

# **Code of Conduct**

# Introduction

Prodan A/S has the utmost respect for the law and complies with Danish laws and regulations. It is therefore important that all our employees understand the company's Code of Conduct and act accordingly.

# Purpose

Code of Conduct is a set of rules and policies that are designed to help employees in their daily decisions. They contain guidelines for behavior towards customers, suppliers and employees.

There are developed policies and internal procedures in several areas. The policies are published on Prodans website.

Code of Conduct applies to all employees, both full- and part-time employees and temporary employees.

# Violation

If rules are broken, it could result in sanctions and/or have consequences for the employment. If an employee is unsure whether a particular behavior is acceptable, he or she should always contact their superior to ensure that no problems arise.

# **Dignity and respect**

It is important that Prodans employees treat everyone with dignity and respect. We do not accept discrimination on grounds of gender, ethnic background, sexual orientation, religion or age. Just like harassment is not to be tolerated. Prodan has a specific policy (Policy for the respect of human rights), describing the company's guidelines and attitudes.

# Gifts, anti-corruption and bribery

In connection with the daily contact with customers and suppliers, it may happen that Prodans employees receives a gift or offer to participate in an event. All employees must exercise caution when receiving or giving gifts. Prodan has a specific policy on anti-corruption and bribery.

# **Confidential information**

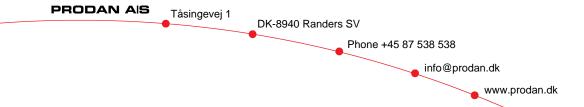
All employees have a legal obligation to protect confidential information, whether information comes from customers, partners or suppliers. Confidential information may not be disclosed to third parties without the owner's consent and must not be used improperly for the benefit of the company, its customers, business partners, suppliers and employees.

### Whistleblower

If an employee suspects that corruption or attempts at it takes place, he or she must contact Prodans management. All inquiries will be treated confidentially, if possible within the law.

### **Suppliers**

Prodan wants to help create social and environmental improvements at our suppliers. The company expects that our suppliers comply with national law and recognized standards when it comes to ethical, environmental and social conditions.





### Updating the Code of Conduct

This document is managed and updated by Prodans management. When there are significant changes in business strategy, organization or legislation, Code of Conduct must be evaluated and possibly updated.

Randers, 08.10.2020 Prodans management

