

Algonika Internal Code of Conduct





At Algonika, we recognize that our success is driven not only by our innovative products and services but by the values we uphold and the conduct we practice every day. Our employees are the foundation of our company, and how we treat one another, approach our work, and interact with the world around us is a reflection of who we are as an organization.

This Internal Code of Conduct is designed to guide the behavior of all Algonika employees, ensuring that we maintain a positive, respectful, and ethical work environment. By adhering to these standards, we aim to create a workplace where every employee feels valued, respected, and empowered to contribute to the company's success.

The purpose of this Code is not only to outline our policies and rules but also to inspire each of us to embody Algonika's core principles: **integrity**, **accountability**, **respect**, and **collaboration**. Whether working individually or as part of a team, every employee plays a critical role in upholding our shared values and promoting a culture of excellence.

This Code of Conduct applies to all employees, regardless of position or tenure, and it serves as a reminder that our actions and decisions should always reflect the highest standards of professionalism. By following this Code, we not only protect our company's reputation but also foster an environment where every employee can grow, succeed, and be proud of the work we do together.

The 10 principles of the United Nations Global Compact*

 HUMAN RIGHTS	Principle 1	Businesses should support and respect the protection of internationally proclaimed human rights
	Principle 2	Businesses should make sure that they are not complicit in human rights abuses
	Principle 3	Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
 LABOUR	Principle 4	The elimination of all forms of forced and compulsory labour;
	Principle 5	The effective abolition of child labour
	Principle 6	The elimination of discrimination in respect of employment and occupation
 ENVIRONMENT	Principle 7	Businesses should support a precautionary approach to environmental challenges
	Principle 8	Undertake initiatives to promote greater environmental responsibility
 ANTI-CORRUPTION	Principle 9	Encourage the development and diffusion of environmentally friendly technologies.
	Principle 10	Businesses should work against corruption in all its forms, including extortion and bribery.

*Further information on the ten principles of the UN Global Compact:

<https://www.unglobalcompact.org/what-is-gc/mission/principles>



1. Respect for Colleagues

Every employee at Algonika deserves to be treated with respect and fairness. We do not tolerate discrimination, harassment, or bullying in any form. We value diversity and encourage an inclusive environment where each employee's contributions are recognized and appreciated.

2. Integrity in Actions

We expect all employees to act with honesty and transparency in their work. This means providing accurate information, being truthful in communications, and avoiding any actions that could be perceived as misleading or unethical.

3. Professionalism in the Workplace

All employees should maintain a high level of professionalism. This includes being punctual, meeting deadlines, and producing quality work. We expect employees to be courteous in their interactions with others and to contribute to a positive and supportive team atmosphere.

4. Confidentiality and Information Security

Algonika employees are entrusted with sensitive information that must be protected. Employees are responsible for maintaining the confidentiality of company data and for handling customer and colleague information with care. Breaches of confidentiality are taken seriously and may lead to disciplinary action.

5. Compliance with Policies and Regulations

We expect our employees to comply with both internal policies and external legal regulations. All team members should be familiar with company guidelines, follow them diligently, and adhere to any laws relevant to our business operations.

6. Conflict of Interest

Employees are expected to act in the best interests of Algonika at all times. Any personal relationships or outside activities that might conflict with job responsibilities must be disclosed to management. Employees should avoid situations where personal gain might conflict with professional duties.

7. Health and Safety

We prioritize the health and safety of all our employees. Each person has a responsibility to maintain a safe work environment by following safety protocols and reporting any hazards or unsafe behavior. We are committed to creating a workplace where everyone can feel secure.

8. Use of Company Resources

Company resources, including time, equipment, and materials, should be used responsibly and for legitimate business purposes. Employees are expected to avoid wasting resources and to care for company property as if it were their own.

9. Collaboration and Teamwork

At Algonika, teamwork is at the heart of what we do. We encourage open communication, idea-sharing, and constructive feedback. Employees are expected to collaborate respectfully with colleagues and contribute to a positive team dynamic.

10. Reporting Violations

If an employee becomes aware of any behavior that violates this Code of Conduct, they are encouraged to report it to management. Algonika is committed to investigating all reports fairly, ensuring that there is no retaliation against anyone who reports concerns in good faith.

This Internal Code of Conduct applies to all employees of Algonika. By following these principles, we can build a workplace where everyone feels respected, valued, and motivated to achieve their best.