



# Continia Software - Code of Conduct

## Guiding principle

## Explanation

### Count on Continia

- ✓ We comply with applicable laws
- ✓ We follow our internal company guidelines and policies
- ✓ We take responsibility and are accountable for our actions
- ✓ We have a high degree of integrity
- ✓ We openly communicate if we have a conflict of interest
- ✓ We are sincere and trustworthy

### We grow together

- ✓ We respect personal dignity and individual personality
- ✓ We take care of each other and watch out for our colleagues' health and well-being
- ✓ We consider diversity as enrichment, including but not only origin, culture, religion, age, disability, gender, and sexual orientation
- ✓ We do not accept any form of harassment or bullying

### We work smart

- ✓ We are diligent and vigilant
- ✓ We promote an environment of openly reflecting on errors and mistakes
- ✓ We treat our partners, customers, and suppliers with respect



## **We dig in**

- ✓ We take measures to ensure data integrity and safety
- ✓ We actively ensure compliance, anti-corruption and respect labour standards – internal and external.
- ✓ Business secrets and personal data are treated discreetly and according to applicable regulations.
- ✓ We promote social and environmental responsibility on all levels.

**APPENDIX** (examples of personal questions in everyday life – illustration only, not a full list)

### **Personal questions you could ask yourself regarding Continia Software Ethical standards:**

- ✓ Would we tolerate our company practices if we heard about these going on in another company?
- ✓ Would I like to work under those conditions and terms?
- ✓ Would I like to be discriminated against for example due to my religion or disabilities?
- ✓ How can I abstract from my personal beliefs and preferences when I deal with other people?
- ✓ How would I feel if I was treated like this?
- ✓ Am I involved in unfair or possibly unethical practices directly or indirectly?
- ✓ Would Continia Software tolerate such conduct?
- ✓ How can I act as a leader, colleague, and trusted person to impact the behaviour of others?
- ✓ Is someone trying to bribe me?

### **What is my contribution to our society and its development?**

- ✓ Is this good for Continia Software?
- ✓ Do I behave in conformity with Continia Software's values and norms?



- ✓ Is my action legitimate and lawful?
- ✓ Do I adhere to Continia Software's employee handbook?
- ✓ What could be the potential impact on Continia Software's reputation and image?
- ✓ Do I adhere to Continia Software's general guidelines?
- ✓ What would people who are important to Continia Software think about my decisions?
- ✓ Is Continia Software able to take responsibility for my decisions?
- ✓ Do I in my job situation adhere to Continia Software's processes, including the compliance rules and policies?
- ✓ Is my judgment of a person influenced by personal dislikes?
- ✓ Do I adhere to Continia Software's culture and standards regarding anti-harassment?
- ✓ How do I create a healthy work environment for employees and colleagues?
- ✓ Do I recognize someone is being bullied, and how can I intervene?
- ✓ Are my statements possibly misleading?
- ✓ How can I avoid promises I cannot hold?
- ✓ How do I need to behave to be perceived as trustworthy and professional?
- ✓ How do employees, partners and other shareholders see my actions?
- ✓ What are the right words and tone if I disagree?
- ✓ Am I legally or professionally required to keep confidential the information I have received?
- ✓ How can I make sure there is no illegitimate third-party access to confidential data?
- ✓ Where can I store and how can I transmit confidential data properly?
- ✓ What do I have to do in case of a recognized breach concerning confidential and secret information stored on my devices?