the original partnership of what would become the EIBA. The jointly developed standard guarantees the compatibility and interoperability of various devices and systems from different manufacturers. The European Installation Bus (EIB), also known as instabus, is continued today as the KNX standard.
1994	THE ERA OF MOTION DETECTORS BEGINS
	Insta developed great expertise in motion and presence sensor technology and remains particularly skilled in integrating the technology into an existing switch design. The portfolio of conventional and KNX products ranges from KNX flush-mounted motion detectors for passageways or corridors to presence detectors for ceiling mounting with higher-precision detection.
1997	ENTRY INTO LED TECHNOLOGY
	Insta saw the potential of modern and energy-efficient lighting with LED technology at an early stage and was one of the first companies in the world to introduce LEDs for lighting at the Hanover Trade Fair.

2000	INSTA IS INVOLVED IN DEVELOPING THE DALI STANDARD The digitisation of lighting control led to the establishment of the DALI (Digital Addressable Lighting Interface) working group in the lighting industry. Insta was involved as a company from the very beginning and, with the <i>DALI central unit</i> , introduced the first DALI system to the market. Many more DALI-enabled products followed over the years.
2002	THE TECHNOLOGY CENTRE AT HOHE STEINERT IS CREATED To continue to be optimally positioned for growing challenges, a spacious, innovative administration and production building was built at Hohe Steinert between 2002 and 2009, which will also meet the future requirements of technology specialists.
2004	INSTA DEVELOPS LEDTRIX With the patented LEDTRIX system, Insta presented a DMX-enabled control system specially developed for dynamic LED applications.
2006	GATEWAY TECHNOLOGY With the market launch of the KNX DALI gateway, Insta created the first solution for controlling DALI-enabled luminaires in KNX. This product innovation developed further over the years. Successor products in 2013 and 2017 met requirements such as individual control of DALI single luminaires, effect controls, support for DALI emergency luminaires and support for DALI luminaires with adjustable colour temperatures ("tunable white").
2014	INSTA FURTHER EXPANDS THE SITE The production building at Hohe Steinert was extended to include a high-bay warehouse with 27,540 m ³ of space for 2,500 pallet spaces and 27,500 container spaces. A state-of-the-art goods logistics system ensures the uninterrupted flow of materials.
2022	MATTER IS OUR MATTER Over the past 50 years, Insta has developed and manufactured almost every conceivable product in the field of building automation. With the Matter smart home standard, the company helped standardise and revolutionise the smart home experience in the consumer world.
2024	INSTA PRESENTS NEW PRODUCT AT LIGHT + BUILDING Under the name of AUTARIC KNX Smart Grid Interface, Insta introduced a smart solution to the market to intelligently link heat pumps with PV systems, smart meters and KNX. Further products will follow and round off the portfolio.



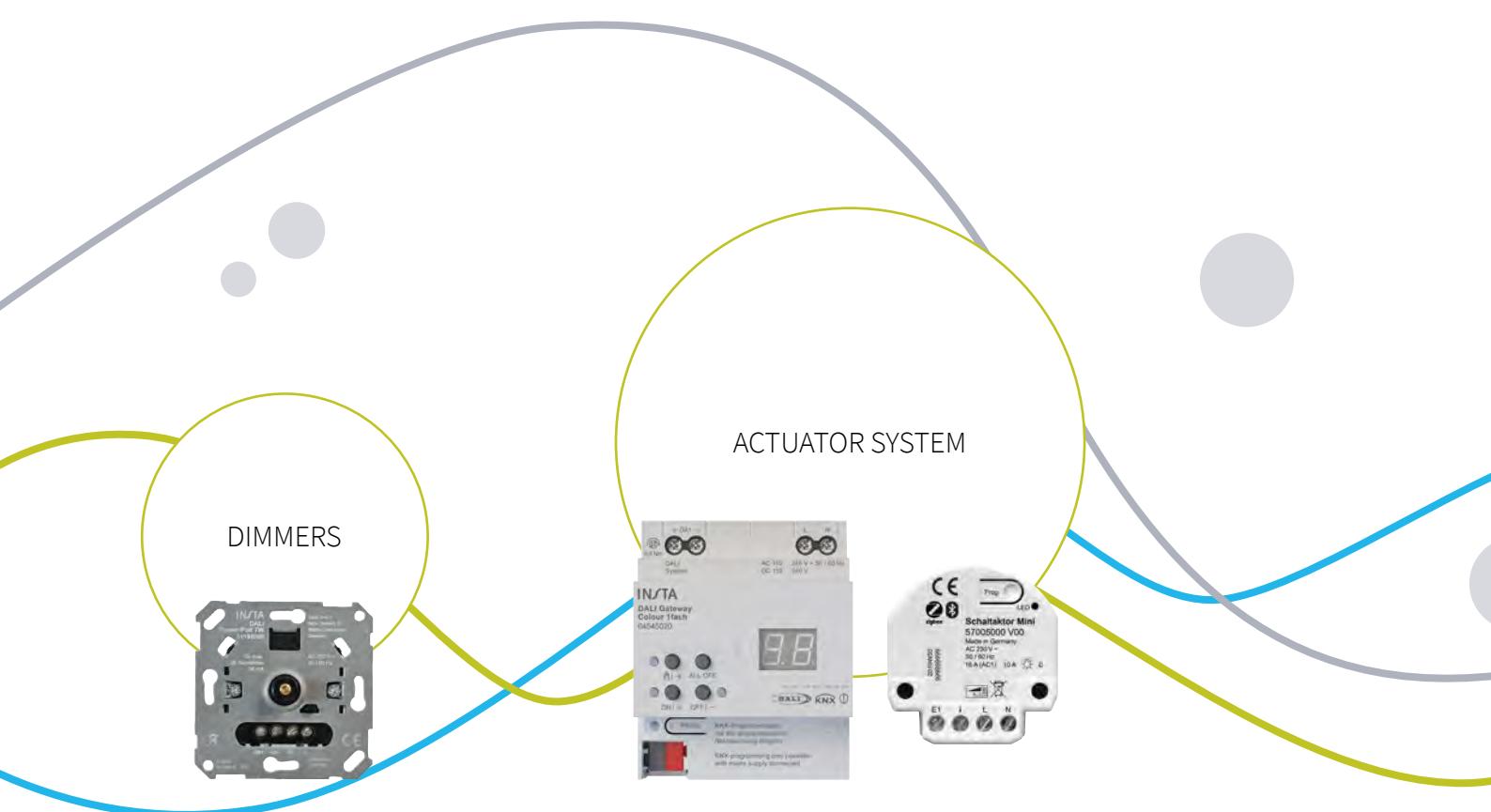
A photograph of two men in a professional setting. The man on the left is smiling and looking towards the right. The man on the right is wearing glasses and a suit, looking down. They appear to be in an office or conference room.

PRODUCTS,
PARTNERSHIPS,
AWARDS AND
HONOURS

PRODUCTS FOR BUILDING AND LIGHTING AUTOMATION

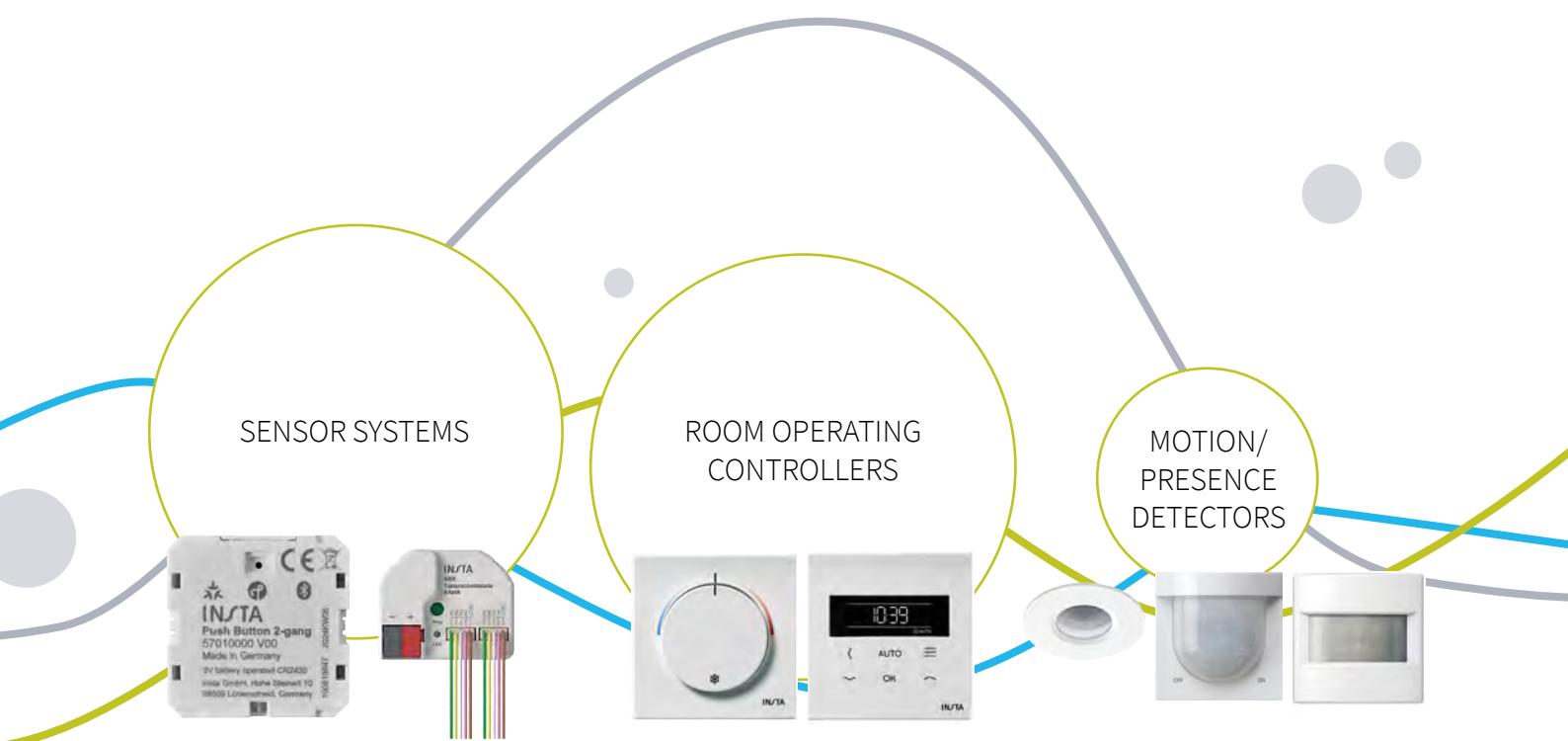
Insta has been specialising in building and lighting automation for over 50 years. We work closely with our customers from the initial concept to the finished series product. Production and development are right next door to each other. Short distances, fast communication chains and high quality are our basis for every new product. The lean principles can be found throughout our company and in our business idea.

It all started in 1970 with our double socket, which we still produce internally today. Our business areas can now be divided into smart home and smart building. This includes shading and lighting control, air conditioning, gateways, security technology and energy distribution. Our products make a significant contribution to reducing the CO₂ emissions of buildings.



We also work with a wide range of customers in the EEMS industry business (Engineering Electronics Manufacturing Services). Our innovative spirit drives

us to develop new and even more sustainable electronic solutions every day.





