



Code Of Conduct

Platri IT

1 Introduction

The Code of Conduct for employees provides a guideline for ethical and moral behavior towards customers and colleagues. It is binding for all Platri IT employees.

The Code of Conduct also applies to freelancers and subcontracted employees who work internally at Platri IT.



Stand Juni 2021

The current version of the Code of Conduct for Employees is published and kept up to date on the Platri IT website (www.platri.de).

The success of the company depends on each employee taking personal responsibility for his or her actions and always acting according to his or her best conscience.

Platri IT assumes the obligation to take employment action against employees who violate the law or the Code of Conduct.

If you notice a violation of the Code of Conduct, you are responsible for reporting the violation immediately.

Contact your supervisor or send an email to:

compliance@platri.de

For clarifications and questions please contact info@platri.de.

PLATRI IT GMBH

Hansemannstr.27
45879 Gelsenkirchen

Auf dem Dahlacker 47
44807 Bochum

2 Workspace

Unethical and unlawful behavior harms our reputation and business opportunities, so it is important that the Guidelines are reflected in our everyday behavior.

RESPECT AND DIGNITY

Each of our employees deserves to be treated with respect and dignity regardless of origin, gender, age, sexual orientation, disability or religion.

Employees have a right to work in a space free from any violence, harassment, bullying or other hurtful behavior.

Health and safety is a top priority at Platri IT, so please report any accidents or unsafe conditions immediately.

EQUAL OPPORTUNITIES

All people are equal before the law. At Platri IT, all people are given the same chance to be treated with respect. Any form of discrimination is strictly prohibited unless national law expressly provides for selection on the basis of criteria.

DATA PROTECTION

We protect personal data in accordance with currently applicable laws. Personal data are all data with the help of which a person can be identified.

Employee data may only be used for business and lawful purposes.

In case of data breach please contact **compliance@platri.de**.

SOCIAL MEDIA

When using social media, the external effect must be taken into account. Once posted or published, content is very difficult to remove from the Internet.

Therefore, make sure that the reputation of the company and customers is not damaged.

Never talk about a customer or Platri IT without prior approval.

Never post internal business and confidential company information.

Platri IT convinces through quality and professionalism therefore it is important to ensure a fair and secure interaction with customers and business partners. By acting responsibly we want to build long-term customer relationships. We always document our work completely and very precisely. All business data of customers and business partners are kept under lock and key and treated confidentially.

We leave no room for fraud, bribery, industrial espionage or manipulation of employees.

Unauthorized gifts or invitations shall not be accepted or distributed. This applies to both gifts in kind and monetary gifts. Monetary gifts are amounts of money of any kind. Gifts-in-kind are items of any kind. In general, no gifts or invitations are allowed that entice people to perform their work inappropriately (anti-corruption and bribery).

4 Competitors

We follow the rules of a free market and open competition. We distance ourselves from any illegal and criminal acts that harm other competitors and/or exclude competition. Any agreement on prices or other conditions, as well as actions that hinder open competition are prohibited.

The employees of Platri IT refrain from practices that have an improper influence on free and open competition.



5 Protection of company property

All devices, office materials, documents and files as well as memory and hard drives of Platri IT may not be used for private purposes unless this has been expressly approved in advance. Documents, programs and data, whether electronic or on paper may not be copied or passed on to third parties without permission. This also applies to the equipment, office supplies, documents and files as well as memory and hard drives of customers and business partners. Every document can possibly fall into the wrong hands (e.g. of a competitor) and can thus damage Platri IT GmbH. Therefore, special caution and responsible handling is required when creating documents (electronic and paper) and emails.

If you have any questions about the procedure, please contact: **compliance@platri.de**

6 Confidentiality

The employees have to be silent about all company and business secrets of Platri IT and of customers and business partners. Company and business secrets are confidential knowledge, circumstances and processes that are not accessible to the public and are only accessible to a certain group of people. This guideline also applies after termination of the employment relationship. Exceptions apply in the event of a statutory order to disclose information.