



Code of Conduct in the Allgon Group

– Employees

1. INTRODUCTION

Allgon believes that it is important to behave in a socially and ethically correct manner. It is our belief that we must do everything in our power to ensure that people whose work contributes to our success are not deprived of their basic human rights, nor forced to suffer physically or mentally from their work in any way.

To make our position clear we have established a Code of Conduct. We require all our employees to comply with this code.

Our Code of Conduct is based on The UN Global Compact's Ten Principles.

1.1 Responsibility and Governance

Allgon's Code of Conduct is determined by the Board of Directors. The CEO and Board of each subsidiary bear ultimate responsibility for ensuring compliance with the Code of Conduct. Companies within the group may exercise their own code, provided they comply with Allgon's. Managers must set a good example and are expected to discuss the content of the code in their teams and create a work environment where the employees feel comfortable raising issues or challenges which relate to it. Managers are responsible for ensuring all employees receive regular training on the Code of Conduct.

It is the responsibility of all employees to act in accordance with the Code of Conduct and seek support on its application with their line managers. The Code of Conduct is supplemented by policies e.g. the Equal Opportunity Policy.

2. OBLIGATION TO INFORM AND SIGN

All our employees shall confirm by signing this document that they are aware of and will comply with our Code of Conduct.

The Code of Conduct is an open document and shall be displayed to our customers on our web site as well as in all our facilities in such a way that everyone working with us or contributing to our products and services will be aware of and will comply with our Code of Conduct.

We are prepared to clarify the content and associated requirements of this document upon request.

3. LEGAL REQUIREMENTS

We will, in all activities, adhere to the national and regional statutory requirements in the countries in which we operate.

Should any of the requirements stated in this code be in violation of the law in any country or territory, the local law shall always take precedence. It is, however, important to understand that our requirements are not limited to the requirements of national laws.

4. GENERAL COMMITMENT TO ETHICS AND HUMAN RIGHTS

We shall all set a prime example of commitment to ethics. In any business practice, honesty and integrity must be top priority for all, and any involvement in bribery, extortion or corruption and/or conducts disturbing the free market shall not be tolerated in any form.

We support and respect the protection of internationally proclaimed human rights.

Our executives must have an open-door policy and welcome suggestions and concerns from employees. This will allow employees to feel comfortable discussing any issues and will alert executives to concerns within the work force.

Any conflict of interests must be disclosed.

We will treat everyone fairly, have mutual respect, promote a team environment and avoid the intent and appearance of unethical or compromising practices.

Employees should pose the following questions to themselves when any behaviour is questionable:

- Is the behaviour legal?
- Does the behaviour comply with all our applicable policies?
- Does the behaviour reflect our values and culture?
- Could the behaviour adversely affect company stakeholders?
- Would you feel personally concerned if the behaviour appeared in a news headline?

We promote a trustworthy and honest atmosphere to reinforce the vision of ethics within the company.


Any unauthorized use of confidential company information and trade secrets including marketing and customer information, operational, personnel and financial information, any source code and/or technical information as well as any intellectual property and know-how, is strictly forbidden.

Employees shall not use corporate assets or business relationships for personal use or gain.

5. CHILD LABOUR

We base our child labour policy on, and honour, the UN Convention on the Rights of the Child.

We acknowledge that it exists and realize that it cannot be eradicated by simply setting up rules or inspections, but we recognize, even if local law permits child labour, the rights of every child to be protected from economic exploitation and from performing any work that is likely to be hazardous or to interfere with a child's education, or that is harmful to a child's health or physical, mental, spiritual, moral or social development.



We do not accept child labour in our own supply chain. We will discontinue cooperation with any party that does not comply with our policy on child labour.

6. WORKERS' RIGHTS

6.1 Basic human rights

Anyone who works directly or indirectly for us is entitled to basic human rights:

- We do not accept the use of bonded workers, forced labour, prisoners, or illegal workforce.
- If foreign workforce is employed on a temporary employment contract basis, they should never be required to work for any period of time against their own will.
- We do not accept that employees are subject to corporal punishment or other forms of mental or physical disciplinary actions, or sexual harassment.
- We recommend that all employees are free to lawfully join associations of their own choosing and have the right to collective bargaining. We do not accept any disciplinary actions from employers towards employees who choose to organize or join an association.
- No employee should be discriminated against because of race, colour, ethnic background, national origin, gender, religion, disability, sexual orientation, age or political opinion.
- We recommend that all employees with the same experience and qualifications receive equal pay for equal work.
- All employees are entitled to a document confirming their employment.