ZERO-ERROR STRATEGY

Our products have always helped to make people's lives easier, save energy and transform buildings into smart spaces. Over the years, we have developed and manufactured many innovations at our sites in Lüdenscheid, ranging from cord transformers and dimmers to actuators, sensors and connected components for smart homes. We always subject ourselves and our products and systems to high quality methods along value-adding processes.

To achieve our target of a zero-error strategy in the production process, we have created various quality control loops to sustainably prevent mistakes and reduce the time and costs for reworking and scrapping in the value-adding process. In addition, we operate a comprehensive test management system in the development process to ensure that products and applications work perfectly and permanently. The development is progressing very quickly, especially in the field of electronics. Our internal obsolescence management system therefore proactively provides important information in order to realign product strategies in good time. Our retrospective product, process and supply chain and cost optimisation processes provide deeper insights into appropriate adjustments.

CONFORMITY

We know which standardisation guidelines are important for our customers' products. We test relevant aspects at our own laboratories during the development phase: for example electrical safety, electromagnetic compatibility (EMC) or compliance with national and international radio standards.

CERTIFICATION

We can carry out the necessary certifications on request. This allows the customers' ideas to be brought to market maturity as quickly as possible.

CYBER SECURITY

Almost every product that has an interface is also vulnerable. Even an external connection or a wireless interface makes a product susceptible to potential hacker attacks. We have identified this problem and have employed our own cyber security officer for this reason since 2021. The officer considers all aspects of protection against external attacks - not just during the development, but throughout the entire product life cycle.

OUR PHILOSOPHY: FURTHER DEVELOPMENT

For us, lean is more than just a method or guideline. For us, lean means a culture of continuous improvement and the elimination of waste, driven by our employees. For us, lean is a never-ending

process and a corporate philosophy that accepts and uncovers mistakes instead of hiding them. For us, problems are opportunities for continuous development.

LEAN MANAGEMENT

The lean transformation started at Insta in 2010. A great deal has happened since then and we can proudly say that lean is firmly enshrined in our DNA.

We live this philosophy, including various methods and principles, which have been facilitating our employees' commitment ever since and bringing out the best in them every day. We were able to change processes and procedures in such a way that adds value to the end product. Lean leadership enables us to empower our managers and employees and continuously improve their skills. As a best practice partner of Staufen AG, we are happy to pass on our experience in lean management. And as part of the *Best Practice Circle*, we are looking forward to welcoming plant managers and executives from the partner group to Lüdenscheid to gain their own impression of our production processes.





INNOVATIVE AND DURABLE

With our high level of innovation, we make a valuable contribution by bringing high-quality products with a long service life to the market. Many clever minds and our modern production facilities ensure optimum conditions. Building systems technology thrives on longevity. We specify a service life of up to several decades for our products. But longevity also means less waste production, less wastage of resources and fewer emissions.

Fast time to market, maximum cost control, high flexibility and top product quality are just some of the many benefits of working with our customers. We rely on effective and efficient production processes and use specialised manufacturing and testing facilities to produce components and devices. Lean management is part of everyday life.

609 PATENTS AND UTILITY MODELS SINCE FOUNDATION

Innovations and the resulting products require a considerable amount of resources, particularly in development, but also in marketing, sales, purchasing and production. We have been rising to this challenge with great success for more than 50 years.



Patentschrift

(21) Anmeldenummer: A 50046/2022
(22) Anmeldestag: 31.01.2022
(45) Veröffentlicht am: 15.12.2022

(51) Int. Cl.: H01H 36/00
H01H 3/28
H01H 3/50

(2006)
(2008)

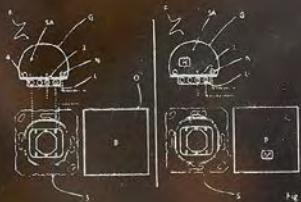
(56) Entgegenhaltungen:
US 2017062168 A1
DE 102005063070 A1
EP 1014001 A2
DE 202019105275 U1

(73) Pat. Dossier:
Inst. GmbH
58509 Lüdenscheid (DE)

(72) Erfinder:
Becker-Hennecke Ralph
58239 Schwerte (DE)

(54) Funktionsmodul und Verfahren zum Betrieb eines solchen

(57) Zu dem Zweck, ein Funktionsmodul (F) zu schaffen, bei dem der Verdrahtungsaufwand reduziert ist, und gleichzeitig der Betrieb eines Aktors oder Sensors ohne Ansteuerung durch einen Taster möglich ist, wird ein Funktionsmodul (F) zum Einbau in eine Installationsdose für ein Schaltgerät (S) der Gebäudeinstallationstechnik vorgeschlagen, welches Funktionsmodul (F) mittels eines Betätigungselements (B) eines Oberteils (O) des elektrischen/elektronischen Schaltgerätes (S) beeinflussbar ist, wobei das Funktionsmodul (F) ein Gehäuse (G) aufweist, in dessen Innenraum auf zumindest einer elektrischen Leiterplatte zur Funktion notwendige elektrische/elektronische Bauteile untergebracht sind, und wobei die zumindest eine elektrische Leiterplatte zum Anschluss mehrerer elektrischer Leitungen zumindest eine Schnittstelle aufweist, mittels welcher Kanäle Aktoren, beispielsweise Leuchten, Jalousien oder Steckdosen, oder Sensoren, beispielsweise Tastsensoren, ansteuerbar sind, wobei an dem Oberteil (O) des elektrischen/elektronischen Schaltgerätes (S) mindestens ein Magnet (M) angeordnet ist, welcher bei Betätigung des Betätigungselements (B) seine Position ändert, und dass das Funktionsmodul (F) einen Sensor (H) zur Erfassung des Magnetfeldes aufweist, so dass die Änderung des Magnetfeldes bei Betätigung des Betätigungselements (B) detektiert wird und dass das Funktionsmodul (F) eine Auswerteeinheit zur Auswertung der Magnettfeldänderung zur Identifikation des Schaltgerätes (S) als Schalter oder Taster aufweist.



AT 525242 B1 2022-12-15

MEMBERSHIPS

KNX is the globally recognised standard for smart connectivity in buildings with a bus system. As a founding member of the KNX Association, Insta has been focusing on KNX in terms of development for a long time. We have over 30 years of experience and are the world's first company with a certified KNX Data Secure Stack (TP & RF).



As a founding member of the DALI organisation, we have over 20 years of experience in the development and production of innovative products with DALI technology of all kinds.



As a member of the Connectivity Standards Alliance (formerly Zigbee Alliance) and the Bluetooth Special Interest Group, we are actively shaping the future of wireless connectivity in smart homes and buildings. We use established and forward-looking industry standards that enable us to offer interoperability and functional guarantees for our customers in these growing and dynamic markets.



As a member of the ZVEI, we represent the common interests of companies in our industry. The ZVEI is committed to open markets, fair trade and a strong network within the electrical and digital industry. We are also committed to the ZVEI Code of Conduct.



As a member of various committees, we want to emphasise and promote the wide range of options in building systems technology.



CERTIFICATES

Certifications according to ISO 9001 and ISO 14001 confirm the systematic quality management and active environmental protection - including through specially defined environmental targets.



The majority of our products bear the VDE mark as proof of high safety and compliance with VDE regulations or European or internationally harmonised standards. Our production facility is audited annually by the VDE.



We only use RoHS and REACH-compliant materials and raw materials in the production of our products.



At Insta, we manufacture in accordance with IPC-A-610 Class 2: "Electronic products for high requirements with continuous performance, long service life and uninterrupted operation."



As a certified MFi manufacturer for Apple Home Kit products "Made in Germany", we are able to create products for the Apple SmartHome system together with partner companies and our own Home Kit development expertise, from the idea to the finished solution, and offer them to OEM customers. A team from Insta is working together with well-known companies and quality brands from various sectors of the home industry in the *Universal Home* network on a vision for the home of tomorrow. With visionary thinking, partnership, a high quality promise and a high level of implementation expertise, we are creating a common basis for a future worth living in for millions of people.



TECHNOLOGY PARTNERSHIPS

With Matter enabled products, we are helping to standardise the smart home experience in the consumer world.



As a partner of Signify N. V. (formerly Philips Lighting), we are co-creators of the vision to connect the worlds of user-centred smart homes with professional and durable building technology in an easy manner. With this partnership and many years of experience in the field of electronic lighting control, we are creating new options and user-friendly solutions for our OEM customers and end customers to further improve the experience with Philips Hue products.



AWARDS AND HONOURS

Insta is a certified partner company of Staufen AG and therefore also qualified to host the BestPractice Circle. Several times a year, we welcome interested companies who would like to gain an insight into our lean management and lean production. We would be delighted to welcome you to our production facility and introduce you to our methods.



In 2023, we carried out a sustainability assessment according to Ecovadis for the first time as a company. We are proud to have won a bronze medal at the very first attempt. This is an incentive for the future.



We have received the Top Company seal from Kununu three years in a row. It is awarded annually on the basis of employee evaluations. According to Kununu, only about 5% of the companies rated on this platform receive the coveted seal.



For the third time in a row, we have received the coveted seal of approval for outstanding training quality. In order to receive the seal, our trainees answered about 100 detailed, anonymised questions on the quality of the training, e. g. on content, future opportunities and how trainees are treated at the company. Our trainees were particularly positive in their assessment of the aspects of appreciation, involvement in work processes and the trusting and informal working atmosphere in an informal culture.



We combine tradition with modernity. We combine what works and is tried and tested with new innovations. That is why we always keep an eye on current trends and developments in the fields of electronics and software solutions and integrate them into our products and solutions. Our commitment has also been confirmed externally, as we are one of the TOP100 most innovative companies in Germany.







SUSTAINABLE
BY
CONVICTION

SUSTAINABLE BY CONVICTION

Sustainability is a key element of our strategy. It is deeply rooted in our daily business, our corporate management and our corporate values. We develop technologies to connect the real and digital worlds and empower our customers to transform their industry positively. Our vision is to sustainably

improve people's lives and work. Only if we take this responsibility for people and the environment seriously will we be able to continue to be successful tomorrow.



WE TAKE RESPONSIBILITY

For us, taking responsibility means treating the resources of our planet and the creatures that live on it with care.

We are actively working to secure the future for ourselves and future generations every day and are already thinking about tomorrow's world today. Sustainability is an integral part of our corporate culture and strategy.



"Our vision goes far beyond a passion for electronics. Our actions are intended to have a positive impact on the world in which we live. Starting with our home region, the beautiful Sauerland."

WE ARE ON OUR WAY – OUR 2030 AGENDA

#1 CO² FOOTPRINT

Insta is making a contribution to reducing global CO² emissions. We analyse our emissions and check how we can reduce them. In 2024, charging infrastructure will be set up to incentivise our employees to switch to electromobility. Our vehicle fleet is also being gradually converted to electromobility.

#2 SUSTAINABLE IDEAS AND BEHAVIOUR

We are creating a future-orientated working environment. Remote working, electricity from renewable energies, e-mobility and reduction of paper and plastic waste are just a few examples of our measures to create a sustainable environment. We are proud that our employees have been taking a high level of personal responsibility within the company for years and are socially involved in a variety of ways.

#3 GREEN INNOVATION

Digitisation and sustainability go hand in hand at Insta. We work every day to reduce energy consumption, use resources more efficiently and optimise supply chains. We use the latest processes, technologies and processes in development and production.



