



CODE OF CONDUCT & ETHICS

Each employee of **ASPIS SA** should apply the code of conduct and ethics as implied by the company's Management System:

- ✔ Follows the food industry and food hygiene rules without denials and is committed for production of safe products.
- ✔ Follows the personal safety and factory's security rules.
- ✔ Keeps confidentiality of company's internal issues, customers' information and personal data that may be aware of.
- ✔ Follows the socially established rules of behavior, politeness and ethics towards collaborators and company
- ✔ Behaves as part of an organization with common target and scope
- ✔ Assists any collaborator to succeed the common goal
- ✔ Shows the mutual willing to contribute for the company's vision
- ✔ Avoids any type of discrimination, including and those that are based on moral, social, racial and religious differences
- ✔ Avoids any dogmatic attitude.
- ✔ Avoids any type of violence or harassment.
- ✔ Follows the company's environmental rules and is committed for the protection of the environment.
- ✔ Reports to the management and speaks openly for any problem or suggestion regarding the company's activities and the working environment knowing that there will be no consequences.
- ✔ Acts with integrity and avoids improper behavior and conducts during contacts with suppliers and clients when trying to achieve the company's objectives
- ✔ Is committed that his relationships with clients and suppliers will be based on sound commercial criteria that are not influenced by other factors such as gifts and entertainment. The receiving or giving of gifts, meals and other favours between employees and business contacts should be moderate, infrequent, appropriate to the occasion and only within genuine business purposes. The giving of or receiving cash gift is strictly prohibited
- ✔ In case of contacts with authorities acting on behalf of the company, he/she will cooperate honestly with them.
- ✔ In case that he/she gets involved in sales on behalf of the company, he/she will implement pricing policy with respect to the clients, with respect to the free market and competition rules and he/she will not use malicious means and inside information for the sales development