



## Ardo Group Ethical Policy for employees

Policy number	Title	Date of first issue	Date of revision	Version number
PO 13	Internal Ethical Policy	17/04/2013	9/05/2016	2

### Applicability:

This policy is applicable to all Ardo employees and the Ardo Group's Executive Committee is responsible for its application.

### Principle: Commitment to our people

At Ardo we recognise that our people are essential to the success and the long-term viability of our business and we treat them and reward them accordingly. Respect and empathy for others are fundamental to Ardo's approach to working with people, both inside the Ardo organisation, and also with our suppliers and our customers.

Ardo's Corporate Business Principles provide guidance for all employees in four key areas, summarised as follows:

- 1. Management and Leadership Principles** – Ardo takes a people-oriented approach where people are recognised as our most important asset. Through open communication and active co-operation, everyone is invited to contribute to improvements enhancing company results and personal development. All Ardo Managers are required to lead by example and create a safe & healthy working environment that supports individual development and acknowledges employees achievements, set out in our Management & Leadership Principles.
  
- 2. Code of Business Conduct** – establishing the rules for all Ardo employees at work
  - 1. Compliance with laws, rules and regulations (including compliance to the ETI-code in annex)**
  - 2. How to deal with conflicts of interest**
  - 3. How to deal with private business interests, other outside activities**
  - 4. Families & Relatives of Employees**
  - 5. Fair Dealing**



- 6. Confidential Information
- 7. Fraud, protection of company assets, accounting
- 8. Bribery and corruption
- 9. Gifts, meals & entertainment
- 10. Discrimination and harassment

3. **Ardo HR Policy** establishes the platform for sustainable Human Resource Management and covers various HR areas from joining Ardo, the wellbeing of our employees, compensation & benefits, training and development, performance appraisal, salary review & internal communication. The Ardo HR policy is applicable to all Ardo sites.

4. **Ardo Health & Safety at Work** – All Ardo sites must take all reasonable measures to ensure that our people and our visitors are safe. Sites are obliged to:
- Manage risks
  - Provide safety training and protective clothing & safety equipment
  - Design safety into production lines
  - Develop a culture where every employee takes responsibility for their own safety and the safety of others

Our H&S systems are based on continuous improvement and accountability at all levels for workplace H&S.

The Corporate Business Principles also describe what happens in case of non-compliance to the set rules and to whom to report practices or actions believed to be illegal or inappropriate (whistle-blowing).

Proposed by	Verification	Approval
<b>Nigel Thorgrimsson</b> Group Technical & Quality Director Date: 18 May 2016 Signature: 	<b>Ann Marie Palmer</b> Group HR Director Date: 18/05/2016 Signature: 	<b>Rik Jacob</b> Chief Executive Officer Date: 18 May 2016 Signature: 