#4 SOCIAL AND SUSTAINABLE TOGETHER

From employees, customers to suppliers, people are at the heart of everything we do. With this conviction, we are working at various levels and with various measures to shape a future worth living in. Equal opportunities, diversity and inclusion are integral values of our company, because our employees give us the most valuable thing they have every day: their time and their skills.

#5 OUR PRODUCTS ARE FUTURE-PROOF AND DURABLE

With innovative products and a holistic approach, we are establishing a connection between economic success, progress and sustainability. The long service life of our products is the most effective form of sustainability.

#6 CERTIFICATION

In 2023, we were delighted with the result of our first Ecovadis ranking: bronze for Insta! We see this medal as an incentive to further expand and improve our activities.

OUR CONTRIBUTION TO THE SUSTAINABLE DEVELOPMENT GOALS (SDGs)

In Rio in 2012, UN Member States decided that they must shape and pursue goals for sustainable development together. The 17 Sustainable Development Goals (SDGs in short) were developed from this resolution and used as the basis for further global activities. This 2030 agenda was adopted in the year 2015.

These goals are not only policy aims, they also address civil society, the private sector and scientific community. Since then, every UN Member State has been working to improve and further develop the agreed areas. As a German company, we see it as our duty to make a contribution to the Sustainable Development Goals as well.

To this end, we have analysed our sustainability activities and assigned them to the appropriate tiles of the 2030 agenda. Our endeavour to undergo constant further development also means continuing and improving our contribution in the future.

QUALITY EDUCATION

- > Education
- > Further education/training

- > Academic support
- > In-house programmes, e. g. PROFI

DECENT WORK AND ECONOMIC GROWTH

- > Fair payment
- > Flexible working time models
- > Economic continuity
- > Corporate benefits (canteen, company bikes etc.)
- > Entitlement to holidays according to the collective labour agreement

INDUSTRY, INNOVATION AND INFRASTRUCTURE

- > Innovation as motivation
- > 609 patents and more in the pipeline
- > In-house development and production

RESPONSIBLE CONSUMPTION AND PRODUCTION

- > LEAN and high quality ensure a low level of scrap and returns
- > Waste is separated and recycled by the partners accordingly
- > Continuous improvement in behaviour

4 QUALITY EDUCATION



9 INDUSTRY, INNOVATION AND INFRASTRUCTURE



8 DECENT WORK AND ECONOMIC GROWTH



12 RESPONSIBLE CONSUMPTION AND PRODUCTION



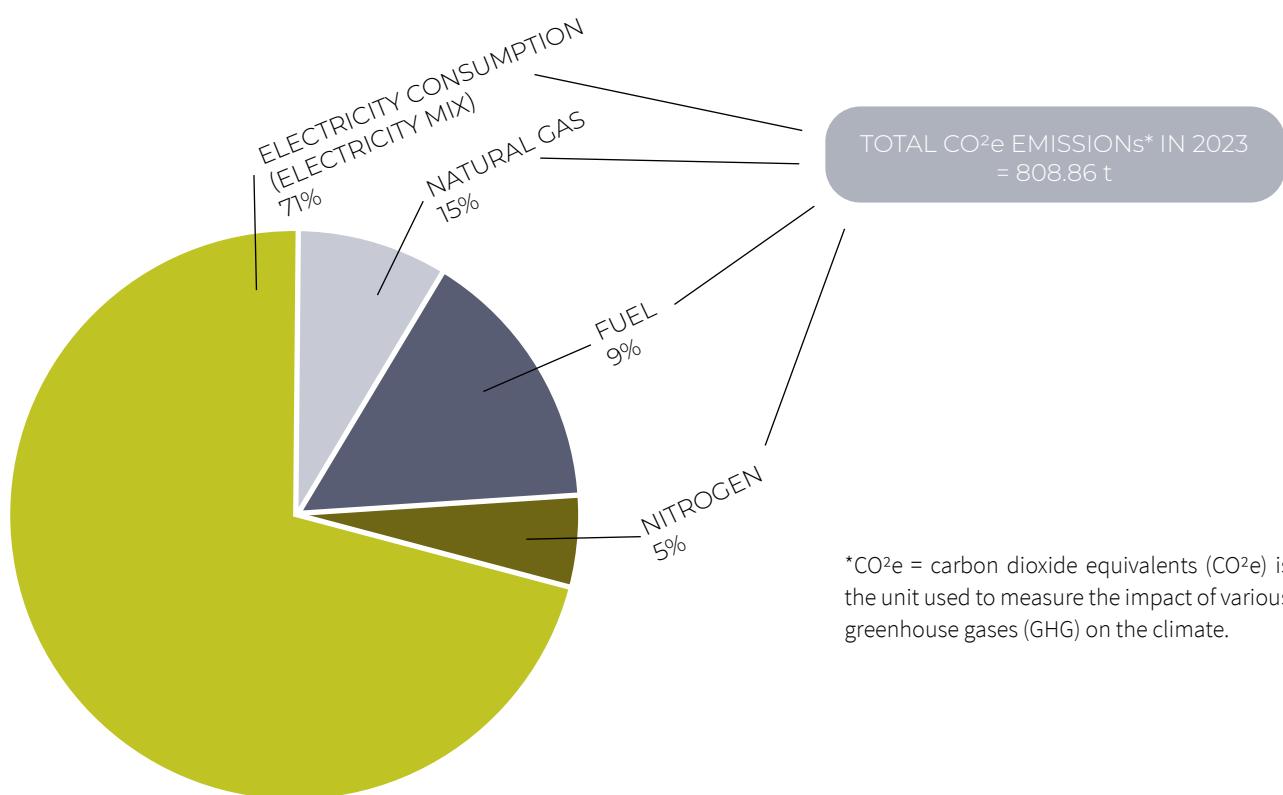




ENVIRONMENT

EMISSIONS – CARBON FOOTPRINT IN 2023

We calculate the CO₂ footprint of our company in the areas of Scope 1 and Scope 2. This makes our emissions transparent and enables us to create effective countermeasures.



*CO₂e = carbon dioxide equivalents (CO₂e) is the unit used to measure the impact of various greenhouse gases (GHG) on the climate.

Scope 1 emissions = emissions from sources that Insta GmbH is directly responsible for or controls. These include emissions from energy sources at our site, such as natural gas and fuels, coolants and emissions from the operation of boilers and ovens. Scope 1 also includes emissions from our own vehicle fleet.

Scope 2 emissions = indirect greenhouse gas emissions from purchased energy, such as electricity, which is generated outside Insta GmbH's own system boundaries but consumed by it. If, for example, electricity purchased by a utility company is generated externally, the resulting emissions are considered indirect emissions.

Source: ClimatePartner GmbH

ELECTRICITY CONSUMPTION (ELECTRICITY MIX)

The majority of our CO₂ emissions can be traced back to our company's electricity consumption. We use electricity mainly in the production area to operate our machines and systems, as well as for all electrically powered devices such as PCs, monitors, printers and, of course, for the lighting of our offices and production areas. Our buildings are connected with smart building technology, developed and manufactured by us to control the lighting, shading and temperature control automatically or manually.

GEOTHERMAL HEAT PUMP

Our development building is heated with the help of a geothermal heat pump. It consumes electricity that we purchase as an electricity mix.

FUEL

Our vehicle fleet includes:

- 9 vehicles with diesel engines
- 2 vehicles with petrol engines
- 1 vehicle with a hybrid/petrol drive
- 3 vehicles with all electric drives
- 1 7.5-t lorry with a diesel engine

NITROGEN

We use nitrogen to create a low-oxygen environment in our soldering systems. In this way, we prevent oxides from forming during soldering.

NATURAL GAS

Our production building and the logistics area are heated with natural gas.

WE CONTINUE TO REDUCE OUR EMISSIONS

- > Insta has been using 100% certified electricity from renewable energies since 1 August 2023.
- > Insta is gradually converting the entire company fleet to vehicles with all-electric drives (BEV).
- > Insta provides charging infrastructure for pool vehicles, customer vehicles and employee vehicles with electronic drives on the company premises.

From 2024, we will begin to set up the relevant processes for ISO 50001 certification in 2025.

ALMOST FIVE HECTARES OF FOREST REFORESTED AFTER THREE YEARS

Insta has been supporting a reforestation project in the north of Lüdenscheid since 2021. A further 3,000 English oaks were planted there in November 2023, expanding the existing area considerably. With our support, a sustainable, diverse mixed deciduous forest has been established over the last three years on almost 50,000m² (4.8 ha), which is to be resilient to future climatic conditions.

Following the start of the project in 2021 with about 5,000 English oaks, hornbeams and wild cherries planted over an area of about 10,000 square metres, the forest edge was subsequently designed with wild service trees and wild cherries in 2022. In 2023, the original area was then extended once again by large-scale planting of English oaks. Together with Marcus Teuber, forester at Wald und Holz NRW for the Lüdenscheid forestry district, Insta is planning

the continuation of the environmental project every autumn. The areas are selected together. The forester then selects the appropriate tree species and ways to protect the saplings from browsing by game. When winter arrives, everything often goes very quickly and a call comes: "The weather is good. We'll start planting tomorrow". In this case, "good" usually means good weather for planting trees: wet and cold, but no frost.

For Insta, this commitment is a piece of the mosaic of the company's sustainability strategy. For us, sustainability applies not only globally, but also locally. We are convinced that everyone can make their own small contribution, and we are focusing on our Lüdenscheid site.



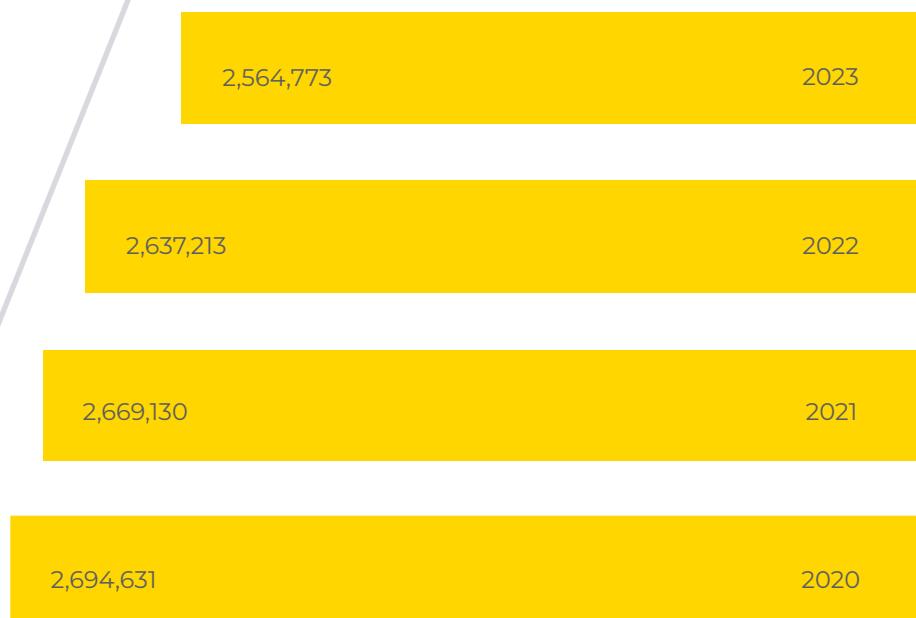




ENERGY

Efficient and responsible use of energy has proven to contribute to the energy transformation. At 71%, the majority of our emissions can be attributed to the use of the electricity we need to operate our systems. With the help, among other things, of green shop floor management we are reducing our consumption and using energy in a resource-efficient manner.

