

Code of Conduct

Zitadel, Inc.

Version 1.0

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Introduction and Purpose

At Zitadel, Inc., our success is built on a foundation of trust, integrity, and respect. This Code of Conduct serves as a guiding document for all employees, directors, and anyone acting on behalf of Zitadel, Inc. It outlines the expected standards of behavior and ethical conduct that uphold our values, foster a positive work environment, and maintain our reputation with customers, partners, and the wider community.

By adhering to this Code, we ensure that our actions reflect our commitment to excellence, fairness, and responsibility in all our business dealings.

Our Values

Our Code of Conduct is rooted in the following core values:

- Integrity: We act with honesty and strong moral principles in all our interactions.
- Respect: We treat everyone with dignity, valuing diverse perspectives and backgrounds.
- Accountability: We take responsibility for our actions and their impact.
- Excellence: We strive for high quality in our work and continuous improvement.
- Collaboration: We work together, supporting each other to achieve common goals.
- Transparency: We communicate openly and honestly, fostering trust.

Expected Behaviors

1. Respect and Inclusivity

We are committed to creating a workplace where everyone feels valued, safe, and respected.

- Treat others with courtesy and respect, regardless of their role, background, or personal characteristics.
- Foster an inclusive environment free from discrimination, harassment, sexual harassment, bullying, or any form of offensive behavior. This includes, but is not limited to, discrimination based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, or veteran status.
- Communicate professionally and constructively, whether in person, in writing, or online. Avoid offensive language, gestures, or imagery.

2. Professionalism

We conduct ourselves in a professional manner that reflects positively on Zitadel, Inc.

- Maintain a professional demeanor and appearance appropriate for the workplace.
- Be punctual and prepared for meetings and work commitments.
- Manage conflicts constructively and seek resolution through appropriate channels.

- Avoid gossip or spreading rumors that can harm colleagues or the company.

3. Integrity and Honesty

We act with honesty and maintain the highest ethical standards.

- Be truthful and accurate in all communications, records, and reports.
- Zitadel, Inc. has a zero-tolerance policy for theft, fraud, and dishonesty.
- We are committed to combatting all forms of corrupt activities, including bribery and fraud. No employee or director shall offer, give, solicit, or accept any bribe or improper payment to or from any person or organization.
- Report any suspected unethical or illegal activities promptly and through the proper channels.

4. Confidentiality and Data Protection

We protect sensitive information belonging to Zitadel, Inc., our customers, and our partners.

- Safeguard confidential and proprietary information, including trade secrets, customer data, financial information, and personal employee data.
- Do not disclose confidential information to unauthorized individuals or use it for personal gain.
- Adhere to all data protection policies and regulations, such as GDPR or other relevant privacy laws.
- Use secure methods for handling, storing, and transmitting sensitive data.

5. Compliance with Laws and Regulations

We comply with all applicable laws, rules, and regulations in the jurisdictions where we operate.

- Understand and adhere to laws related to our business, including anti-corruption, anti-bribery, competition, and employment laws.
- Do not engage in any illegal activities or encourage others to do so.

6. Conflict of Interest

We avoid situations where personal interests could conflict with the interests of Zitadel, Inc.

- Disclose any potential or actual conflicts of interest to your manager or HR.
- Do not use your position at Zitadel, Inc. for personal benefit or to benefit family members or close associates.
- Avoid giving or accepting gifts, entertainment, or favors that could be perceived as influencing business decisions or securing business, beyond customary business courtesies.
- Declare any outside interests or activities that could create a conflict of interest with your duties at Zitadel, Inc.

7. Political Contributions

Zitadel, Inc. is committed to maintaining its independence and integrity.

- Neither Zitadel, Inc. nor its employees, acting on behalf of the company, shall make political contributions to any political party, candidate, or campaign.

- Employees may engage in personal political activities, but they must ensure such activities are clearly separate from their role at Zitadel, Inc. and do not use company resources or imply company endorsement.

8. Company Assets and Resources

We use company assets and resources responsibly and for legitimate business purposes.

- Protect company property from loss, damage, misuse, or theft.
- Use company equipment, systems, and networks appropriately and in accordance with company policies. This includes refraining from accessing, creating, or distributing inappropriate content.
- Do not use company resources for personal commercial activities or illegal purposes.

9. Reporting Concerns

We encourage open communication and provide channels for reporting concerns without fear of retaliation. Zitadel, Inc. maintains a whistleblower policy, and reporting can be done accordingly.

- If you witness or suspect a violation of this Code, company policy, or any law, you have a responsibility to report it.
- Concerns can be reported to your manager, Human Resources, through the anonymous whistleblower channel, or a designated ethics contact within the company.

10. Non-Retaliation

Zitadel, Inc. prohibits retaliation against anyone who, in good faith, reports a concern or participates in an investigation.

- No adverse action will be taken against an employee or director for reporting a concern in good faith, even if the report is later found to be unsubstantiated.
- Any act of retaliation will be treated as a serious violation of this Code.

Consequences of Non-Compliance

Violations of this Code of Conduct can lead to disciplinary action, up to and including termination of employment or directorship, and may also result in legal action. The severity of the disciplinary action will depend on the nature and impact of the violation.

Conclusion

This Code of Conduct is a living document that reflects our commitment to ethical behavior and a positive work environment. By understanding and adhering to these principles, we collectively contribute to the success and reputation of Zitadel, Inc. We encourage you to ask questions if you are unsure about any aspect of this Code.