

## Code of Conduct



This Code of Conduct outlines the basis requirement and expectation of behavior to all employees in CO-RO companies, subsidiaries and third parties to CO-RO.

The purpose of the CO-RO Code of Conduct is to protect the interests of CO-RO and the employees as well. CO-RO believes in honest business and this Code of Conduct, together with the CO-RO Winning Behaviors "*take action*", "*create*" and "*be responsible*" provides the guidance for how we operate - irrespective of where in the world we work and irrespective of our position in CO-RO.

### CO-RO A/S

Holmensvej 11  
3600 Frederikssund  
Denmark

Phone: +45 47 36 51 00  
www.co-ro.com

CO-RO's founder Mr. Jep Petersen always said: "CO-RO is a guest in each of the countries in which we operate, and CO-RO must be known as a company which builds its business on trust, integrity respecting other cultures and complying with laws and regulations in the countries where CO-RO operates".

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 enters a business partnership with CO-RO.

The CO-RO Code of Conduct will be reviewed on a regular basis on the aim to implementing best practices.

### CO-RO hereby declares:

#### Prohibition of corruption or bribery

- To tolerate no and not engage in any kind or form of bribery or corruption

#### 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, color, age, disability, gender, sexual orientation or marital status
- To refuse to employ or make anyone work against his/hers will
- To prohibit any behavior 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 recognize 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 health and safety of all employees ensuring no one is exposed to unnecessary risks neither physical, chemical nor psychological
- To provide training in health and safety
- To take best reasonable possible precautionary measures against accidents and occupational diseases

#### Environmental protection & Social engagement

- To have a business-driven CSR approach
- To act in accordance with applicable standards and regulation regarding environmental protection

Bankers:  
DANSKE BANK

A/C No.:  
DK5830004180190082

CVR No.:  
63 54 87 15



- To invest in new production technology on an ongoing basis. Newer and more environmentally friendly production technology reduces the emission of carbon dioxide, 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 to increase awareness of CO-RO



### Business Ethics

- To conduct our business in a fair and transparent manner and respect 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 take decisions based on objective criteria and never be improperly influenced by personal interests or relationships
- To pursue responsible sourcing in any aspect

### Communication

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

### Personal Data protection

- To protect personal data and privacy of individuals with due care in all areas of our business
- To ensure that only authorized 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, CO-RO logos, trademarks, designs, domain names, copyright, slogans, etc., are important assets for CO-RO.

CO-RO employees or 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 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 with CO-RO

### Implementation

CO-RO Group HR is responsible for educating employees in the code of conduct and ensure its implementation. CO-RO regularly control that the CO-RO Code of Conduct is being complied with. Failure to comply with our code of Conduct at any level in the organization may lead to disciplinary action. Compliance with the CO-RO Code of Conduct is mandatory for all CO-RO people and third parties to CO-RO.

References made to [www.unglobalcompact.org](http://www.unglobalcompact.org)

December 2017