Our aim is to generate a large proportion of our operating electricity independently in the long term. Since the roof surfaces of our building complex cannot be equipped with a photovoltaic system due to structural restrictions, we are vigorously examining possible alternatives. We will be obtaining 100% of our green electricity from renewable energies until we have found a suitable solution.



Electricity consumption in 2020 – 2023
measured in kWh

GREEN SHOP FLOOR MANAGEMENT – MORE SUSTAINABLE PRODUCTION WITH DIGITAL SENSOR TECHNOLOGY

As a company specialising in digital connectivity in building technology and in line with our lean principles, Insta is constantly on the lookout for potential for improvement. This applies in particular to the efficient utilisation of resources in the production of electronic solutions. Our current shop floor management project is aimed at integrating elements to increase resource efficiency. This should raise our employees' awareness and enable them to develop their own ideas to improve the consumption of resources.

Since June 2023, Insta has been working with the TU in Darmstadt to expand our existing shop floor management system. An initial rough analysis of the existing resource consumption data quickly revealed the existing challenges. Consumption can only rarely be allocated to individual consumers on a causation basis. The digitisation project offers a solution to this problem. The installation of additional sensor systems to measure electricity, compressed air and material consumption for water and nitrogen at the critical consumers now helps us to make consumption directly visible. To answer the question of what proportion of this consumption

is required for production and how much can be saved, the team has developed special resource efficiency indicators to visualise the proportion of waste in consumption.

We have already been able to derive initial measures:

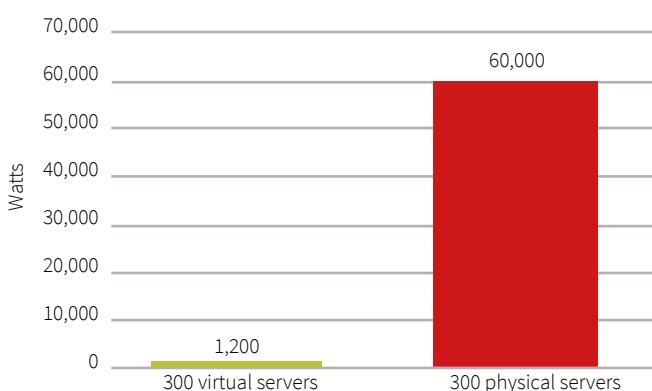
- > Lasers, PCs, lighting and compressed air at our production islands are completely switched off during inactive periods (at night, weekends etc.).
- > Soldering systems are insulated to reduce energy losses.
- > Once a month the *Green Gemba Walk* takes place in the production area.
- > Pilot islands also report key figures such as energy consumption in their shop floor management. The rollout is taking place on further islands to successively train all value streams in them.

The core of our green shop floor management is to empower our colleagues to organise measures for the careful use of resources, such as energy or heat themselves. All measures taken so far have been developed by colleagues from our production department.



GREEN IT: INSTA PART OF THE VIRTUAL WORLD FOR 16 YEARS

Our IT landscape plays a crucial role in the smooth operation of our IT infrastructure and generates considerable amounts of waste heat despite virtualisation. To use this waste heat efficiently and at the same time minimise the environmental impact, we use a redundant air conditioning system with geo-thermal heat pump technology. This means that the waste heat emitted by our systems can be absorbed and reused in the existing heating system. We have been successfully relying on virtualisation for years and are one step ahead of many companies in times of digital transformation. Virtualisation is a technology that enables us to run several "virtual" servers on one physical server. These virtual servers behave in exactly the same way as a normal server. For example, they provide space to store files or make applications and various services available via our network.



The difference is that they share the resources of the physical server, such as storage space or processing power. A physical server on which virtual servers are running is also referred to as a "host". If one of the hosts fails, the virtual servers simply use the resources of the remaining hosts. This ensures increased reliability and high availability (high availability cluster).

The use of modern IT technologies, such as the virtualisation of our systems, enables us to fundamentally optimise our IT infrastructure. Fast deployment times, scalability and on-demand services lay the foundations for the digital business processes of the future. In addition to the increased reliability thanks to the dynamic provision of resources, the power consumption and cooling capacity required by the systems are also significantly lower. Insta currently has about 300 virtual servers in operation, running on five hosts. All five hosts are located in a rack ("server cabinet"). The total power consumption is 1,200 watts (240 watts per host). If we were to replace each virtual server with a physical server (300 servers spread over about 15 racks), the power consumption would be 60,000 watts. In addition, the required cooling capacity of the air conditioning system in our server room would be enormous and uneconomical with 300 physical servers.





WATER

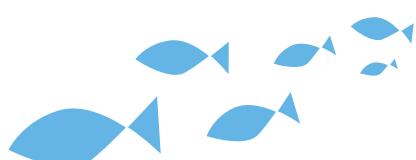
Water, the source of life for humans, animals and plants. Without water, we would not be able to survive on our planet. That is why it is important for us to handle this vital resource as carefully and sparingly as possible.

In addition to water consumption for sanitary facilities and canteen operations, we need water in our production process to clean the stencils and solder

frames in the SMT (surface-mounted technology) assembly. Careful cleaning of solder paste is the only way to ensure that the utensils can be reused. To do this, we use a special (washing) system that treats the water during the process so that it can be fed back into the system. The water quality is regularly tested by TÜV (German Technical Inspection Agency).



Water consumption in 2020 - 2023
measured in kWh



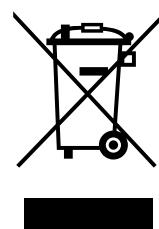
WASTE AND DISPOSAL

Our aim is to avoid waste as far as possible. Whenever this is not possible, we carefully separate our waste for appropriate disposal. In this way, harmful substances do not end up in the environment and recyclable materials are reused.

The following tables show our waste volume by type, disposal and recycling method and quantity. ►

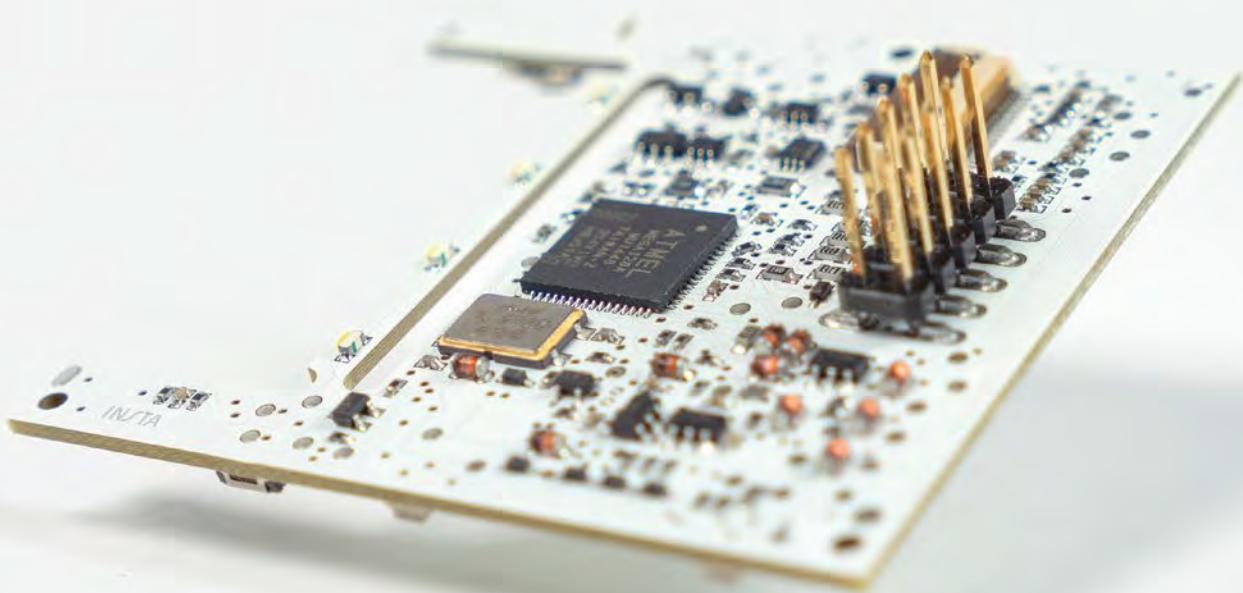
As a producer of electronic assemblies and electrical appliances, we are responsible for recycling our products and assume ecological responsibility towards our end consumers.

The European WEEE Directive is known in German law as the Electrical and Electronic Equipment Act ("ElektroG"). The Electrical and Electronic Equipment Act (ElektroG) sets out requirements for the environmentally friendly disposal of electronic devices. This act regulates the recycling obligation and promotes sustainable production processes and an environmentally friendly product design.



	Quantity in tonnes (t)	Disposal/ recycling process*
# PACKAGING		
Mixed packaging	52.08	R7
Paper/cardboard	43.45	R3
Wood	8.23	170201
Metals	8.76	200140
Wooden packaging	5.51	150103
# HAZARDOUS SUBSTANCES		
Sludge from oil/water separators	5.36	130502
Gases containing hazardous substances in pressurised containers	0.02	160504
Waste from organic solvents, coolants, foam and aerosol propellants	0.579	140603
Waste from chemical surface treatment and coating of metals and other materials/aqueous rinsing liquids containing hazardous substances	0.9	110111
Waste from the manufacture, preparation, distribution and use of bases	0.361	060205
Gases in pressurised containers and used organic chemicals	0.027	160508
Other reaction and distillation residue	0.170	070208
Waste machine, gear and lubricating oil/non-chlorinated machine oil	0.268	130205
Absorbent and filter materials (including oil filters) wiping cloths and protective clothing contaminated by hazardous substances	0.077	150202

* Recycling classes are standard information from the Closed Substance Cycle Waste Management Act: <https://lxgesetze.de/krwg/AL-1>



* Recycling classes are standard information from the Closed Substance Cycle Waste Management Act: <https://lxgesetze.de/krwg/AL-1>

UNASSEMBLED PCBS

14.74 tonnes of *unassembled* printed circuit boards from production waste AVV 160304

Average contents	Material recycling	Other recycling	Disposal
Printed circuit boards 100.00%	23.50%	76.50%	0.00%

ASSEMBLED PRINTED CIRCUIT BOARDS

1.59 tonnes of printed circuit boards *assembled* from production waste AVV 160216

Average contents			Recycling				Disposal
Printed circuit boards 100.00%			98.59%				1.41%
Fraction	Material	Ø percentage %	Quantity t	Recycling %	Thermal recycling %	Thermal disposal %	Technology
Printed circuit boards	Cu+PM*	16.00	0.25	10.40	5.60	0.00	Copper refining
Scrap iron	Fe	14.00	0.22	13.72	0.28	0.00	Melting plant
Fine fraction	Cu+PM*	27.00	0.43	17.55	9.45	0.00	Copper refining
Coarse fraction	Cu+PM*	7.00	0.11	4.55	2.45	0.00	Copper refining
Aluminium	AL	10.50	0.17	10.29	0.21	0.00	Melting plant
Copper cable	Cu	6.00	0.10	4.80	1.20	0.00	Copper refining
Fe/Cu	Fe+Cu	11.00	0.17	9.90	1.10	0.00	Copper refining
Plastics	Plastics	7.50	0.12	2.98	4.10	0.41	Plastics recycling
Condensers		1.00	0.02	0.00	0.00	1.00	Hazardous waste incineration

ELECTRONIC COMPONENTS

0.81 tonnes of electronic components AVV 160216

Average contents			Recycling				Disposal
Printed circuit boards 100.00%			98.59%				1.41%
Fraction	Material	Ø percentage %	Quantity t	Recycling %	Thermal recycling %	Thermal disposal %	Technology
Ironworks fraction	Cu+PM*	100.00	0.81	65.00	35.00	0.00	Copper refining with precious metal recovery



PACKAGING AND LOGISTICS

We see longevity and recycling as important modules within our logistics. At Insta, we develop and manufacture products for many well-known customers. We deliver the majority of our products in returnable packaging provided by the customer.

