



## **CODE OF CONDUCT**

Interbiz Code of Conduct is committed to the principles of the UN Global Compact, which aims at aligning businesses with human rights, labor, environmental care and anti-corruption principles.

Interbiz participates in the UN Global Compact Initiative since 2013. The principles in the Code are also based on OECD Guidelines for Enterprises and the ILO Declaration on Fundamental Principles and Rights at Work.

Interbiz enjoys an invaluable reputation that has been built on a long and successful history. Honesty and fairness have always characterized our way of doing business. Interbiz Code of Conduct underscores the principles by which the Group aims at building and sustaining long-term relations with all stakeholders. By applying the Interbiz Code of Conduct in our daily work, we help ensure that our business is conducted in a responsible and sustainable way.

Applicability of the Code our Business Principles together with other Group policies, Interbiz Code of Conduct forms the basis for the way we work in Interbiz. All our employees are expected to always act in the spirit of the Code. All managers are accountable for communicating the content of and for enforcing the Code within their respective organizations. Failure to comply with the Code can result in disciplinary action. Interbiz requires suppliers, dealers, subcontractors, consultants and other business partners to adopt and follow these principles. Interbiz also continuously evaluates and selects business partners on the basis of criteria including efficiency quality, delivery, price and reliability as well as their ability to meet with the requirements of the Code. Interbiz is dedicated to being a responsible employer and a good corporate citizen.

Interbiz shall follow the laws and regulations in each country where it operates. The Code sets forth the minimum level of approved behavior, even if it stipulates higher standards than required by local law. In case local law is stricter than the Code, however, local law shall prevail.

### **Fairness in all business relations**

Interbiz must, at all times, stay committed to exercise fairness in all dealings with business partners and stakeholders. Interbiz does not tolerate corruption or bribery in any form. Business decisions are based on the best interests of Interbiz, without regard to personal relationships or considerations. Employees must not accept gifts, benefits, reimbursements or entertainment, whether directly or through intermediaries, that could affect, or even appear to affect, the objectivity and professional judgment of the employee.

Likewise, Interbiz shall not offer rewards or benefits, whether directly or through intermediaries, to any business party or stakeholder, which is, or appears to be, in violation of applicable laws. Interbiz competes in a manner that is both ethical and fair, without engaging in any inappropriate activities or unfair trade practices.

**Accuracy in accounting and reporting**

Interbiz is committed to being fair, accurate and timely in all communication. All financial transactions made by Interbiz must be recorded in accordance with generally accepted accounting practices in each jurisdiction. Accounting records must show the nature of all transactions in a correct and non-misleading manner.

**Personal financial interest**

Employees must never use association with Interbiz for personal gain, and shall avoid engaging in external financial interests that might conflict with Interbiz interests. Interests to be avoided include personal or family financial interests in any operation or company that has business relationships with Interbiz.

**Political involvement**

Interbiz observes strict neutrality with regard to political parties and candidates. Neither the names nor resources of Interbiz shall be used to promote the interests of political parties or candidates.

**Conflict of interest**

Employees may not engage themselves, with or without compensation, in activities that might conflict or appear to conflict with Interbiz interests, without approval from the employee's manager and in accordance with the Grand Parent principle.

**Dealing with confidential information**

Employees often have access to information about Interbiz, and sometimes also to information owned by third parties, that is not generally available to the public. Such confidential information must not be passed on to any unauthorized natural or legal person, and this includes family members. This obligation continues even after termination of employment.

Human rights and Workplace practices Interbiz shall support and respect the protection of internationally proclaimed human rights and make sure the Group is not complicit in human rights abuses.

**Respect for the individual**

Interbiz shall provide equal employment opportunities to all individuals without regard to gender, race, religion, age, disability, sexual orientation, nationality, social or ethnic origin, citizenship, union affiliation, political opinions or any other characteristics protected by applicable law. Physical, psychological, sexual or verbal harassment against any colleague or business partner will never be tolerated.

**Safety**

The necessary conditions for a safe and healthy work environment shall be provided for all Interbiz employees, including appropriate information and training. The use of illegal drugs or alcohol at the workplace is not tolerated.

**Fair employment conditions**

Employment terms and wages shall be fair and reasonable. Interbiz complies with applicable laws and industry standards on working hours. All employees, including those temporarily employed, should have their employment terms in writing and be made aware of their employment conditions.

**Freedom of association**

All employees are free to exercise the right to form, join or refrain from joining unions or similar organizations and to bargain collectively or individually.

**Forced or child labor**

Interbiz does not tolerate underage labor in its operations or in the operations of any supplier or other party with whom we cooperate. The minimum employment age is 15 years, or the lawful age for working in the country in question. We do not allow illegal or forced labor in our operations or in the operations of any parties with whom we cooperate.

**The Environment**

Environmental care is a Interbiz business value and builds on environmentally sustainable principles. Interbiz conducts a proactive environmental work with preventive actions. Our commitment involves reducing the environmental impact of our operations, products and processes. All Interbiz employees shall comply with environmental laws and regulations.

**End-user Safety**

Interbiz is committed to offering products and services with a high regard for quality and safety. These aspects are always considered in the development of products and processes, from product idea to product delivery, operation, maintenance and disposal. Interbiz employs transparent and effective procedures for addressing customer inquiries and complaints and strives for fair and timely resolution of all customer disputes. If you become aware of unethical or illegal conduct, you are expected to report your concerns to [info@Interbiz-tk.com](mailto:info@Interbiz-tk.com)