



Code of Conduct

This Code of Conduct outlines the basic requirements and expectation of behaviour for all employees of CO-RO companies, its subsidiaries and third parties.

The purpose of our Code of Conduct is to protect the interests of CO-RO and its employees. We believe in honest business practices, and this Code of Conduct, together with our Winning Behaviours "*take action*", "*create*" and "*be responsible*", provides guidance regarding how we operate – irrespective of where in the world we may be working and irrespective of our position in the company.

CO-RO's founder Mr Jep Petersen always said: "Our company must be known as a company that builds its business on honesty and integrity, respecting different cultures and complying with laws and regulations in the countries where we operate."

Third parties are defined as any company or individual that is engaged to provide products or services to CO-RO or to act on behalf of CO-RO and/or that enters into a business partnership with CO-RO.

The Code of Conduct will be reviewed on a regular basis with the aim of implementing best practices.

CO-RO hereby declares the following:

Prohibition of corruption or bribery

- CO-RO will take a zero-tolerance stance on any form of bribery, in any of its businesses.

Respect for human rights and labour rights

- To recruit, employ and promote individuals on the sole basis of their abilities and qualifications, not on the basis of their race, religion, colour, age, disability, gender, sexual orientation or marital status
- To refuse to employ or make anyone work against his/her will
- To prohibit any behaviour including gestures, language or physical contact that is sexual, coercive, threatening or abusive
- To provide fair remuneration
- To comply with relevant laws and regulations
- To recognise the right of free association in trade unions or similar
- To promote freedom of expression
- To comply with relevant legislation and regulations within child protection

Health and safety of employees

- To take responsibility for the health and safety of all employees, ensuring no one is exposed to unnecessary risks, whether physical, chemical or psychological

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- To provide training in health and safety
- To take best possible precautionary measures against accidents and occupational diseases

Environmental protection & Social engagement

- To act in accordance with applicable standards and regulation regarding environmental protection
- To invest in new production technology on an ongoing basis. Newer and more environmentally friendly production technology reduces the emission of carbon dioxide, minimises the use of electricity and fresh water and puts less strain on the environment in general
- To engage locally in the communities in which we operate with the aim of increasing awareness of our company

Business ethics

- To conduct our business in a fair and transparent manner and comply with all laws and regulations
- To ensure accounting records and supporting documents describe and reflect the nature of the underlying transactions
- To act in the interests of CO-RO and make decisions based on objective criteria and never be improperly influenced by personal interests or relationships
- To pursue responsible sourcing in every instance

Communication

- We communicate in an open, reliable, and consistent manner
- To communicate with the media according to our communication policy and guidelines
- To direct media enquiries to the Communication Department
- To protect the public image of CO-RO
- Not to disclose any sensitive or confidential information that you may obtain as part of your work

Personal data protection

- To protect the personal data and privacy of individuals with due care in all areas of our business
- To ensure that only authorised people have access to it on a need-to-have basis

Confidential information and IP rights

Confidential information and intellectual property rights, such as business-sensitive information, know-how, patents, logos, trademarks, designs, domain names, copyright, slogans, etc., are important assets for us.

All employees and third parties must take the necessary measures to ensure the confidentiality, integrity and availability of information as required by applicable laws and regulations, including rules for the protection of personal data.

- To consider whether information is confidential before disclosing it



- To ensure the proper use and protection of confidential information
- To ensure that a confidentiality agreement is signed when relevant
- To uphold your confidentiality obligation both during and after employment.

Implementation

CO-RO Group HR is responsible for educating employees in the Code of Conduct and ensuring its implementation. Failure to comply with our Code of Conduct at any level in the organisation may lead to disciplinary action. Compliance with our Code of Conduct is mandatory for all personnel and its third parties.

Reference is made to www.unglobalcompact.org

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