

Code of Conduct

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1 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 policy, 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 Respect in the workplace

All employees should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization. Employees should have equal opportunity in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

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.
- Should protect company facilities and other material property 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 and bribery

Please see separate Anti-Corruption and Bribery policy.

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 must not 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. Taking other paid assignments from 3rd parties has to be approved by the employee's manager.

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. We win by skill, not by badmouthing competitors or others.

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.

Company Expenses

We try to save money when possible, and do not overspend on flight, hotels, restaurants etc.

Signature rights

We expect all our employees to respect that no other than the Executive Management 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 they have any questions, they should ask their direct managers.