Code of Conduct TMPS

Introduction

At Tepro Machine & Pac System, we strive for a safe, respectful, and integrity-filled work environment. The Code of Conduct has been established to provide clear guidelines on desired and undesired behaviour. All employees are expected to comply with these rules. Our approach is:

- We have an inclusive corporate culture where we trust and respect each other based on who we are, as well as our qualities, experiences, knowledge, skills, values, and abilities.
- We allow for differences and encourage diversity, collaboration, and the sharing of ideas, knowledge, and expertise to create valuable solutions for our customers and each other. We recognize individual abilities and facilitate personal development.
- We respect human rights both within our own operations and through our business relationships.
- We provide a safe and secure working environment.
- We offer working methods designed to promote collaboration, learning, and development, as well as to create conditions for employees' well-being and a sustainable working life.
- All employees should be able to participate and influence their working situation and contribute to TMPS's development. Through collaboration and dialogue, employee influence is created.
- We support our customers by being good employers who comply with laws and regulations and provide developing, fair, and safe working conditions.

1 General rules

Theft Theft of company or private property is not tolerated. This applies to materials, tools, equipment and other company resources. In case of suspected or detected theft, this may lead to disciplinary action, including dismissal and any legal action.

Bullying and Harassment Every employee has the right to a safe and respectful work environment. Bullying, discrimination, threats or any form of harassment are not accepted. If an employee witnesses or is subjected to bullying, a report can be made to the immediate manager and will be treated confidentially.

Bribery and Corruption Bribery and corruption are unacceptable. Offering, requesting or accepting bribes, gifts or other benefits that may influence business decisions is strictly prohibited. Suspected situations should be reported directly to management and will be treated confidentially.

Sexual Harassment Sexual harassment, including inappropriate comments, unwelcome touches, or other forms of unwanted sexual behaviour, is prohibited. All reports of sexual harassment will be investigated and handled confidentially.

Abuse of Power Misuse of power or position to influence or harm others is not allowed. Managers and employees are expected to act fairly and professionally in all circumstances.

Offensive Treatment or Discrimination No employee shall be subjected to offensive treatment or discrimination based on gender, age, ethnicity, religion, disability, sexual orientation, or other personal characteristics. All reports of mistreatment will be handled confidentially.

Violation of Safety Rules The company has safety rules that must be followed. Ignoring these rules can lead to dangerous situations for both the individual and colleagues. Violations may result in disciplinary action.

Drug and/or Alcohol Abuse It is forbidden to be under the influence of drugs or alcohol at the workplace. Our basic view is that all forms of addiction should be regarded as a disease. Out of consideration for one's own and others' safety as well as general well-being, it is obvious that one must not be intoxicated or under the influence of alcohol, narcotics or other drugs at the workplace. We should all work towards a drug-free workplace. If needed, contact the department manager.

Smoking We have a smoke-free workplace.

2 COMPLIANCE AND CONSEQUENCES

Violations of these Code of Conduct rules may result in disciplinary action, ranging from a warning to dismissal, depending on the severity of the breach. In the case of serious offences, legal action may be taken.

3 CONTACT AND REPORTING

For questions or reporting unwanted behaviour, employees can contact their immediate manager or a trusted person. All reports are handled discreetly and seriously.

The Codes of Conduct apply indefinitely and may be periodically revised by management.