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Code of Conduct of Ven-to Aps

Purpose

This Code of Conduct will help you understand what values are important to Ven-to Aps and how we want to work together.

Scope

Applies to all Ven-to Aps employees.

Responsibilities

This policy describes how Ven-to Aps expects all employees to behave.

Policy

Business Ethics

- **Following Laws:** We obey all laws and contracts.
- **International Standards:** We follow international rules for good business behavior, like the UN Global Compact, and respect human rights.
- **Conflicts of Interest:** We keep business and personal interests separate.
- **Corruption and Bribery:** We don't bribe anyone and don't accept bribes.
- **Money Laundering:** We actively help fight against money laundering.
- **Fair Competition:** We don't take part in unfair business practices like price fixing.
- **Taxes:** We pay our taxes correctly.
- **Data Protection and IT Security:** We protect everyone's personal information and important company data by following privacy laws and being vigilant.

Working Conditions and Human Rights

- **Child Labor and Modern Slavery:** We don't allow child labor or modern slavery in our company or with our business partners.
- **Wages:** We pay fair wages and offer good benefits.
- **Working Hours:** We ensure regular working hours and fair pay for overtime.

- **Freedom to Join Unions:** We respect the right to join labor unions.
- **Equal Treatment:** We treat all employees fairly and don't discriminate.
- **Harassment:** We treat each other with respect and don't allow harassment or bullying.
- **Young Workers:** We take special care of young employees under 18.

Workplace Health and Safety

- **Safety Rules:** We follow all safety rules. We report accidents or dangerous situations right away.
- **Climate Risks:** We watch out for dangerous weather that could affect our work and we plan ahead to keep everyone safe and prevent damage.
- **Emergency Plans:** We have emergency plans and are ready for serious situations.
- **Fire Safety:** We do regular fire safety checks and training.
- **Drugs:** Using drugs and alcohol at work is not allowed.

Climate and Environmental Protection

- **Climate Protection:** We take extra efforts to reduce our greenhouse gas emissions as quickly as possible.
- **Energy Saving:** We always try to use as little energy as possible.
- **Clean Energy:** We always work to use more renewable energy.
- **Nature Protection:** We take care of nature and different species.
- **Resources:** We use raw materials carefully and don't waste anything.
- **Waste:** We try to avoid waste and recycle where we can.
- **Pollution:** We carefully watch and reduce how we affect the environment.

What to Do if You Have Questions or Problems?

- Please talk openly about problems or suggestions. Together we can find solutions!
If you're not sure about something, or you notice something wrong, talk to your immediate manager

- You can report misconduct anonymously through the internal whistleblower system. The link is available on the Tech Intranet and Windtranet.