**Code of Conduct**

**Honest and Integrity**

At (Company), honesty and integrity are key words. This means that we always act with honesty and integrity and avoid all forms of deceit and unethical conduct. We comply with applicable laws and report suspicious situations immediately.

**Professional**

We are a professional company and we expect each other to act in a professional manner at all times. We would like to point out that these rules of conduct apply to any form of contact or communication, including contact via e-mail or expressions via social media. We expect employees to report violations of this Code of Conduct to management.

**Discrimination**

We always treat colleagues, customers and third parties with respect. Any form of discrimination is avoided, such as discrimination based on race, gender, age, religion, nationality or other characteristics. Every employee must comply with this. We expect employees to set a good example and to hold colleagues to account if they do not. Discrimination must be reported immediately to management.

**Interests**

Decisions are made only in the interest of the company and not for personal gain.

**Harassment**

Harassment in any form is avoided at all times. We do not use harassment in the form of sexual harassment, bullying or threats, for example. Every employee must comply with this. We expect employees to set a good example and to hold colleagues to account if they do not. Unfair treatment must be reported immediately to management.

**Confidential information**

Confidential information is understood to mean all information that employees come into contact with in the performance of their duties. Information is only exchanged insofar as this is necessary for the performance of the work. Employees are also expected to take appropriate measures to prevent confidential information from leaking through negligence, carelessness or indiscreet behaviour.

**Media**

We ensure that only correct information about (Company) is written in (social) media. If factual inaccuracies about (Company) are found on the internet (or elsewhere), you are requested to report the website or discussion to management.

**Company assets**

Company assets are used for business purposes only and the misuse or theft of Company assets is strictly prohibited.

**Environment**

We are a company where sustainability is of paramount importance. We therefore ensure that we take the environment into account in all actions and try to apply positive changes where necessary.