



# Code of Conduct

## Purpose

For the purpose of protecting Human Rights, promoting fair employment condition, safe working conditions, responsible management of environmental issues and high ethical standards this Code of Conduct shall be applied in the sales and supply chain of all our services worldwide.

This Code of Conduct describes our intention on how to behave when we do business and how we interact with our stakeholders.

Our Code of Conduct shall give guidance and be a governing routine on how an employee shall act in accordance with our Core Values (see doc. 1070 Core Values).

We prefer that our suppliers and their subcontractors to comply with the Code of Conduct or similar standards and to verify compliance by providing information and allowing access to their premises.

In order to make this commitment clear to employees, suppliers, customers and other stakeholders our Code of Conduct is based on the United Nations Global Compact initiative, an international initiative which is supported by corporations around the world to ensure accountability.

## Goals

1. We will make the 10 principles of the Global Compact an integral part of our business strategy.
2. We will incorporate the Global Compact and its principles in decisions making processes of the management group.

## Responsibility

It is the responsibility of all employees to follow this Code of Conduct. It is the responsibility of Managers to communicate and demonstrate the content as well as the spirit of this document within the organization, and to encourage employees to reveal behavior that may be non-compliant with this Code of Conduct. Explicit or implicit approval of questionable actions will not be tolerated.

In addition to compliance with all relevant laws, regulations and standards in all of the countries in which they operate, all our units, companies and employees shall comply with the Code of Conduct even if it stipulates a higher standard than required by national laws or regulations.

### *Legal Compliance*

We shall follow all applicable international, national and relevant laws and regulations as well as local work environment and labour legislation.

Corporate regulations, norms and values concerning ethical behavior shall be followed even outside the home country, as long as they do not conflict with laws in other countries.

### **Human Rights**

Within our sphere of influence we support and respect the protection of internationally proclaimed Human Rights. We make sure that we are not complicit in human right abuses.



### **Labour Standards**

Employees shall be treated with respect and dignity.

Freedom of Association and the right to bargain collectively shall be respected.

New recruitments of employees shall be based on skills and experience.

No employee or potential employee may receive less favorable treatment or consideration with regard to gender, race, religion, age, disability, sexual orientation, color, nationality, belief or political opinion, union affiliation, marital status, social or ethnic origin.

No form of forced, compulsory or child labour is tolerated. No person is employed who is below the minimum legal age for employment. Minimum age of employment is the age of completion of compulsory schooling.

Children are not employed for any hazardous work, or work that is inconsistent with the child's personal development. A child means a person below the age of 18 years, as defined in Article 1 of the United Nations Convention on the Rights of the Child.

A safe working environment which is free from discrimination, harassment and bullying shall be created for all employees. The working environment shall be entirely drug free and no employees shall be exposed to passive smoking against his/her will.

### **Environment**

We shall routinely audit, follow up and report our environmental performance.

Procedures and standards for waste management, handling of hazardous and dangerous materials must meet or exceed minimum legal requirements.

Finite resources shall be used responsibly and carefully. We shall encourage and promote innovative developments and changes in procedures that reduce any environmental burden associated with our activities.

When suitable alternatives are available a precautionary approach to environmental challenges shall be supported.

Development and diffusion of environmental friendly technologies shall be encouraged.

### **Anti-Corruption**

No form of extortion and bribery, including improper offers for payments to or from employees, or organizations, is tolerated.

### *Business Ethics*

Dealings with business partners are characterized by fairness. We shall not offer customers, potential customers, governments, agencies of governments or any representatives of such entities, any rewards or benefits in violation of either applicable laws or reasonable and generally accepted business practice.

The employees must not accept payments, gifts, or other kinds of reimbursement from a third party that could affect their objectivity in their business decisions.

Employees representing the company shall act and dress as if he or she were to meet an important stakeholder.

For further information about the United Nations Global Compact and its 10 principles:

<http://www.unglobalcompact.org/aboutthegc/thetenprinciples/index.html>