Our aim is to reuse as much of our packaging as possible. We therefore also use our own returnable packaging for the delivery of products.

- > Black "Insta tub" (type LT01): 4,201x
- > Black "Insta tub" (type LT02): 14x
- > Mesh boxes: 9x
- > EU pallets: 398

To ensure gentle transport of the products in our "Insta tubs", we used polystyrene layers in the past, which we have already been able to replace with durable thermoformed plastic trays. Thermoformed plastic trays are considerably more stable than the polystyrene version and need to be replaced less frequently. This has enabled us to reduce polystyrene waste and significantly cut procurement costs.

Any filling materials that accumulate in the incoming goods process upon delivery are largely reused by us for shipment. We also use filling materials made from substances with good biological compatibility. Our bubble wrap, for example, is made of renewable raw materials and is 100% biodegradable.

CONFLICT MINERALS

#1 CONFLICT MINERALS

The extraction of certain raw materials from the Democratic Republic of Congo (DRC) and neighbouring countries contributes in part to considerable human rights violations and the financing of violent conflicts in this region. In 2010, the United States Congress passed the "Dodd-Frank Wall Street Reform and Consumer Protection Act" (Dodd-Frank Act). Section 1502 of the Dodd-Frank Act and the implementing rules of the U.S. Securities and Exchange Commission (SEC) from 2012 require companies subject to SEC supervision to report whether the products they manufacture or contract to manufacture contain "conflict minerals" that are "necessary for the functionality or production" of those products. The Dodd-Frank Act and the SEC define "conflict minerals" as tantalum, tin, tungsten (and the ores from which they are extracted) and gold, regardless of where they are sourced, processed or sold. Insta GmbH is not subject to SEC supervision and therefore has no legal obligation to fulfil the conflict minerals requirements of Section 1502 of the Dodd-Frank Act. At the same time, we recognise that the regulations of SEC's Section 1502 require our direct and indirect customers to conduct due diligence within their supply chains. We support them appropriately in the fulfilment of their reporting obligations.

STATEMENT

Insta GmbH strives to purchase only materials that do not contain any "conflict minerals" that directly or indirectly finance or help armed groups in the DRC or neighbouring countries. We implement appropriate processes to understand where "conflict minerals" are contained in our products and to determine the source and origin in our supply chain. These activities are based on the established frameworks of the Organisation for Economic Cooperation and Development (OECD) and other industry initiatives. This is a challenging and ongoing process due to the large number of products we offer and the complexity of the corresponding supply chains. We have contacted our direct suppliers to increase transparency with regard to the products they supply. We currently have no information or reason to believe that conflict materials from the above-mentioned countries are used in our products. We will continue to work closely with customers, suppliers and other stakeholders on good approaches and practicable solutions.

#2 RoHS II DIRECTIVE

As a company that operates sustainably, we have reviewed "Directive 2011/65/EU of the European Parliament and of the Council of 8 June 2011 on the restriction of the use of certain hazardous substances in electrical and electronic equipment" and subsequently published amendments regarding the application of these regulations to our company's products. We hereby declare that all products supplied by Insta, insofar as they are subject to the scope of the above-mentioned directives, comply with the requirements relating to the following substances: lead (0.1%), mercury (0.1%), cadmium (0.01%), hexavalent chromium (0.1%), polybrominated biphenyls (PBB) (0.1%), polybrominated diphenyl ether (PBDE) (0.1%), di(2-ethylhexyl) phthalate (DEHP) (0.1%), butyl benzyl phthalate (BBP) (0.1%), dibutyl phthalate (DBP) (0.1%), di isobutyl phthalate (DIBP) (0.1%). This is certified by the corresponding labelling of the products and the product-specific declaration of RoHS conformity. Please understand that due to the complexity of the topic and the large number of articles, we are unable to answer any customer-specific questionnaires.

#3 REACH REGULATION

As a company that operates sustainably, we have verified compliance with European regulation (EC) no. 1907/2006 of the European Parliament and of the Council concerning the registration, evaluation, authorisation and restriction of chemicals (REACH) and subsequently published amendments regarding the application of this regulation for the products of our company. A registration obligation applies

to substances and preparations that are released during their life cycle (not including disposal) when used properly and that exceed the quantities specified in the REACH regulation. Throughout the entire supply chain, we are neither a manufacturer of substances or preparations, nor an importer. As what is referred to as a "downstream user" without our own development and production of substances and preparations, we depend on the corresponding declarations of the individual manufacturers who supply us. We have therefore agreed on the terms and conditions of purchase with our suppliers to ensure that Insta receives only goods that comply with the above-mentioned REACH regulation (and supplements). On the basis of these declarations, we hereby communicate that we do not place any electrotechnical products or accessories on the market whose components contain hazardous substances or preparations that are subject to registration in accordance with the REACH regulation. If information obligations pursuant to article 33 can be derived from future declarations, we will immediately provide our customers with the relevant information to ensure safe applications. As things stand today, however, we do not expect this to materialise. Please understand that we cannot answer any customer-specific questionnaires and cannot provide comprehensive, product-specific confirmations on our behalf due to the complexity of the topic and the large number of articles.



An aerial black and white photograph of a large crowd of people gathered on a paved area. The people are arranged in a specific pattern that forms the Instagram logo, which consists of a camera icon with a lens and a film strip. The crowd is dense and follows the outline of the logo. The background shows a grassy field and a building with a corrugated metal roof.

WE ARE
INSTA

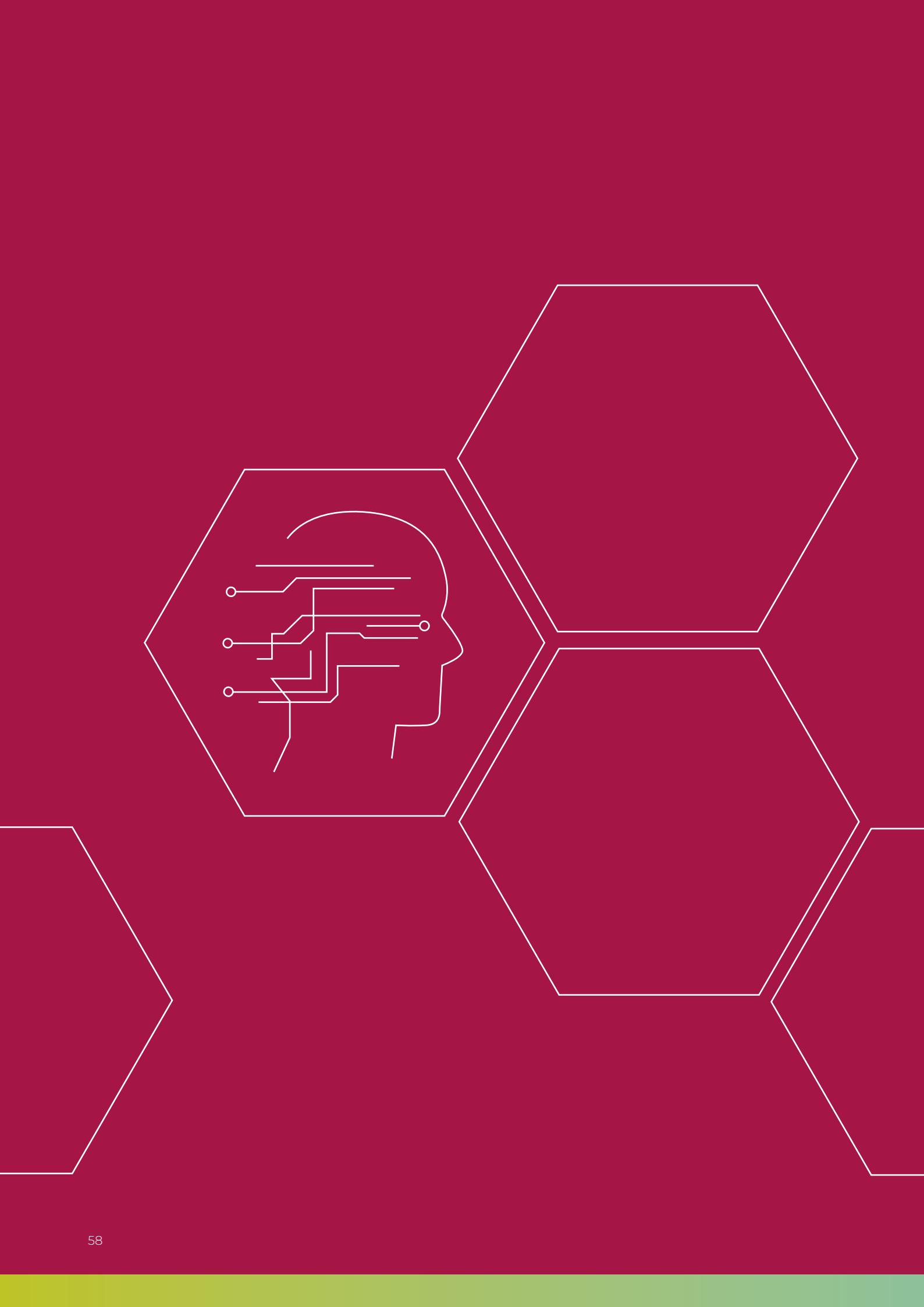
"We live a culture in which everyone can develop and take responsibility to make the world of tomorrow more sustainable."

OUR KEY TO SUCCESS: LIVING VALUES

Constantly striving for innovation is deeply rooted in our corporate culture – in our thoughts, in our processes and in our identity. This culture is based on our four core values: people, community, progress

and success. They are the decisive foundation and provide us with a binding orientating framework that motivates and promotes teamwork. For us, they are key to profitable growth and success.





PEOPLE

EACH INDIVIDUAL IS PART OF OUR COMMUNITY –
THE ORIGIN OF OUR SUCCESS.

Red is not just a warm colour – It glows! Powerful red evokes associations of blazing fire and embers, symbolising an inexhaustible reservoir of power.

The effect of red is representative, uncompromising and full of energy. Red is the colour of love and stands for courage and passion.

CONFIDENCE

I know what I can do.

- > I trust myself, the organisation and my colleagues.
- > I address problems and conflicts openly and honestly and accept self-reflective feedback.

RESPECT

I benefit from diversity.

- > I am respectful, listen to people and let them finish.
- > I communicate objectively and on an equal footing with my colleagues, regardless of their position.
- > I accept other approaches.
- > I leave my ego at the door.

PASSION

My heart is in it.

- > I love electronics.
- > I put my time and effort into what drives me.
- > I pursue my goals with enthusiasm.
- > I fight for my ideas.

