



Ruitenberg BasIQs BV

# Code of Conduct

**Code of Conduct Principles and Legal Requirements**

The global expansion of the Ruitenberg BasIQs business activities into more countries and diverse cultures requires a more alert attitude and a commitment to the procurement of products and services in an ethical, legal and socially responsible manner.

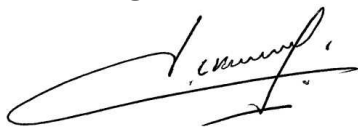
Ruitenberg BasIQs has drawn up a Code of Conduct that sets the standards for our personnel to live by and to ensure our compliance with all legal requirements and ethical business practices conducted. We demand from our staff, managers and workers adherence to the following key areas as set in this Code.

1. Legal Requirements
2. Ethical Practices
3. Child Labour
4. Health & Safety
5. Universal Human Rights
6. Environmental Protection
7. Antitrust/Competition Law

We emphasize the importance of this Code and the key principles set forth above with all our functions and with all our people that are responsible for business dealings with our business partners. We therefore require from our suppliers the same adherence to this Code. Where applicable we will use our purchasing power to influence those from whom we procure products and services.

Ruitenberg BasIQs does believe in the power of dialogue to achieve the desired goals. Therefore we will not and shall not use the weapon of boycott unless nothing else is left to fight against inhuman or globe degrading situations.

Yours sincerely,  
Ruitenberg BasIQs B.V.



K. Fledderus  
Managing Director

The Code of Conduct conveys our expectations to adhere to the highest ethical standards when conducting business. Ruitenberg BasIQs BV complies with the following business practices and we recommend our business partners to follow us in this respect

## **1. Legal Requirements**

We comply with all applicable federal, state and local laws and regulations prevailing in the countries in which our partners conduct business.

## **2. Ethical Practices**

### **2.1 Integrity**

Ruitenberg BasIQs conducts business activities with honesty and integrity. We believe in demonstrating the highest standards of business ethics. We preferably continue our business with partners who embrace the same standards as we do.

### **2.2 Confidentiality**

We respect intellectual property, trade secrets, prices, conditions and specific technical or commercial information considered to be confidential. These should not be communicated to other parties.

### **2.3 Gifts**

Our employees may not engage in business relationships that violate anti-bribery laws around the world including bribes, kickbacks or other improper or unlawful payments. We shall not initiate business by neither to give nor to receive gifts beyond the course of normal business ethics. No other advantages should be provided by or to Ruitenberg BasIQs BV employees.

### **2.4 Invitations**

Hospitality, such as social events, business meals or entertainments should be based on the principle of reciprocity, thus eliminating any suspicion of undue influence. Travel expenses of our employees shall be paid by Ruitenberg BasIQs.

## **3. Child Labour**

We do not use illegal child labour, exploit children or engage in any form of involuntary servitude. We provide a workplace that is free from harassment, threats of violence, corporal or physical punishment or any form of abuse.

## **4. Health and Safety**

We provide our workers with a healthy and safe work environment. Facilities should be maintained at least at the standards set forth in applicable codes, ordinances, regulations, and public policies in force in each country of operation.

We consider as safe and healthy also without threats of insulting, baiting, sexually intruding.

We care about our workers and they have the right to be informed about safety issues and possible dangers. We expect the same from those suppliers who provide accommodation to their workers.

## **5. Universal Human Rights**

### **5.1 Working Hours**

We comply with all applicable local laws respecting the terms and conditions of labour and provide our workers reasonable daily and weekly work schedules. Overtime work shall be properly compensated, voluntary accepted and maximized according to local laws.

### **5.2 Adequate Wages**

We comply with applicable laws relating to the compensation of workers. Wages and hours comply with applicable law and match the prevailing local manufacturing industry practices. We do neither allow exploitation or coercion of our workers nor deduction of wages as an unjust disciplinary tool.

### **5.3 Equal Opportunity**

We commit to equal employment opportunity, and strive to hire and promote employees based on their merits. We condemn discrimination on race, colour, creed, religion, national origin, ancestry, age, marital status, gender, sexual orientation, disability or military status.

### **5.4 Freedom**

Employees are expected to have voluntarily chosen for their work, without any force or violence. The conditions of the employment have been communicated clearly.

We respect our employees' lawful freedom of association and collective bargaining. Workers representatives shall be allowed to carry out their duties without discrimination or repression. Access to government and/or social communities shall not be obstructed.

## **6. Environmental Protection**

We are convinced that taking care of the environment is the beginning of a process to slow down the degradation of the globe. We have taken and will continue to take necessary measures to avoid degrading or polluting of working areas, local and global environment.

Responsible use of energy, careful handling of hazardous goods and/or waste, including waste water, is essential for achieving the desired level of sustainability.

Taking responsibility, in the best possible manner, for protecting the resources of local populations and animal welfare are a substantial part of our Code of Conduct.

**7. Antitrust/Competition Law**

We comply with applicable competition laws to ensure equal opportunities to compete on the merit of price competitiveness, service, and product innovation. We comply with applicable laws intended to promote fair and free competition.

Ruitenberg BasIQs commits itself to this Code of Conduct and we request our business partners to join us within the possibilities of their organization, local political or social circumstances.

It is the responsibility of the recipient of this communication to share this Code with his/her organization. It is the additional responsibility of the managers to ensure that this policy is communicated and enforced.