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Oskar Rüeegg Bulgaria EOOD

## BUSINESS CODE OF CONDUCT

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Oskar Rüeegg is committed that all members of the company, at any level of hierarchy and function, possess an attitude that conforms to our values of Quality, Customer satisfaction, Social responsibility and Profitability.

The principles reported in this Code of conduct shall be used as strict standards which all company members shall follow during their contact, communication, negotiation with any human beings of the community no matter if they are internal associates or external of the company individuals.

## **COMPLIANCE WITH LAWS OF ANY COUNTRY WHERE OSKAR RÜEGG ACTS**

The company is committed to full compliance with laws and regulations in the communities and societies where we act. All Oskar Rüeegg members are expected to act with respect to this major company principle.

## **EQUAL OPORTUNITY EMPLOYMENT POLICY**

Oskar Rüeegg is committed to a policy of equal opportunities for recruiting, training, development and promotion of already qualified company members. The criteria to measure the candidates shall be their skills and abilities based on their professional competencies, relevant experience, qualifications, and the specific work-related requirements of the job. This policy is in compliance with both the law and Oskar Rüeegg's respect for people as individuals.

## **INTEGRITY IN THE COMPANY**

Acting with integrity begins within Oskar Rüeegg, and includes how we deal with Company records, assets and information. All employees shall ensure the accuracy of Oskar Rüeegg's business and financial records within the framework of their professional duties. These include not only financial accounts, but other records such as quality reports, time records, expense reports and submissions such as benefits claim forms and resumes. They shall also protect Oskar Rüeegg's assets, and use those assets in the manner intended. Employees shall not use the funds and assets of the company, directly or indirectly for payments, gifts, or gratuities of any kind, which may lead to the perception of direct or indirect personal gain or benefit. This policy extends to any agent or employee of any entity with which Oskar Rüeegg does business. No employee shall enter into any agreements on behalf of the Company unless specific authority has been granted. Employees shall ensure that all transactions are properly and accurately recorded on the books in accordance with generally accepted accounting principles and practices. Safeguard Oskar Rüeegg's nonpublic information, which includes everything from contracts and pricing information to marketing plans, technical specifications and employee information. Oskar Rüeegg respects the privacy of all its employees, business partners and consumers and all their personal data must be handled responsibly and in compliance with all applicable privacy laws.

### **INTEGRITY IN RELATIONS WITH OTHERS**

Transactions with government officials and agents of public service all over the world shall be conducted in a manner consistent with all relevant local and international anti-bribery laws and regulations, as well as Company guidelines. Oskar Rüeegg and all its members must comply with all applicable trade restrictions and boycotts imposed by local governments and EU. Customers, suppliers and consumers must always be dealt fairly, treating them honestly and with respect. Oskar Rüeegg competes fairly, and complies with all applicable competition laws around the world. Employees are encouraged to collect, share and use information about competitors, but do so only in a legal and ethical manner.

### **CONFLICT OF INTEREST**

Oskar Rüeegg expects employees to conduct business according to the highest ethical standards of conduct and to act in the best interest of Oskar Rüeegg while performing their job for the Company. A conflict of interest arises when their personal activities and relationships interfere, or appear to interfere, with their ability to act in the best interest of the Company. Business dealings that appear to create a conflict between the interests of Oskar Rüeegg and an employee are unacceptable. To prevent conflict of interest, employees must avoid outside activities that may adversely affect their independent and objective judgement, interfere with the timely and effective performance of the job, or conflict with Oskar Rüeegg's business interests.

### **COMPANY REPRESENTATION**

All employees are expected to accurately represent Oskar Rüeegg's activities and operations when dealing with customers, suppliers and other business-related affiliations. Providing false, deceptive, or misleading information results in a misrepresentation of the Company, violates Oskar Rüeegg's core values, and endangers its reputation in the business community.