

# Shapeways Holdings, Inc. Code of Conduct

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September 29, 2021

## Code of Conduct

**Code of Conduct.** This Code of Conduct and our company values represent the standards by which we all must operate. All employees of Shapeways Holdings, Inc. or any subsidiary of Shapeways Holdings, Inc. (collectively, “the Company”), as well as the Company’s officers and Board members, must abide by this Code of Conduct. We also expect the Company’s contractors, consultants, suppliers, and agents to abide by our Code of Conduct in connection with their work for the Company.

**We operate with honesty and integrity.** We are open, transparent, and honest. We keep our commitments to each other, to our customers, and to our partners. We endeavor to communicate with our customers, partners, fellow employees, and suppliers in an honest and unambiguous way, and to avoid making any misstatements of fact, making misleading or exaggerated communications, or creating false impressions. We may make mistakes, but we quickly admit and correct them.

**We treat others fairly and respectfully.** We foster a respectful work environment free from any form of discrimination, harassment, and intimidation. We provide equal opportunity in all aspects of employment. We do not tolerate discrimination, harassment, violence, or threatening behavior of any kind. We treat everyone—fellow employees, customers, partners, and other stakeholders—with dignity and respect.

**We are responsible and law abiding.** We follow the law. This includes all applicable international, national, and local laws, rules, and regulations. We report wrongdoing, including fraud or illegal acts, if we encounter it.

**We prohibit bribery.** The Company’s policy against bribery is clear—we never make or accept bribes to advance our business. A bribe is something of value that is offered or given to improperly influence a decision. Bribes often consist of money, but they could also be disguised as gifts, trips, entertainment, charitable donations, favors, or jobs. We do not offer or give anything of value for an improper or corrupt purpose, whether in dealings with a government official or the private sector, and regardless of the norms of local custom. For more information, please consult the Company’s Anti-Bribery Policy, which we are all required to review and follow.

**We avoid conflicts of interest.** We have a responsibility to make sound business decisions strictly on the basis of the Company’s best interests without regard to our personal interests. A conflict of interest can occur when our personal activities, investments, or associations compromise our judgment or ability to act in the best interest of the Company. We avoid conflicts of interest, or even the appearance of a conflict of interest.

We always disclose any relationships, associations, or activities that may create actual, potential, or perceived conflicts of interest to the Company’s Chief Financial Officer as soon as we become aware of any potential for such conflict.

**We respect corporate opportunities.** We may not take for ourselves opportunities that are discovered through the use of Company property, information, or position, and we will not use Company property, information, or position for personal gain, or compete with the Company in any manner. We owe the Company a duty to advance its legitimate business interests when business opportunities arise.

**We prohibit insider trading.** Federal law prohibits both trading on the basis of material non-public information and “tipping” others by providing material non-public information to them. Material non-public information is information that has not been released to the public and which a reasonable investor would find useful in determining whether to buy or sell stock, e.g., financial results, sales results, acquisitions, customer wins or losses, or changes in senior management. We do not buy or sell stock on the basis of material non-public information, or pass such information to any others, including friends or family. For more information, please consult the Company’s Insider Trading Policy, which we are all required to review and follow.

**We safeguard confidential information and protect employee privacy.** We are committed to protecting the confidential, proprietary, and private information of our employees, customers, partners, and others with whom we do business. We respect and safeguard the private information and intellectual property entrusted to us by our fellow employees, customers, and third parties, using it only for legitimate business purposes and in accordance with all applicable laws and governing contracts. We are all also responsible for protecting the Company's confidential information. The loss of confidential information can be extremely damaging to the Company. We do not disclose any confidential Company information without a valid business purpose and proper authorization by our Chief Financial Officer. Our obligations in this respect continue even if our employment or other relationship with the Company ends.

**We are committed to a safe and healthy workplace.** We are committed to providing a clean, safe, healthy, secure, and drug-free workplace. Our employees have responsibility for maintaining a safe and healthy workplace by following safety and health rules and practices and by reporting accidents, injuries and unsafe conditions, procedures, or behaviors. We do not tolerate violence and threatening behavior. We prohibit the use, possession, sale, or being under the influence of any illegal substance at the Company or when representing the Company in any capacity or conducting Company business.

