

# CODE OF CONDUCT



ACE srl | Rue de Renory 499 | 4031 Angleur | Belgium

## Compliance with law

All employees must protect our company's legality. They must comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our company's finances, products, partnerships and public image

## Health and safety

We promote safety at all levels and in all areas of our workplace  
We engage every employee in safety best practices and expect employees to report a failure or risk immediately  
We care for the health and well-being of our employees

## Respect in the workplace

All employees must respect their colleagues. We do not allow any kind of discriminatory behavior, harassment or victimisation.  
We embrace freedom of expression within the bounds of mutual respect and the well-being of our company

## Professionalism

All employees must show integrity and professionalism in the workplace

## Corruption

We discourage employees from accepting gifts from clients or partners.  
We prohibit bribery in any form for the benefit of any external or internal party.

## Job duties and authority

All employees should fulfill their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers will not abuse their authority. We expect them to delegate duties appropriately to their team members taking into account their competences and workload. We expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

## Conflict of interest

We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties

## Disciplinary actions

Our company may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Demotion.
- Reprimand.
- Suspension or termination for more serious offenses.
- Detraction of benefits for a definite or indefinite time.

We may take legal action in cases of corruption, theft, embezzlement or other unlawful behaviour.

A handwritten signature in blue ink, appearing to be 'G Pinchard'.