

# Glunz & Jensen Employee Code of Conduct

May 31<sup>st</sup>, 2023

## Policy brief & purpose

G&J Employee Code of Conduct company policy outlines our expectations regarding employees' behavior towards their colleagues, supervisors, and overall organization. Our expectations on employee behavior towards suppliers and customers are described in the Glunz & Jensen Supplier and Customer Code of Conduct.

We promote freedom of expression and open communication. We expect all employees to follow our code of conduct. They should avoid offending, participating in serious disputes, and disrupting our workplace. We also expect all our employees to foster a well-organized, respectful, and collaborative environment.

## Scope

This policy applies to all our employees regardless of employment agreement, contract staff, and organizational level, irrespective of gender, ethnicity, and religious orientation

## Policy elements

G&J employees are bound to follow our Employee Code of Conduct while performing their duties. We outline the components of G&J Employee Code of Conduct below:

### **Compliance with law**

All employees must protect our company's legality. They are required comply with all environmental, safety and common and statutory laws.

We expect employees to be ethical and responsible when dealing with our company's finances, products, partnerships, and public image.

### **Respect in the workplace**

All employees are required to respect their colleagues. We will not allow any kind of discriminatory behavior, harassment, or victimization. This includes hugs, kiss on the cheeks and other personal touches.

Employees should conform with our Equal Opportunity Policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

### **Protection of Company Property**

All employees should treat our company's property, whether material or intangible, with respect and care.

**Employees:**

- Should not misuse company equipment or use it frivolously.
- Should respect all kinds of intangible property. This includes trademarks, copyright, and other property (information, reports etc.) Employees should use them only to complete their job duties.
- Employees should protect company facilities and other material property (e.g., company cars) from damage and vandalism, whenever possible.

**Professionalism**

All employees must show integrity and professionalism in the workplace:

*Personal appearance:*

- All employees must be clean and well-groomed. Grooming styles dictated by religion and ethnicity are not restricted.
- All clothes must be work-appropriate. If G&J provide work clothes to the employee, the received clothes should be worn.
- All clothes must project professionalism. Clothes that are too revealing or inappropriate are not allowed.
- All clothes must be clean and in good shape. Rips, tears or holes are not allowed.
- Employees must avoid clothes with stamps that are offensive or inappropriate.

*Corruption*

We discourage employees from accepting gifts from clients or partners. G&J has issued a separate gift policy. We prohibit briberies for the benefit of any external or internal party.

Please refer to the G&J Gift policy which must be followed.

*Job duties and authority*

All employees should fulfill their job duties with integrity and respect toward customers, stakeholders, and the community. G&J employees may not abuse their authority. We expect managers to delegate duties to their team members considering their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

We encourage mentoring throughout our company.

*Absenteeism and tardiness*

Employees should follow their schedules. Subject to special circumstances, we can make exceptions for occasions that prevent employees from following standard working hours or days. But generally, we expect employees to be punctual when coming to and leaving from work.

*Conflict of interest*

We expect employees to avoid any personal, financial, or other interests that might hinder their capability or willingness to perform their job duties.

Consumption of alcohol and any other kind of behavioral substances including drugs during work hours or on the company premises are not allowed unless it is connected to a company event approved by management on beforehand. Equally, employees are required to be substance free during work hours.

Smoking is permitted in clearly marked areas only and within normal breaks only, and when complying to local laws and agreements.

#### *Collaboration*

Employees should be friendly and collaborative. They may not disrupt the workplace or present obstacles to their colleagues' work.

#### *Communication*

All employees must be open for communication with their colleagues, supervisors, or team members. Our communication whether written or oral, is required to contain good communication as in clear, concise, concrete, correct, coherent, complete, and courteous.

#### *Benefits*

We expect employees to not abuse their employment benefits. This can refer to time off, insurance, facilities, refreshments, subscriptions, or other benefits our company offers including the Glunz & Jensen travel policy.

#### *Policies*

All employees should read and follow our company policies. If they have any questions, they should ask their managers or Human Resources (HR) department in Slovakia.

## Disciplinary actions

Our company will take disciplinary action against employees who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Demotion.
- Reprimand.
- Suspension or termination
- Detraction of benefits for a definite or indefinite time.

We will take legal action in cases of corruption, theft, embezzlement, or other unlawful behavior.

## Whistleblower system

Glunz & Jensen's whistleblower system allows employees (and non-employees) to report matters conflicting with legislation and any G&J Code of Conduct or policy or are otherwise considered to be inappropriate.

Reporting can be done completely anonymously by reporting to the whistleblower system via the link below.

<https://glunzjensen.whistleblownetwork.net/WebPages/Public/FrontPages/Default.aspx>

The link is also available at:

<https://glunz-jensen.com/content/whistleblower>

All employees are required to confirm that they have read and understood the G&J Employee Code of Conduct.