OUR
HISTORY

PRODUCTS,
PARTNERSHIPS,
AWARDS AND
HONOURS

SUSTAINABLE
BY
CONVICTION

ENVIRONMENT

WE ARE
INSTA

PEOPLE
AT INSTA

OUR
TARGETS

COMMUNITY

WE PULL TOGETHER ON ALL FRONTS
TO ACHIEVE GREATER THINGS.

We form a community, because we are Insta! This is our nature – Green is the colour of nature. So there is no more suitable colour for the "Community"

value group than our corporate colour. It symbolises the community of people at Insta.

CUSTOMER

We think in the spirit of our customers.

- > Our business focuses on customers.
- > We identify and understand the needs of our customers and meet them in the spirit of Insta.
- > We make our customers the best in their industry.

WORKING TOGETHER

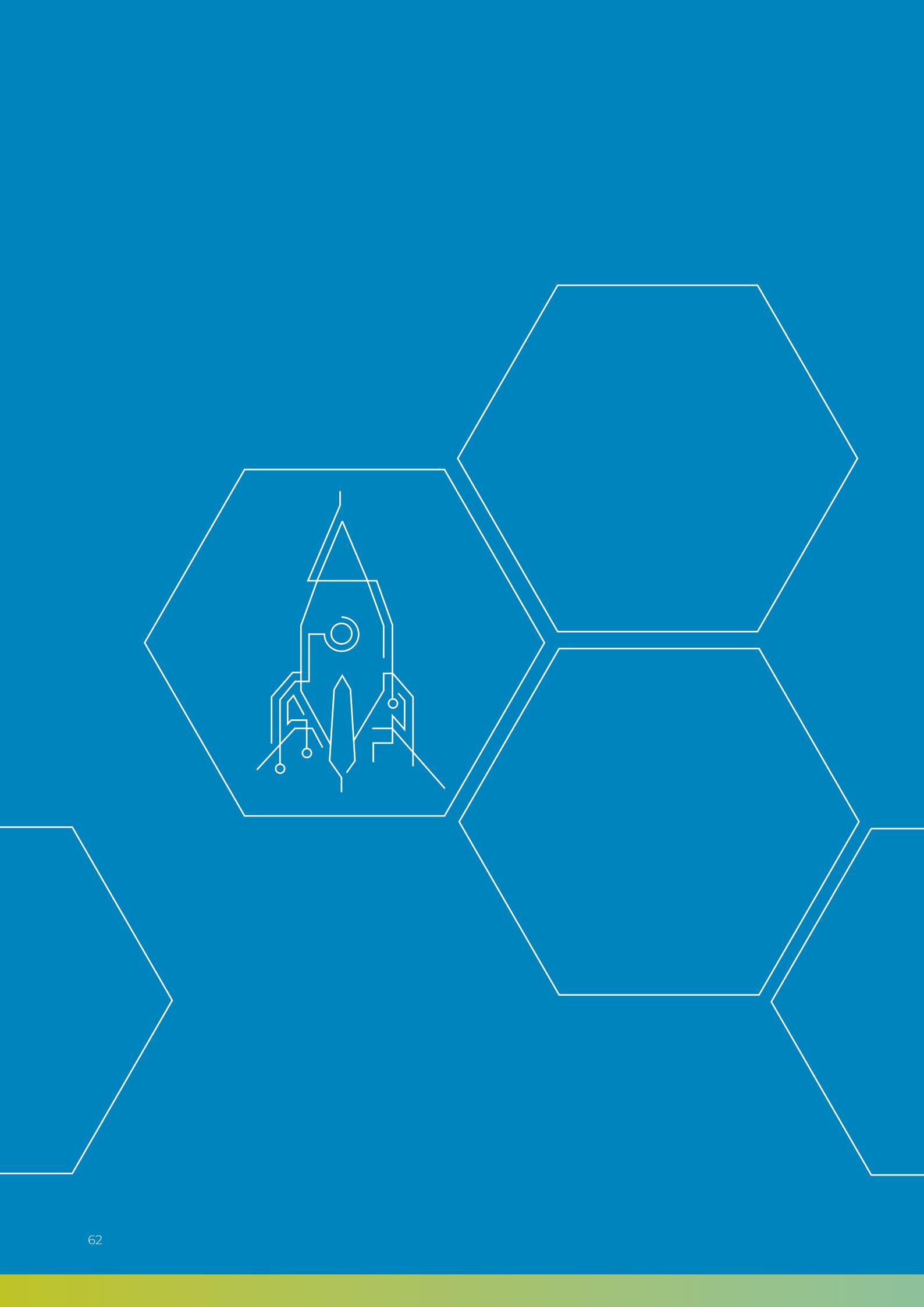
The team is the star.

- > We work together actively and benefit from each other's skills.
- > "We" comes before "I".
- > We are loyal to our colleagues and Insta.

COMMITMENT

No sooner said than done.

- > We act in a targeted and focused manner. We finish what we start.
- > We honour agreements and are reliable.
- > We mean what we say and say what we mean.
- > We comply with our processes and standards.



PROGRESS

WE ARE THE TRENDSETTERS THAT ARE NEEDED TO EXPLORE NEW GROUND.

Blue stands for consistency, trust, truth, seriousness, honesty, intelligence and responsibility. Blue stimulates creativity and increases performance. Inciden-

tally, blue is the most popular colour for both men and women worldwide.

COURAGE

I take risks.

OPTIMISM

I prioritise opportunities.

FURTHER DEVELOPMENT

I see innovations as the key to success.

- > I am curious and try out new things.
- > I leave my comfort zone to discover new things.
- > I strive for excellence instead of perfection.
- > I take the floor and stand up for my and our values.

- > I accept reality and look to the future with confidence.
- > I learn from my mistakes.
- > I stay on course, even in crosswinds or headwinds.

- > I am fast, flexible and adaptable when it comes to delivering pragmatic and value-orientated solutions.
- > I endeavour to do everything I do better and more intelligently tomorrow than I do today.
- > I make responsible decisions to protect and restore the stability, integrity and beauty of our environment.

OUR
HISTORY

PRODUCTS,
PARTNERSHIPS,
AWARDS AND
HONOURS

SUSTAINABLE
BY
CONVICTION

ENVIRONMENT

WE ARE
INSTA

PEOPLE
AT INSTA

OUR
TARGETS

SUCCESS

OUR CORPORATE PERFORMANCE IS EVERYONE'S PERFORMANCE.

Gold is the colour of success. It has been proven to lead to a release of the reward hormone dopamine in the brain and increases motivation

and joie de vivre. Gold also symbolises enthusiasm, fascination, luck, creativity, determination and attraction.

RESULTS-ORIENTED

We act entrepreneurially.

- > We have the irrepressible will to earn money for Insta.
- > We identify and avoid waste.
- > We act in a way that conserves resources.
- > Our decisions are always based on our corporate values and goals.

PERFORMANCE

We strive for excellence.

- > We are determined to achieve measurable results.
- > Deviations are potential for improvement and an opportunity to improve our performance.

PRIDE

We are Insta.

- > We are all part of Insta's success.
- > We develop and produce the best products
- > We sustainably improve the lives and work of many people.

TOGETHER WE MAKE A DIFFERENCE

We firmly believe that each and every one of us has a crucial role to play in shaping a sustainable future. This is why we promote commitment to environmentally conscious behaviour and social projects and encourage our employees to actively work towards common goals.

The people at Insta are something special. Many of us have been part of the company for 20 years or more. We have more in common than just working together. Friendships have developed over the years and quite a few of us speak of family when we think of our colleagues. When we talk about *Team Insta*, this once again reflects how close our employees are to each other, as well as to their company. We advocate with great commitment, creative ideas and a lot of enthusiasm for each other, for various social projects and for a stronger community. We are particularly proud of our trainees, because they take on responsibility with us at an early stage. Their ideas and initiatives are creative and valuable. For example, they regularly implement social projects and design their own trainee Instagram channel in an exciting and informative way. In February 2023, we started collecting bottle caps at the company to donate the equivalent value of the metal to a charity for bowel cancer patients. Our employees have collected over 25,640 bottle caps so far, equivalent

to about 52 kilograms. We have continued the campaign ever since. As part of our company health management, we welcomed the German Red Cross blood donor mobile to our company premises for the first time in autumn 2023. A total of 39 donors gave 15 litres of pure blood – right on site.

For some years now, we have been foregoing Christmas presents for our business partners and instead investing the budget in monetary donations to the Lüdenscheider Tafel e. V. or a wishing tree campaign for refugee children. At Christmas 2023, our trainees visited the residents of the Amalie-Sieveking-Haus in Lüdenscheid and surprised the senior citizens with freshly baked biscuits. Young and old got to socialise over small games and conversations and were able to bring a lot of joy to both sides with their little initiative.

Johanniter Unfallhilfe e. V. teaches schoolchildren the correct behaviour in an emergency with the "First Aiders of Tomorrow" learning guide. We support this commitment financially.

Since numerous apple trees grow on our company premises, we have set up several wild bee hotels to attract these busy creatures to the site. After all, bees play a crucial role in the pollination of plants and contribute significantly to the diversity and fertility of our ecosystems.







PEOPLE AT INSTA



THE PEOPLE AT INSTA GIVE US THEIR TIME AND THEIR SKILLS

We believe in an open and friendly corporate culture. Diversity enriches us in every respect, because only together can we be down-to-earth, reliable, agile and innovative.

Collegiality and teamwork can be found everywhere at our company: in shop floor management, in development projects or quite simply at our company canteen.

Completely modern or old school? At Insta, we communicate with each other in many ways. Whether a notice board, newsletter or the *Inside Insta* employee app – The options are as diverse as our organisation, with the focus on the topic of transparency. When it comes to important topics, we involve all employees, fill them in and brief them. We use various media and channels to form a network, become transparent and allow each other to participate in our day-to-day work.

TOGETHER WE BRING TECHNOLOGY TO LIFE

We - that is more than 500 people who give their best every day. We do it with passion, heart and soul and expertise – and have been doing it this way since 1970. People from 12 nations work at Insta. This diversity distinguishes us and enriches our daily work. We live a culture in which everyone can develop freely and take on responsibility, regardless of

their background. We are proud that many employees have been part of our team for 10 years or more. All of this makes our medium-sized company in the Sauerland region a genuine company with heart.



GENERAL OVERVIEW OF EMPLOYEES IN 2023

534 employees in total (from 12 nations)

22 trainees

268 women/percentage of women at Insta is 50.19%

266 men

0 other genders

26 employees with a disability

96% of employees with permanent employment contracts

23 employees were on parental leave in 2023

10 training hours per employee per year (average)

ANNIVERSARIES IN 2023

37 people,

18 female,

19 male

10 years 9 employees

20 years 5 employees

25 years 16 employees

30 years 6 employees

40 years 1 employee



TRAINING AT INSTA

Young people are an important part of the Insta family. That is why we accompany our trainees on their journey and support them. From commercial to technical apprenticeships, at Insta, trainees find a wide range of opportunities for their professional development.

