 FLEXOLUTION				Code of Conduct			
Project No.	N/A	Author	JSL	Checked by	JTF	Approved by	JSL
Doc No	CSR-FLEXO-002	System	N/A	Area	N/A	Revision	0
Doc Type	KA	Subsystem	N/A	Resp. Party	FLEXO	Rev. Date	2014-10-30

CODE OF CONDUCT

1 CSR Policy

In Flexolution we commit to operating ethically, responsibly and safely, whilst at the same time acting in a proactive manner towards ensuring our environment, now and for the future. We recognize that Corporate Social Responsibility (CSR) is an integral part of our reputation and brand, and positively taking responsibility for all our business activities is an important part of this. Success means not just technical compliance with necessary laws and regulations, but going beyond and setting new standards.

2 Code of Conduct

In Flexolution we commit to the following:

2.1 Legal and Regulatory Compliance

We ensure that our operations and the products and services supplied to our clients comply with all national and other applicable laws, standards and regulations.

2.2 Forced Labour


We will not be using forced labour in any form – prison, indentured, bonded or otherwise.

2.3 Child Labour

We will not employ any person below the local legal minimum age, or below the age of 16, unless the person is employed as part of a recognised professional apprenticeship programme.

2.4 Compensation and Working Hours

We will provide each employee at least the local legal minimum wage and benefits. We will pay our employees promptly, providing each with clear, written accounting for every pay period. Wages will be paid regularly, on time and be fair in respect of work performance. Payment will not be made more than one month in arrears and deduction will not be made from employees' pay for disciplinary reasons or to compensate the employer for providing safer work conditions. Working time periods will not exceed the legal limit, and should be modified where relevant to reflect any particular hazards or risks of the work being done. Overtime work will always be voluntary and properly compensated.

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Employees will be granted their stipulated annual leave and sick leave without any repercussions, and will be able to take their stipulated maternity or paternity leave in accordance with national and local laws.

2.5 Discrimination and Rights

All conditions of employment will be based on an individual's ability to do the job, and never on the basis of personal characteristics or beliefs. We will not discriminate on the basis of race, colour, national or ethnic origin, gender, sexual orientation, religion, disability, age, cultural background, social group, marital status, family status or political opinion, and other similar factors.

Employees will be treated with dignity and respect. This will be achieved by providing a workplace free from threats of violence or any forms of sexual, psychological or verbal abuse or harassment.

We do not require our employees to be members of a worker's association or union, in spite of that we respect our employees' rights to associate with any group and bargain collectively if they so wish and as permitted by the local conditions and laws of their own country. Penalties will not be used to interfere with such legitimate activities.

2.6 Environment


We all have a responsibility to look after the natural environment both for today and in the future. All stages in our supply chain complies with, and often exceeds, applicable national and legal environmental requirements. Flexolution commits to report upon and measure our environmental impact of our operations as part of our ISO 14001 certification. This is achieved through environmental screenings of all complex projects and a recurring goal of reducing the emission of Co2 and the usage of dangerous chemicals.

2.7 Health and Safety

In Flexolution we have a health and safety policy, equipment, conditions, standards and procedures which are designed to reduce work-related injury and illness, and promote the general health of employees in place. These policies, working conditions and necessary equipment is made freely available to our employees.

2.8 Subcontractors and other Service Providers

As we are deeply reliant on subcontractors we have a similar "Supplier Code of Conduct" in place for our suppliers, which ensures that our commitments are adhered to in the supply chain.

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Subcontractors shall always be paid accurately, and in timely manner in accordance with the contractual agreements.

2.9 Documentation and Inspection

We will maintain records of all relevant documentation required to demonstrate compliance with this Code of Conduct and required laws, and where requested we will agree to make these documents available for our clients. Where appropriate and with a courtesy notice period we welcome any clients to perform a site inspections for verification purposes.

2.10 Ethics

We commit to attain the highest standards of moral and ethical conduct in our business. All forms of corruption, extortion, fraud and bribery is prohibited, including those for our own benefit or for the benefit of our relations, friends or associates.

The Code of Conduct may be amended from time to time. The most current version of the Code of Conduct will be available online at www.flexolution.dk

2.11 UN Global Compact


Flexolution commits to adhering to all 10 principles of the UN Global Compact regarding Human Rights, Labour, Environment and Anti-corruption.

The principles can be found at <http://www.flexolution.dk/hseq/un-global-compact/>

2.12 Gifts & Entertainment

Employees of Flexolution are not allowed to receive gifts exceeding a value of EUR 50 from suppliers, business partners or other professional or personal parties without management approval, as such gifts may impact or distort the employees ability to evaluate the entity based on the criterias set forth by Flexolution. If a gift exceeding EUR 50 is offered, it shall be reported to management immediately, whom will then evaluate whether or not it is ok to receive the gift. If the gift can be received the management will issue a written approval.

Employees of Flexolution is allowed to receive a dinner from a business partner or supplier, however the value shall of the establishment shall not exceed EUR 200. If doubts about the value or the value exceeds EUR 200 it shall be reported to management prior to attending to the extent possible, otherwise immediately after attending the event.

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2.13 Conflicts of interest

No employees in Flexolution are allowed to undertake work in any other entities that operates in the same industries as Flexolution, independent of whether the work is honored monetarily or not, without written management approval.

2.14 Bribery & Unlawful Commercial Practice

Flexolution and all of its employees shall never be part of any types of bribing which results in a competitive advantage. If any bribing is discovered by an employee it shall immediately reported to management. Any employee which takes part in any bribing activities will be laid off and suspended with immediate notice.