



CODE OF CONDUCT

The Company expects all employees to comply with management and to conform to Company's rules at all times. If these rules are disregarded or the employee behaves wrongly in some other way the Company may discipline employees.

Disciplinary action can consist of formal verbal warning, written warning, a final written warning, dismissal or, in the case of gross misconduct, summary dismissal.

Rules

1. Employees should comply with the terms of their employment.
2. Employees should satisfactorily perform the instructions for carrying out the function of their employment.
3. Employees should satisfactorily perform any reasonable request relating to their function by their supervisor.
4. All absence from work, except for reasons of sickness, should be pre-authorized.
5. There should be proper and authorized use of the Company equipment, time and property.
6. Making of long or numerous private telephone calls (and emails) is not permitted.
7. Removal of the Company property from the premises without permission is not permitted.
8. Full-time employees are not allowed to take other paid employment without the written permission of the line manager – this permission will not be unreasonably withheld.
9. All safety rules should be adhered to at all times.
10. Personal Protective Equipment should be used at all appropriate times as instructed and sign posted.
11. Threatening, aggressive or violent behavior or language toward an employee is not permitted and may lead to dismissal – this applies both during working hours and outside of the work environment.
12. Discriminatory behavior, language, or non-verbal language is not permitted.
13. Harassment of individuals, whether sexual or otherwise, is not permitted.
14. Bullying of individuals, in any form, is not permitted.
15. Behavior or actions that can in any way jeopardize the safety or well-being of other employees is not permitted.
16. Unnecessary disclosure of confidential information concerning the work of the Company or its employees is not permitted.
17. The drinking of alcohol or the taking of illegal drugs on the Company premises is not permitted.
18. Gambling on the Company premises is not permitted.
19. Smoking or drinking on the Company premises is not permitted, except in designated smoking areas.
20. Employees must not behave in a way that brings or may bring the Company into disrepute.
21. Employees will not bring sexually explicit material (pornographic) into the workplace or engage in inappropriate sexually explicit conversation within the workplace.
22. Employees will treat guests and clients with respect at all times.
23. Employees will dress in a manner suitable for the workplace.
24. Shouting and verbal intimidation is also seen as unacceptable and will constitute gross misconduct.

The following are examples of the kind of behavior that in certain instances could constitute gross misconduct and lead to summary dismissal:

1. Physical violence towards anybody: this applies to your role as an employee and also outside of work
2. Behavior that seriously jeopardizes health or safety
3. Serious misuse of the trust that exists between employees and anyone for whom the Company is responsible
4. Incapacity for work due to being under the influence of illegal drugs or alcohol
5. Gross insubordination
6. Deliberate damage to the Company property
7. Serious infringement of the rules of the Company

Claus B. Jorgensen
Managing Director