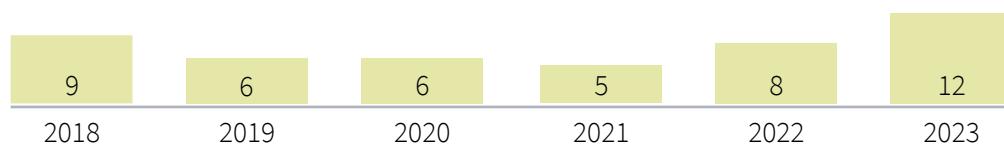
For the third time in a row, we received the "Ausgezeichneter Ausbildungsbetrieb" (Excellent Training Company) seal of approval for outstanding training quality in 2023. Our trainees were particularly positive in the assessment of the aspects of appreciation, involvement in work processes and the trusting and friendly working environment in our informal atmosphere. Individual support from our department-specific training officers ensures that trainees receive modern, innovative and future-ori-

mented training at Insta. Regular and mutual feedback talks are part of our culture of values. We are very proud to employ former trainees as specialists in many departments at Insta.



Many of the apprenticeships we offer can be accompanied by an integrated degree programme. Anyone interested in the everyday life of our trainees can take a look at their Instagram account, [insta_azubis](https://www.instagram.com/insta_azubis/).

EMPLOYMENT OF TRAINEES AT INSTA



"As managers at Insta, we are firmly convinced that every employee can make a positive contribution to the company and actively insist on it. This demand is linked to the expectation that managers and employees feel jointly responsible for the implementation of principles and thus advocate for Insta's values and success."

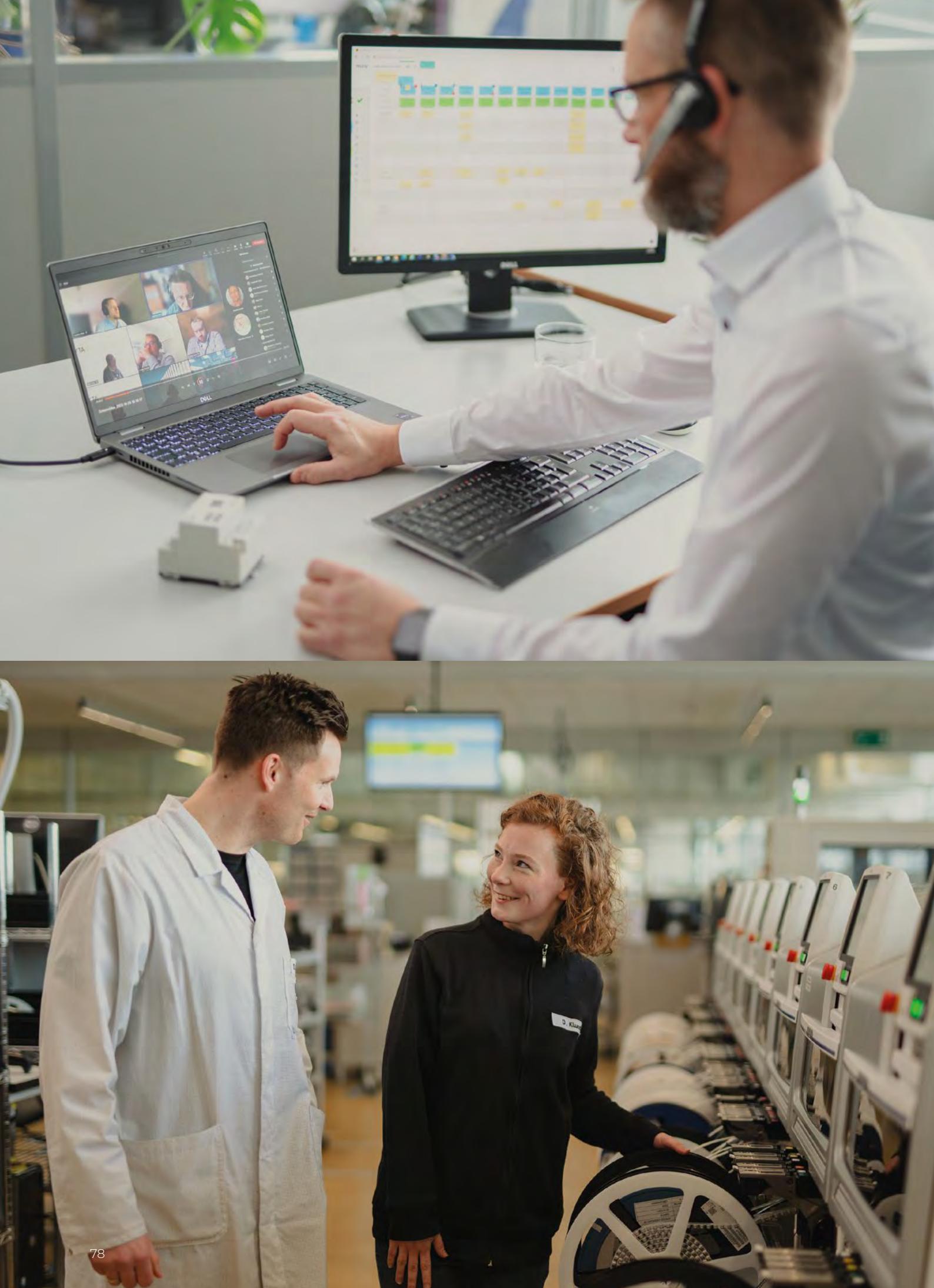
Excerpt from the guidelines for managers at Insta

FURTHER EDUCATION AND ACADEMIC SUPPORT

With our talent management programme, we support employees who would like to continue their education on a part-time basis through a course of study or similar. There is also always the opportunity to take part in seminars or training courses. The training requirements are determined annually in the departments. As part of our in-house *High Potential Programme*, we have been promoting and challenging our young talents over four years since 2018. The aim of the HP programme is to help Insta employees grow their potential skills beyond their actual field of activity. In this way, we are positioning ourselves for the "war of talents" and also helping our employees to develop their skills. We offer English courses during working hours to our employees. The courses take place across departments, which promotes dialogue and cooperation.

Insta supports the commitment of young girls and women in MINT professions and takes part in Girls' Day every year. Insta has also become a popular address for boys and girls in the Lüdenscheid area for career exploration and school internships.

To establish a company-wide, uniform understanding of leadership, the *PROFI* training programme was launched in 2018 to shape and live the management culture at Insta based on corporate values. Participants: all managers. In addition to the healthy management of employees, the aim of the training programme is also to strengthen the team. Legal topics such as labour law or management principles and support in the application of guidelines are also covered.



WORKING TIME MODELS

Unique people need unique working time models. True to our guideline *to focus on people*, we offer our employees various working time models:

- > Full-time, part-time, flexitime
- > Hybrid working
- > Remote work only
- > On-site work in the office only

For our employees in production or production-related areas who are unable to work remotely due to their circumstances, we offer part-time work opportunities, depending on their individual needs or stages of life. On what we refer to as parent/carer shifts, employees start at 8 a.m., not at 6 a.m., like the regular early shift. We clarify the requirements for the parent/carer shift on a case-by-case and individual basis.

WHY DO WE OFFER DIFFERENT WORKING HOURS?

Since the coronavirus pandemic, most of us have become familiar with and come to appreciate remote working. For this reason, we at Insta continue to focus on hybrid and remote work - in short, smart work. What counts for us are the results and that everyone works in the way that suits them best. We have learnt that good performance, teamwork and personal development work very well in a hybrid working environment. Our employees decide together how to organise their collaboration.



OCCUPATIONAL HEALTH AND SAFETY

We take all the necessary and appropriate measures for health and safety at work. To this end, we are in regular dialogue with the safety officer, the social contact person, our company health management officer and the managers. Based on the zero-error principle of lean philosophy, our aim is to have no accidents at work at the company.

We offer annual first aid training courses, because quick help in an emergency can save lives. We are happy to be able to rely on 130 first aiders at the company, which means first aid can be provided immediately by employees. Each of them has the ability and knowledge to intervene courageously in an emergency and provide valuable support.

We have founded a *health circle* to organise also cross-company measures. The working group consists of six employees who meet regularly to plan and implement measures to improve the health and satisfaction of our employees. Representatives of the works council are also part of our health circle.

We take our responsibility as an employer seriously when it comes to reintegrating employees into the workplace, for example after a long period of illness. Our company health management officer holds these talks in confidence and acts as a point of contact for all colleagues on the subject of health. If necessary, our trained social contact person will take plenty of time for confidential talks at a safe place at the company, offering our employees counselling support for problems with addiction, mental health and various family issues, among other things.

We think team building and exercise are important. This is why we have been taking part in the annual Lüdenscheid company run with numerous employees since 2003. With the introduction of bike leasing, we have given our employees the opportunity to commute to Insta on their work bike and discover the benefits of the Sauerland countryside in their free time.

We provide water, coffee and tea free of charge. Our in-house canteen offers a fresh selection of sandwiches, sweet pastries, hot meals, salads and snacks every day.

RESPECT FOR HUMAN RIGHTS CODE OF CONDUCT

We respect and support the observance of internationally recognised human rights. As a German company, we attach great importance to protecting our fellow human beings.

We are committed to German law and do not tolerate child or forced labour.

All employees must provide proof of age when they are hired.

For trainees who have not yet reached the age of majority, we pay particular attention to compliance with the German Youth Labour Protection Act and the Vocational Training Act.

We respect the rights of our employees to freedom of association, freedom of assembly and collective bargaining.

All recruitment costs are borne by Insta GmbH. Our employees receive their remuneration in accordance with their valid employment contracts.

We promote diversity and equal opportunities. We treat everyone equally, regardless of gender, age, skin colour, ethnic origin, sexual identity and orientation, disability, religious affiliation, ideology or other personal characteristics. This is also reflected by our corporate values.

We are a company bound by collective agreements and are committed to implementing the working conditions stipulated in the collective agreement of IG Metall & Elektro NRW.

