

]pexip[

Code of Conduct

Table of Contents

Pexip’s corporate responsibility objectives	3
2. Scope	3
3. Code of conduct	3
3.1 Compliance with law	3
3.2 Equal Opportunity and respect in the workplace	4
Policy Against Workplace Harassment.....	4
Sexual Harassment	4
Other Harassment	5
Reporting Discrimination and Harassment	5
3.3 Protection of Company Property	6
3.4 Professionalism	6
Corruption	6
Job duties and authority.....	6
Conflict of interest	6
Collaboration.....	6
Communication	6
Benefits	7
Signature rights.....	7

Pexip's corporate responsibility objectives

As a technology provider, Pexip plays an important role in society by providing unified communications for everyone. By utilizing industry standard IT tools, and looking at solving challenges through IT, everyone have access to video, audio and data collaboration. Pexip is committed to continuous business development, while considering the needs of its environments and stakeholders. Deployed on-premise, in a private or public cloud, or even rented from one of our service provider partners, Pexip's Virtual Machine software enables organizations to deploy as much and as widely as needed, in minutes rather than days or weeks. Pexip are a responsible business partner that provides high-quality service to customers, and is a good employer and a reliable and innovative partner.

Pexip's corporate responsibility efforts are **that everyone in an organization should have their own Virtual Meeting Room, just like they have an email address and a telephone number**. It will help reduce its greenhouse gas emissions, while the company's network infrastructure keeps expanding. Ethics in the supply chain are a continuous development target for the company. For this reason, Pexip encourage its suppliers and subcontractors to observe social, economic and environmental responsibility considerations in their operations.

2. Scope

This policy applies to all employees in Pexip regardless of employment agreement or rank. All employees in Pexip undertakes to comply with the requirements specified in this appendix, the internationally recognized human rights as set out in the United Nations Universal Declaration of Human Rights, the basic international labor rights as set out in the basic conventions of the International Labor Organization (ILO), and all laws and official regulations in all countries where Pexip operates. Pexip agrees to apply the same requirements to its employees, suppliers and subcontractors and to control in a reasonable manner that the requirements are fulfilled.

3. Code of conduct

3.1 Compliance with law

All employees must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our company's finances, products, partnerships, and public image.

3.2 Equal Opportunity and respect in the workplace

We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age, race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws. The Pexip is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The Pexip will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The Pexip will take appropriate corrective action, if and where warranted. The Pexip prohibits retaliation against employee who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your manager or any other designated member of management.

Policy Against Workplace Harassment

Pexip has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's age, race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws. All forms of harassment of, or by, employee, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors;
- Lewd or derogatory comments or jokes;

- Comments regarding sexual behavior or the body of another;
- Sexual innuendo and other vocal activity such as catcalls or whistles;
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
- Repeated requests for dates after being informed that interest is unwelcome;
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the Pexip or any government agency;
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- Any unwanted physical touching or assaults or blocking or impeding movements.

Other Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion toward an individual because of the individual's age (40 and older), race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment: The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories; Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on our premises, or circulated in the workplace; and A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group.

Reporting Discrimination and Harassment

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, immediately notify HR department.

Pexip prohibits retaliation against employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination. We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy. Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the Pexip determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Pexip may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Pexip will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

3.3 Protection of Company Property

All employees should treat our company's property, whether material or intangible, with respect and care.

Employees:

- Shouldn't misuse **company equipment** or use it frivolously.
- Should respect all kinds of **incorporeal property**. This includes trademarks, copyright and other property (information, reports etc.) Employees should use them only to complete their job duties.
-

Employees should protect company facilities and other material property (e.g. company cars) from damage and vandalism, whenever possible.

3.4 Professionalism

All employees must show [integrity](#) and professionalism in the workplace and in regards to the following areas:

Corruption

We discourage employees from accepting gifts from clients or partners. We prohibit bribes for the benefit of any external or internal party.

Job duties and authority

All employees should fulfill their job duties with integrity and respect toward co-workers, customers, stakeholders and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner. We encourage mentoring throughout our company.

Conflict of interest

We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

Collaboration

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

Communication

All employees must be [open for communication](#) with their colleagues, supervisors, or team members. Communication in social media is limited to promote our interests and should not contain any comments or thoughts on consolidations, name changes etc. happening in our market space.

Benefits

We expect employees to not abuse their employment benefits. This can refer to time off, insurance, facilities, subscriptions or other benefits our company offers.

Signature rights

We expect all our employees to respect that no other than the C-level have signature rights on behalf of the company, unless they decide to delegate that authority in writing.

Policies

All employees should read and follow our company policies. If any questions, please ask their managers or Human Resources (HR) department.

CFO has ownership of this policy and is responsible for its implementation. This policy will be reviewed every year.

Version	01
Approval date	20/02/2023
Approved by	CFO
Signature	