

# CODE OF CONDUCT

## main provisions

This document outlines our commitment to fostering a safe, respectful, and inclusive environment for all members of our community.

May, 2024.

# INTRODUCTION

Helmchron Code of Conduct serves as a guiding framework for the team, outlining the principles and values that shape our behavior and interactions within the company and with external stakeholders. Our code of conduct is a representation of our corporate identity and business strategy, providing a basis for ethical decision-making and behavior that benefits both the team and the company.

While it does not cover every situation we may encounter or question we may face at work, it serves as the compass to ensure we act in alignment with our core values, culture, and expectations.





# POSITIVE WORK ENVIRONMENT



A strong ethical foundation is essential for maintaining a positive corporate image and mitigating risks associated with legal, financial, and reputational harm. By adhering to our code of conduct, we minimize the potential for misconduct, regulatory violations, and other adverse consequences that could jeopardize our business operations and relationships.

Also, a positive work environment is built on integrity, diversity, and respect. We foster a culture of collaboration, innovation, and professionalism, where everyone feels valued and empowered to succeed and develop.

Every team member has personal responsibility to use good judgment or seek help, whenever in doubt. We hold ourselves accountable for our actions, and are transparent about our decisions and practices.

# Helmchron Way of Work

is aligned with our 5 core values:

## INTEGRITY

We act with integrity towards each other and our partners. We keep our promises and honor others' opinions and ideas. We demonstrate ethical behavior in every situation.

- We show respect
- We take responsibility
- We stand up for what is right
- We express gratitude and give credit

By demonstrating integrity and ethical conduct, we build strong relationships with our stakeholders based on trust and credibility and strengthen our competitive edge for sustainable growth and success.



**HELMCRON**

Chemistry Connects Us



# COMMITMENT



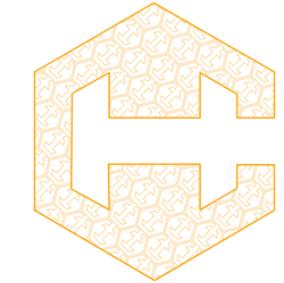
We are passionate about every project we commit ourselves to. We are enthusiastic about delivering high-quality results and we feel responsibility towards our partners.

- We keep our promises and give promises we can keep
- We give our best
- We are loyal



# AGILITY

We act rapidly, but seamlessly and cohesively. We are open to change. We are flexible and efficient in responding to our partners' needs.



# DIVERSITY

We empower each other and value our differences to enable growth, empathy, and stronger partnerships. We are dedicated to cultivating an inclusive environment that embraces individuals of all backgrounds, abilities, and distinctions. Each of us contributes equally to fostering a genuinely inclusive culture of respect to feel respected.



# COURAGE

We are honest and transparent about everything we do. We take initiative and step out of our comfort zone. We act and learn in innovative ways. We are not afraid of making mistakes.



# HEALTH & SAFETY AT WORK

We're committed to keeping all team members safe and healthy at work. It's imperative to know and follow safety rules all the time

## Drugs and alcohol



Working while under the influence of alcohol or other substances is unsafe for you and the team.

It's not permitted to work if you've been drinking alcohol or taking controlled substances. The same standard applies during business-related events or other business occasions, as impaired judgment could impact decision-making and potentially affect the company's reputation.



# ANTI-DISCRIMINATION

We hire based on qualifications and skills. Discrimination or unequal treatment based on factors such as age, race, national origin, gender, or any other group status is strictly prohibited.

## Harassment

Each of us is accountable for upholding a harassment-free workplace. Every team member is strictly forbidden from engaging in any type of harassing behavior toward other team members or external representatives such as partners or vendors. Harassment includes unwelcome actions, verbal, non-verbal, physical, or visual, that can involve bullying or cyberbullying, isolation, derogatory remarks, retaliation, a hostile work environment, unwanted physical contact, and other.



# ABUSE AND CORRUPTION



At Helmchron, we do not tolerate abusive and corruptive behavior in the work environment.

Abusive behavior refers to malicious actions that are repetitive and could reasonably intimidate, humiliate, or degrade an individual, or pose risks to their health.

## Corruptive behavior

We firmly oppose all instances of corrupt business conduct, including bribery (public and private, active and passive), embezzlement, fraud, theft, and the provision or receipt of improper advantages.

We are committed to the highest ethical standards of business conduct and comply with anti-corruption regulation, standards, and best practices.

If you encounter any instances of discrimination, abuse or corruption, please promptly contact the compliance officer.





# CONFIDENTIALITY

All information related to our team, partners, vendors, and competitors should be kept confidential at all times and caution should be exercised during discussions. All electronic and physical documents containing confidential information should be securely stored and accessible only to authorized team members.

## Transparency and Accountability

We prioritize open communication, valuing the respectful expression of diverse opinions and viewpoints. We encourage transparency and accountability, recognizing that it is essential for maintaining our standards of integrity and ethical conduct.

Any team member who becomes aware of a potential violation of our code of conduct is responsible for addressing it with compliance officer. By promptly addressing any breaches of our code of conduct, we maintain a safe, respectful, and compliant workplace for all.





# HELP AND INFORMATION

Turn to the compliance officer, when you need:

- guidance about our standards for business conduct
- to address a concern related to our standards
- help in decision-making when facing an ethical concern.



Helmchron reserves the right to update or amend this policy as necessary to reflect changes in laws, regulations, or business practices.