As a member of the ZVEI (German Electrical and Electronic Manufacturers' Association), we are committed to the *ZVEI Code of Conduct* and implement its contents at our company. With this commitment and compliance, we are also making a contribution to the implementation of the *Sustainable Development Goals* of the European Union.

https://www.insta.de/files/Insta/media/Downloads/Allgemein/DE/Insta_Code_of_Conduct_01_2022.pdf

REPRESENTATION OF THE INTERESTS OF ALL INSTA EMPLOYEES

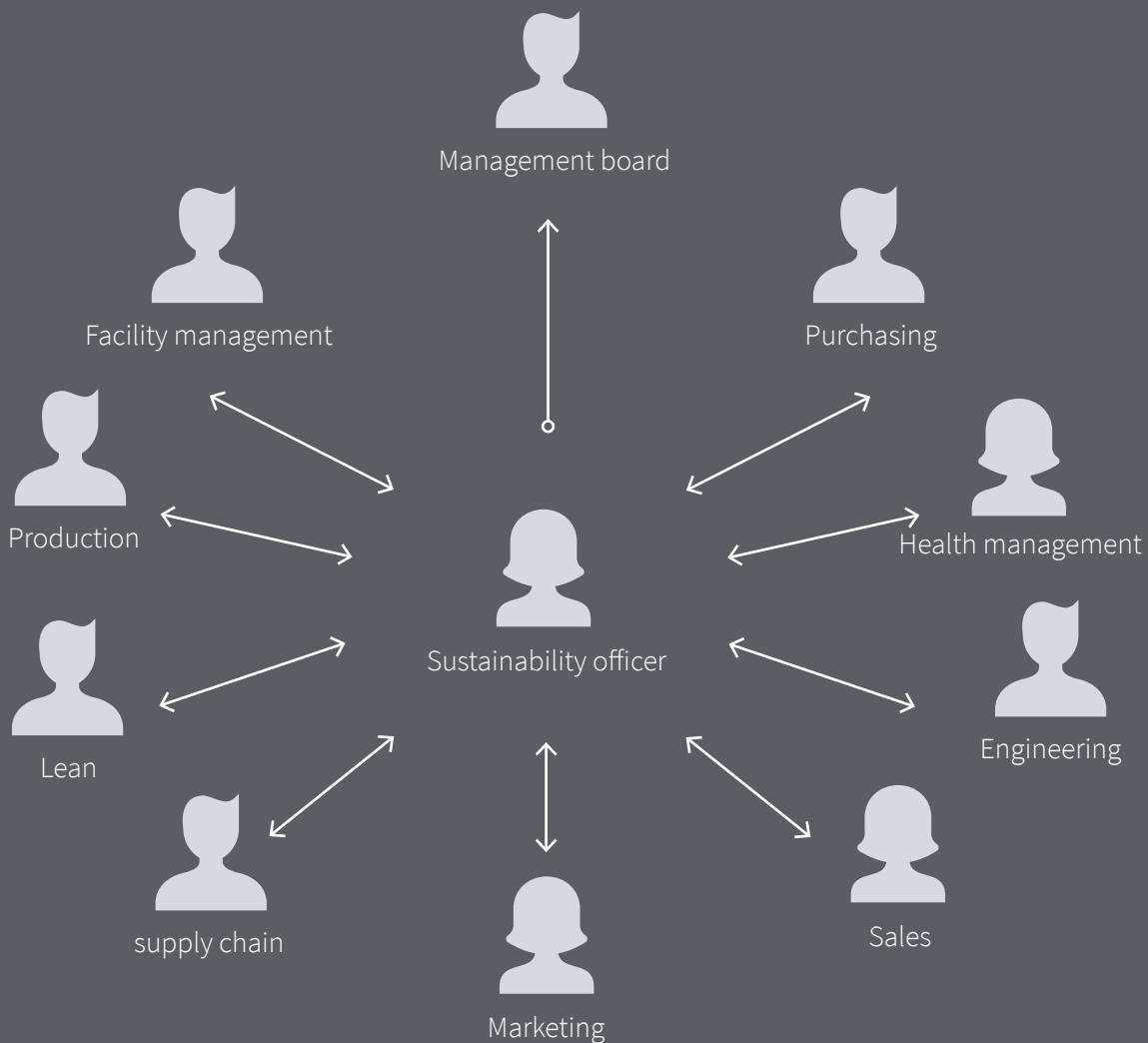
Good cooperation between the Works Council and the Management Board, as well as with employees, is important to us. There are regular meetings on a monthly basis for regular dialogue between the Management Board and the Works Council, where each side has the opportunity to raise issues, ask questions and obtain information. The Works Council is elected by the employees every four years. In addition to regular communication, e. g. by notices or messages in the Inside Insta app, all employees are informed about the work of the Works Council at an annual works meeting.

Our trainees can contact the training officers and the youth and trainee representatives at any time with questions and problems relating to their training at Insta. They are elected every two years by our trainees and are constantly committed to the concerns of our junior staff. The youth and trainee representatives also take part in the meetings of the Works Council and the annual works meetings.





OUR SUSTAINABILITY TARGETS



The "Sustainability Team" is made up of Insta employees from different areas. Thanks to our cross-divisional expertise and interdisciplinary structure, we create shared dynamics and give the various facets of sustainability a voice within the company.

"TEAM SUSTAINABILITY" AT INSTA

In 2022, work began to lead Insta into a sustainable future with the help of ESG standards, based on an analysis of the current situation. The results of this initial assessment have given us a very positive outlook. The idea of acting sustainably has been constantly accompanying our decisions for several years now. Based on this knowledge, we have aligned ourselves and started to plan and implement our measures in 2023.

An important aspect for us this year was taking our employees along with us on the path to a concrete sustainability strategy. To this end, we conducted a survey as part of a bachelor's thesis on the topic of sustainability. The result was that for over 80% of participants, sustainability is important both at home and at work.

At the annual employee meeting, sustainability and the path to a fairer future were also among the main topics - presented by the Management Board and our sustainability officer.

The appointment of a sustainability officer as the first point of contact was the starting signal for the concretisation and prioritisation of this topic. She reports directly to the Management Board.

There is also a group in our employee app, where our colleagues can discuss the topic of sustainability.

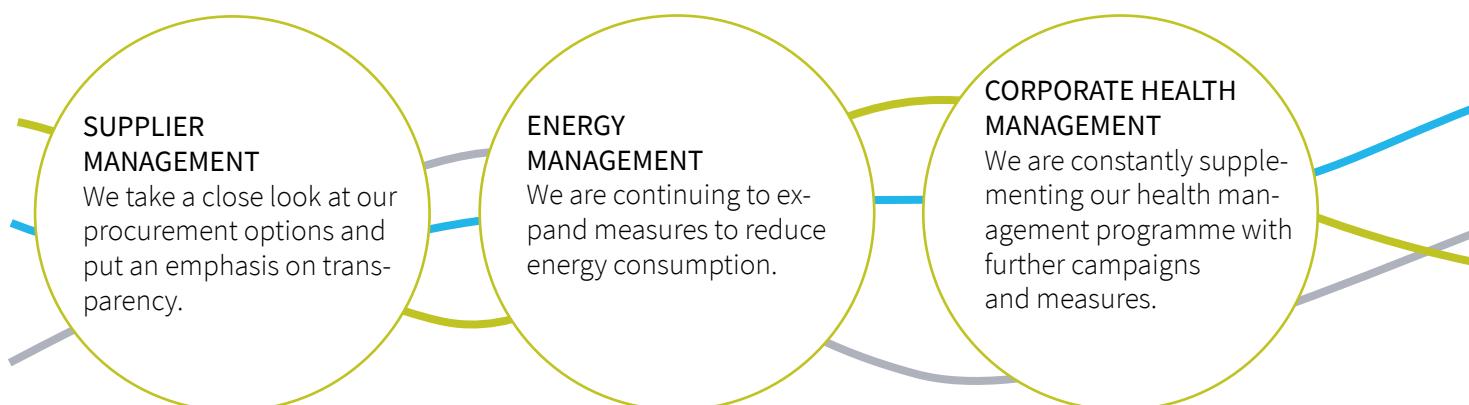
As a future-orientated company, we want to keep moving forward. True to the motto: CIP – Continuous Improvement Process.

OUR SUSTAINABILITY TARGETS

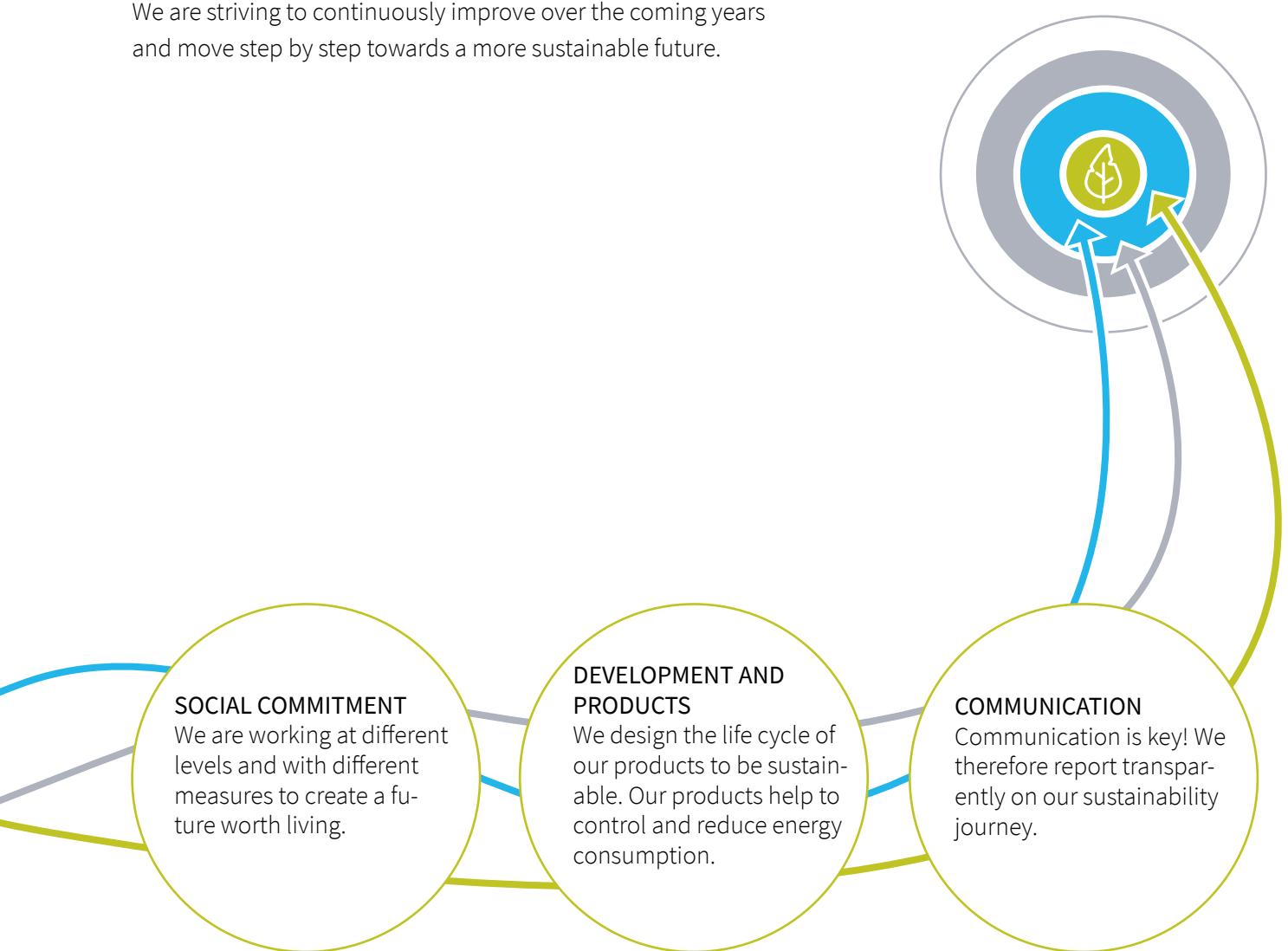
We apply the proven methods of lean production and agility. Following the alignment of the annual objectives and the joint commitment, a Hoshin Kanri, also known as the X-Matrix, was created. It is divided into the following subject areas:

- > Supplier management,

- > Energy management,
- > Occupational health management,
- > Social commitment,
- > Development and products,
- > Communication.



We are striving to continuously improve over the coming years and move step by step towards a more sustainable future.







51°13'39.8"N 7°35'56.8"E

IMPRINT

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ILLUSTRATIONS

Insta GmbH

GENDER-NEUTRAL WORDING

In the original report in German, what is referred to as the "gender colon" was used in addition to gender-inclusive language. We do this consciously to use gender-neutral language and promote the inclusive reading aloud function of people with visual impairments.

The Insta Sustainability Report 2023 is available as a PDF download at www.insta.de/unternehmen/nachhaltigkeit.



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