

Code of Conduct

Introduction

Propoint wants to be a responsible employer. The business shall be managed with respect and with consideration to human rights, the health and safety of people as well as the environment. It is the responsibility of the employees as well as of the management to guarantee that this Code of Conduct is followed. The code gives Propoint guidance on how we should behave in various situations. It protects us and shows where the boundary runs between appropriate and inappropriate behaviour. Everybody is encouraged and expected to report any breach of the Code of Conduct.

Fundamental laws and regulations

Propoint shall respect laws and regulations wherever the business operates.

Propoint shall respect the fundamental human rights and international labour standards as these are set out in the UN's Universal Declaration of Human Rights and in the International Labour Organisation's (ILO's) core conventions.

This means, for example:

- That Propoint does not accept any form of Child Labour. Unless the local legislation stipulates a higher age limit, no-one who has not yet reached the age for completing compulsory education or is younger than 15 years-of-age shall be employed (or 14 years-of-age, if the national legislation permits this).
- That Propoint does not accept Forced Labour or involuntarily work. This applies for both slave labour and for forced labour in jail or any other work that is against anyone's will or choice.
- That Propoint values diversity and recruits and treats its employees in a way that is not discriminatory with respect to gender, religion, age, disability, sexual preference, gender identity, trade union affiliation, social or ethnic background.
- That No employee of Propoint is subjected to corporate punishment or physical, sexual, psychological or verbal harassment or assault.
- That Propoint respects the employees' right to form trade unions. In other words, all employees have the right to exercise their statutory right to form, join or refuse to join trade union organisations. In other words, neither is it acceptable to implement disciplinary or discriminatory measures against employees who organise or join an organisation in order to peacefully exercise their rights.

Health and work environment

Propoint ensures that employees and others who are on our premises shall have a safe and healthy work environment. Propoint shall take suitable measures to prevent accidents in the workplace and occupational diseases. We pay attention to our work environment and immediately report risky

situations. Working conditions, working hours and pay for minors with the right to do certain types of work shall be suitable taking into consideration their age. There shall be a healthy balance between work and leisure for all employees.

Relations with business partners

Propoint's contacts with business partners is characterised by impartiality and complies with good business practise.

Propoint guarantees our business partners privacy regarding trade secrets and all other confidential business related information that comes to our knowledge in the business activities.

Propoint shall not offer business parties any rewards or any other type of benefit.

Nor may Propoint's employees accept gifts or payments from outsiders in a business relationship.

Environment

Propoint shall be a responsible company with respect to environmental issues and strives to reduce the environmental impact of its business. Applicable regulations regarding the environment shall always be followed. Goods and material that entail environmental and health risks shall be avoided.