

## CODE OF CONDUCT

In Documaster we have established a framework for ethical decision making and a set of beliefs on how employees, customers and partners will be treated.

Our company will always have a high level of integrity which we will abide by- at all times. Without exceptions.



## RESPONSIBILITY TO THE LAW

Documaster will always comply with applicable legal requirements and understand the major laws and regulations applicable to our work.

We will conduct our business in compliance with competition laws and not participate in any form of manipulation of bids including bid rigging, cover bidding or any other mechanism that limit fair competition.



## RESPONSIBILITY TO EACH OTHER

Documaster promotes an inclusive culture. All individuals in our company have a voice and will be heard.

We have zero tolerance for discrimination and harassment. Expressing oneself in forms that are insulting to others because of race, religion, sex and/or sexual inclination are examples of discrimination.

Aggression, violence, bullying, threatening and sexual harassment are examples of harassment. Any disrespectful behavior within our organization will be met by harsh consequences and employees are encouraged to report any incidents to Management.

We embrace a healthy work environment and promote a well-balanced work/leisure lifestyle.

# documaster



## **BUSINESS INTEGRITY**

Documaster will conduct its business with a high level of integrity and will not tolerate any form of bribery or corruption.

No direct or indirect requests, acceptances, payments or offers of bribery will be tolerated in Documaster.

Hospitality or gifts that may improperly influence our business decisions will not be accepted in any circumstances.



## **CONFLICT OF INTEREST**

Any conflict of interest when representing Documaster will be avoided and notified to Management.



## **RESPONSIBILITY TO ACT**

You are encouraged to read the document and ask any questions if you are uncertain of any sections of the document.

If you become aware of or suspect any conduct that you believe violates any applicable law, rule, regulation or other provision of the Code, you are required to report such improper conduct as promptly as possible.

Documaster will not permit retaliation against any employee who, in good faith, seeks advice concerning, or who reports or complains of violations of, the Code or other illegal or unethical conduct.

If, however, an employee makes a false report of a violation or of questionable behavior for the purpose of harming another person, the reporting employee will be subject to disciplinary action. Reporting can be done to your immediate supervisor or to: