



## Fair Play

### **Our code of conduct for dealings with customers, business partners, staff and authorities**

#### Laws

We follow applicable laws and regulations, as well as internal agreements and guidelines. We particularly ensure decisions are not influenced by any inappropriate or illegal services in return. We do not offer such services in return, nor do we accept them if they are offered to us.

#### Documentation and privacy

We ensure all business processes are documented carefully and in full. This enables us to guarantee transparency and traceability. We document errors and provide assistance by adapting our processes.

We treat all personal and business data as confidential, and protect it by taking suitable technical and organisational measures.

#### Staff

We provide our staff with secure workplaces, with opportunities for continued education and training. Every day, we make sure the working conditions and environment are supportive and beneficial to all. We immediately refrain from any form of discrimination or other breaches of our company regulations.

#### Environment

We consider our local environment, and perform all our work in such a way so as to minimise environmental impact.

#### Our suppliers' standards

When choosing our suppliers and project partners, we ensure they act in accordance with standards equivalent to our code of conduct.