**We maintain accurate and complete business and financial records.** We create and maintain financial records in accordance with applicable legal requirements and generally accepted accounting practices. Our SEC reports, disclosures, and other public communications must be full, fair, accurate, timely, and understandable. Although financial reporting and controls are especially applicable to members of the Company's Finance Department, we are each responsible for complying with all financial controls and policies. We each acknowledge our responsibility to make sure that appropriate Finance Department personnel are made aware in a timely manner of any fact or issue that might have a material impact on our financial statements or disclosures.

**We represent the Company to the public only when authorized.** Only those authorized to do so may speak to the press and members of the financial community about the Company. Authorized individuals are the Chief Executive Officer and the Chief Financial Officer. For more information, please consult the Company's Investor Relations and Communications Policy.

**We use social media wisely.** We use social media appropriately and responsibly. We do not disclose confidential Company information or the confidential information of our customers, suppliers, business partners, or other employees. Only those authorized may speak for the Company, including through social media channels. For more information, please consult the Company's Social Media Policy.

**We deal fairly.** We endeavor to deal fairly with our customers, suppliers, competitors, and employees. We should not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation, or any other unfair-dealing. Applicable laws specifically prohibit us from colluding with a competitor. When interacting with a competitor, questions about whether our actions are proper and in compliance with the law should be directed to our Chief Financial Officer.

**We protect and properly use Company assets.** Theft, carelessness, and waste have a direct impact on our profitability. We use Company assets for legitimate business purposes, and will use the Company's information systems assets in a responsible manner.

**We respect the environment.** We conduct our business in an environmentally responsible and sustainable manner, and we are committed to complying with all applicable environmental laws.

**Waivers of the Code of Conduct.** Waivers of our Code of Conduct must be approved in writing. Waivers for Board members and executive officers require Board approval and must be disclosed as required, while waivers involving any other employee, agent, or contractor require the approval of our Chief Financial Officer.

**Violations of the Code, Company Policies, or the Law.** Anyone who violates the law, our Code of Conduct, or other Company policies or procedures may be disciplined, including termination of employment

and/or his or her business relationship with the Company, in accordance with local legal requirements. Certain violations of this Code of Conduct may be violations of the law, which may result in civil or criminal penalties, and the Company will cooperate fully with the appropriate authorities in these situations.

**We use common sense and ask questions if necessary.** We use common sense in our business dealings and in upholding this Code of Conduct. If we have any questions regarding the matters discussed in this Code of Conduct, we promptly contact our Chief Financial Officer for answers.

**Report Violations.** If we witness—or even suspect—a violation of our Code of Conduct, Company policies, or the law, we promptly report it to our manager or our Chief Financial Officer or via our compliance hotline.

**Compliance Hotline.** The Company has established a compliance hotline that we may use to make an anonymous report. To make a good-faith, anonymous report, we may:

- By mail to Shapeways Holdings, Inc. at 30-02 48th Avenue, Long Island City, NY 11101, Attention: Chief Financial Officer;
- By email to [legal@shapeways.com](mailto:legal@shapeways.com), or if you believe a Violation relates to the Chief Executive Officer or Chief Financial Officer, by email to the Chairperson of the Audit Committee of the Board of Directors at [auditcommittee@shapeways.com](mailto:auditcommittee@shapeways.com); or
- Via our ethics or reporting hotline by phone at 800-916-7037 (Company Identifier 7479) or online at [https://irdirect.net/SHPW/whistleblower\\_iframe](https://irdirect.net/SHPW/whistleblower_iframe).

For more information, please consult the Company's Whistleblower Policy.

**No Retaliation.** The Company takes its non-retaliatory culture very seriously and will not allow anyone to take adverse action, threaten, intimidate, or retaliate if one of us reports a violation or suspected violation in good faith, or cooperates in an investigation. The Company considers retaliation itself a violation of this Code of Conduct and will respond accordingly.

**Reporting Outside the United States.** In some locations outside of the United States, anonymous reporting of certain types of issues may not be allowed by local law. If local law prohibits or restricts anonymous reporting, you should reveal your identity when making a report. In those situations, your identity will be kept confidential (unless prohibited by local law), and you will have a right to access and modify your report. If you are in doubt about the requirements of your local law, please contact our Chief Financial Officer.