

Code of Conduct for Ensuring Corporate Social Responsibility

This Code of Conduct contains directives and agreements in relation to our behaviour when performing tasks and working together with others. The objective of this Code of Conduct is making everybody aware of our responsibility for our behaviour.

We, at Salari, commit ourselves to conducting our business activities in a responsible manner. It does mean in particular that we must act in an honourable manner and with integrity when dealing with our customers, suppliers and employees and that we must fully comply with the international, national and local laws and regulations that apply to our business activities.

This Code of Conduct is complementary to the business policy of our company.

General Aspects

Human rights

We do respect generally accepted human rights.

Child labour and forced labour

We do reject child labour and all forms of forced labour.

Discrimination

Salari will not in any way discriminate on the basis of race, gender, ethnic background, age, religion, sexual orientation or disability.

Good employer

Salari will behave as an honest and dependable employer, in accordance with the locally prevailing standards.

Safety and health

We will ensure a safe and healthy work environment for our staff and will do our utmost to prevent accidents. We will make sure to comply with the latest safety regulations, which entails installing the requisite facilities and implementing measures for preventing injuries, illness, work-related disorders and material damage.

Confidential data and information

All data about and in relation to staff are kept confidential, in accordance with international legislation on privacy.

Alcohol and drugs

Salari does not condone alcohol abuse or the use or distribution of drugs. Working under the influence of alcohol, drugs or other intoxicants is forbidden; this includes working under the influence of medicines that impairs one's ability to work effectively.

Security

Salari sees it as its responsibility to guarantee the security of people, goods and information. That does also apply to goods and information that are managed on behalf of third parties.

Human Aspects

Behaviour in public

Our staff are the business card of our company. We must at all times be polite, courteous and adopt a service-attitude towards our customers and business partners.

Free choice of occupation

At Salari, staff are not deployed against their will, nor will they be obliged to remain in employment at Salari. Employees are free in their choice of employment and they are also free to terminate their employment in accordance with the prevailing regulations.

Freedom of association

We do respect the right of employees in terms of freedom of association, of becoming members of trade unions, of appointing a representative and of engaging in collective bargaining, as permitted under and in accordance with the Collective Labour Agreement and locally prevailing legislation.

Confidential data and information

All data and information about the activities of our company must always be kept confidential.

Environmental Aspects

Environment

Salari will always endeavour to minimise or eliminate negative impact on the environment. Salari applies an active policy in terms of implementing sustainable business practices.

Environmental permits and reporting

Salari has obtained all requisite environmental permits and exemptions and has a system in place for keeping those up-to-date.

Waste

We do monitor the processing, storing, transporting, recycling and disposing of waste. The process is a controlled one and is carried out in accordance with the prevailing laws and regulations.

Preventing pollution of the environment and conserving natural resources

Salari does ensure and can demonstrate that it always introduces enhancements in various fields, including diminishing harmful emissions, noise pollution, energy use and waste and that it is less dependent on natural resources and hazardous substances, by means of recycling, reusing or replacing materials. We demonstrate that by documenting clear objectives and enhancement strategies.

Avoiding conflicting interests

We must avoid situations, where personal or individual financial interests could conflict with the interests of our company and its partners.

Forbidden and hazardous substances

We are proactive in keeping away from forbidden and hazardous substances.

Corporate Ethics

Disclosure of information

Salari does provide information about its business activities, structure, financial position and operating results in good time, in accordance with prevailing regulations and with standard practice of the sector.

Competition and fair trading practices

We act in an honourable manner and with integrity. We wish to stand out through our excellent performance and not through unethical or illegal practices. All our customers, suppliers, competitors and our own staff will always be dealt with equitably. Illegal practices, such as manipulation, misuse of confidential information or misrepresentation of facts, are forbidden.

Respecting intellectual property rights

Salari does respect intellectual property rights and will not engage in industrial espionage.

Corruption, extortion and embezzlement

Within our organisation, we do not condone any form whatsoever of corruption, extortion, bribery or embezzlement.

Bookkeeping

Our accounting system must capture all components of transactions and must also reflect all of our own standards of open and truthful representation of facts.

Observing the Code of Conduct

Obligations

All directors, managers and staff members of Salari are required to observe this Code of Conduct. Managers in particular are responsible for communicating and implementing this Code. All staff members have the obligation of reporting serious infractions or violations of the law and/or internal regulations, to the management/designated representative.

Protection of whistle-blowers

Actions against staff members, who report such infractions, will not be tolerated.

Consequences

Every violation of the law and/or internal regulation will lead to appropriate action being taken against the responsible employee, including prosecution on the basis of prevailing legislation or disciplinary measures. Such violations may also lead to criminal prosecution.