6.2 Wages and working hours

- Wages should be paid regularly, on time and be fair in respect of work performance. Legislated minimum wages should be a minimum, rather than a recommended level.
- Working time must not exceed the legal limit.
- Employees should be granted stipulate annual leave; sick leave and (in accordance with local legislation and practice) parental leave without any form of repercussion.
- Dismissal of female workers due to pregnancy is not acceptable.

7. SAFE WORKPLACE

7.1 Building and fire safety

We require that safety is always a priority concern. Buildings must have clearly marked exits, and preferably emergency exits on all floors. All employees should be informed and trained of the safety arrangements in the building, such as emergency exits, fire extinguishers, first aid equipment, etc. An evacuation plan should be displayed on every floor of a building and the fire alarm should be tested regularly. Regular evacuation drills are recommended.

7.2 First Aid

We recommend that first aid equipment is available in all buildings that are used, and at least one person in each department should be trained in basic first aid.



7.3 Workplace environment

We shall maintain a safe, clean, healthy, and productive environment and conditions including clean restrooms.

8. ENVIRONMENTAL ISSUES

The environment is of increasing concern globally and we expect all our employees to act responsibly in this respect.

We believe in protecting the environment and do this by encouraging the reduction, reuse and recycling of waste material or refuse. We furthermore encourage the reduction of excess packaging and the use of recycled and non-toxic materials whenever possible. Emissions shall be reduced to cause minimum harm to the environment.

We must also comply with all applicable environmental laws and regulations.

9. MONITORING AND ENFORCEMENT

9.1 The principle of trust and cooperation

We expect all our employees to respect this Code of Conduct and to actively do their utmost to achieve its standards. We are prepared to cooperate to achieve adequate solutions in individual cases. We are also prepared to take cultural differences and other relevant factors into consideration, but we will not compromise on the fundamental requirements described in this document.

9.2 Monitoring

We reserve the right to make unannounced visits to sites where people work directly or indirectly for us. We also reserve the right to let an independent party e.g. a non-governmental organization, make inspections to ensure compliance with our Code of Conduct.

10. BUSINESS ETHICS

Employees shall conduct themselves with honour, consideration, dedication, and integrity in respect of partners and other employees.

- We shall live up to our words and actions. Contracts entered shall be complied with and applied appropriately.
- We do not abuse our position for the sake of personal benefit.
- The provision or receipt of bribes may never take place in the course of Allgon's business relationships.
- Corporate entertainment and the provision and receipt of gifts should take place openly and in moderation, and a logical connection to a business relationship must always exist.
- Competitive tendering shall always be applied when deemed to be justified on commercial grounds in accordance with the purchasing process.
- The price and quality of all orders and deliveries shall be determined in accordance with the company's internal directives/guidelines.
- We make business decisions in the best interests of the Allgon Group, and not based on individual considerations or relationships.
- Employees may not pursue supplementary activities which may give rise to a conflict of interest.



- We will not tolerate employee engagement in activities relating to sexual exploitation in conjunction with corporate entertainment or business travel.

10.1 Information security and privacy

We value open communication, within the scope of maintaining business secrecy. Information relating to our activities, or those of our partners, may only be used for the purposes intended. Employees who may gain access to personal data in the course of their work must comply with legal and contractual requirements.

11. REPORTING OF INFRINGEMENTS

Allgon encourages an open and honest corporate climate. Employees are encouraged to report non-compliance with the Code of Conduct to their line manager or, where this is not applicable, to the CEO or legal counsel of the subsidiary in question. Employees who choose to remain anonymous may report cases through Allgon's whistle-blower system. Allgon will not accept negative consequences for employees who, in good faith, reported suspected infringements.

I, the undersigned, hereby confirms that I have read, understood, and will comply with this Code of Conduct.

Date:

Signature:

Name: