



principles for employees

Code of Conduct

Version 2021.9

INTRODUCTION

This Code of Conduct for Employee(s) ("Code of Conduct" represents the foundation of PRODU©T to strive and be a company based on a culture of trust, mutual respect, openness, a fair balance of reciprocal interests and equal opportunities.

This culture of being responsible and sustainable and also further detailed in our **Human Rights policy** which each employee has received separately, is based on the principles outlined below: the UN's Universal Declaration of Human Rights, the conventions of the International Labour Organisation (ILO), the OECD Guide lines for Multinational Enterprises, the principles of the UN Global Compact, and the general principles pertaining to Anti-Corruption and Competition Laws.

PRODU©T and its employees are dedicated to embrace and endorse these principles, not only internally, but also externally towards our Employee(s).

SUSTAINABLE DEVELOPMENT GOALS



1 COMPLIANCE WITH LAWS

Employee(s) shall comply with all applicable laws and regulations of the countries in which operations are managed or services provided.

2. HUMAN RIGHTS

Employee(s) have acknowledge and will support the company with the endorsement of the Principles as laid down in the Code of Conduct for our business partners.

Employee(s) are further to acknowledge our separately provided PRODU©T's Human Rights Policy in which a further detailing of our policies and requirements has been provided to them.

3 WORKING ENVIRONMENT

3.1 OCCUPATIONAL HEALTH AND SAFETY

The Employee(s) must, above all, support the company and endorse compliance with all applicable laws and regulations to maintain a proper Safety and Health management system that, together with all employees, works to prevent work-related illnesses and injuries.

3.2 DIVERSITY AND EQUAL OPPORTUNITIES

All employees shall ensure equal treatment and equal opportunities.

Any discrimination on the grounds of gender, color, race, age, religion or ideology, social class or origin, ethnic and national origin, caste, disablement, marital or family status, pregnancy and physical characteristics, membership of employee organizations including unions, political opinion, sexual orientation or any other personal characteristics, are prohibited.

4. BUSINESS INTEGRITY

4.1 ANTI-CORRUPTION & BRIBERY

Any form of or attempt at corruption, including blackmail, bribery and other illegal practices, will not be tolerated and is strictly prohibited.

The Employee(s) must neither directly nor indirectly offer, promise, guarantee, demand or accept bribes or other unlawful incentives or rewards in order to obtain or retain business or gain other improper advantages. Furthermore, no inducements whatsoever may be offered or granted to any public official. Equally, no bribes or other undue advantages may be demanded or expected from the Employee(s).

4.2 DATA PROTECTION

The Employee(s) must assist PRODU©T in complying with the applicable data protection laws. In particular, the Employee(s) must provide transparency regarding personal data processing activities that concern the products or services provided to PRODU©T and ensure adequate technical and organizational protection measures.

5. ENVIRONMENTAL PROTECTION

Responsibility for the protection of human life and the environment is to be ensured by means of preventive actions and the application of environmentally friendly measures.

The Employee(s) must comply with all applicable laws concerning environmental impacts and protection, e.g. with regard to energy consumption, CO² emissions, waste and water.

The Employee(s) shall support PRODU©T in its aim to continuously reduce the environmental impact of products and services and to source in a responsible and sustainable manner and promote environmental awareness within the company actively.

6. COMPLIANCE VIOLATIONS

PRODU©T encourages the Employee(s) and its employees to report any violations of this Code of Conduct or the applicable laws related to PRODU©T.

CONFIRMATION OF RECEIPT, ACKNOWLEDGEMENT, & ENDORSEMENT:

Date:

Place:

Signature:

Name