

# Platri IT Culture Code

This document describes the common values and behaviors that are binding for all employees of the company and form the basis for successful and productive cooperation.



# INTRO

At Platri IT we believe that our working environment has a special character. The reason for this is the culture we cultivate, the values we adhere to and our common goal, which gives us a common direction.

Our culture did not develop from nothing, but is the result of Platri's essence, principles and goals. We value every person and want to make our employees feel welcome. At the same time, we always emphasize seeing the positive even in difficult situations.

Our culture is closely connected to the world around us and we believe that it plays a major role in making everyone feel comfortable and accepted.

Last but not least, we would like to welcome all new colleagues to Platri IT and hope that they will quickly feel at home with us. The same applies to all experienced employees:

» **If you ever wonder how to do something the “Platri IT way” - just remember the culture, values and common purpose that unites us.**

– Yunus, CEO

We asked Platri IT employees to describe the culture of Platri IT in **one** word



# OUR VALUES

## The path to happiness at the workplace

Platri IT is an innovative company that focuses on promoting joy, growth and added value. We believe that joy in the workplace is essential for a successful future. Therefore, we are committed to ensuring that every employee is motivated and has confidence in their colleagues.

Our goal is that every activity is more than just work and contributes to personal development. We encourage the growth of our knowledge and skills, but also the growth of our services and tools. As a team and as a company, we constantly strive to do our best.

- » **For us, sustainability in business means creating value for our customers. We strive to be a leader in our industry through continuous learning and the use of new technologies.**

– **Serdar, CTO**

With our passion for technology and commitment to our customers, we at Platri IT are dedicated to creating a successful future.

# WORKPLACE

## Our Code of Culture in action

### **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**

Vor dem Gesetz sind alle Menschen gleich. Bei Platri IT bekommen 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.

### **PRIVACY**

We protect personal data in accordance with currently applicable laws. Personal data is any data that can be used to identify a person. Employee data may only be used for business and lawful purposes.

### **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.

# CUSTOMERS

## Proper interaction with customers and business partners

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.**

Unapproved gifts or invitations should 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).

# COMPETITORS

## **We focus on fair play in competition and distance ourselves from illegal actions**

We follow the rules of a free market and open competition. We distance ourselves from any illegal and criminal acts that harm other bettors and 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.

# PROPERTY

## Protection of company property

All equipment, 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 materials, documents and files as well as storage and hard drives of customers and business partners.

**Any document can possibly fall into the wrong hands (e.g. of a competitor) and can thus damage Platri IT GmbH.**

Therefore, special care and responsible handling is required when creating documents (electronic and paper) and emails.



# SECRECY

## Secrecy is paramount

The employees have to keep 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 but only to a certain group of persons.

**This policy continues to apply after termination of employment. Exceptions apply in the event of a legal order to release information.**

# YOUR CONTACT

Your contact person for the Code of Culture and its implementation



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