# FLUIDOR EQUIPMENT / RVSA Code of Conduct





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# Code of Conduct Fluidor Equipment / RVSA February 2019

#### What is our code?

Fluidor Equipment / RVSA's Code of Conduct is a statement of our shared values that helps us operate openly, honestly, and ethically.

## Who does it apply to?

Our code applies to everyone in our company, at every level. We expect our third-parties, including our suppliers to act in a way that is compatible with our code of conduct. We expect our employees working with third-parties to hold them accountable for this.

## Accountability

Each employee is personally responsible for operating with high performance and high integrity. We believe in being accountable on a personal level. This means:

- Doing what we say we will do
- Being transparent, honest and direct.
- Seeking pro-active solutions to resolve (potential) problems
- Acting ethically, using good judgement and complying with applicable laws.

## Safety

#### Product safety

Everyone at Fluidor Equipment/RVSA has a personal responsibility for product safety. We are each expected to maintain the highest standards and to put the safety of our customers first – without exception. During design and manufacturing of our products we will comply to all applicable laws, standards and codes. As a company, we strive to always produce safe products for our customers and understand that to do so, we must maintain an active dialogue about safety. We ask employees to do their part by identifying, reporting, and escalating safety issues that they learn of or suspect so that we can strengthen our approach to product safety

## Safety in our workspace

We want to provide a safe work environment for everyone at Fluidor Equipment/RVSA, including employees, contractors, and visitors. We take our commitment to ensuring a safe and healthy workplace seriously and believe it's everyone's responsibility.

## Speak up for Safety

We recognize that maintaining a culture where everyone at Fluidor Equipment/RVSA feels comfortable sharing their ideas and concerns is essential to ensure that we make safe products for our customers and provide a safe working environment for our employees. When you have a product or workplace safety concern, speak up about it – either openly or confidentially. You can do so confidently because we do not tolerate retaliation against persons who voice a concern in good faith.

#### **Drugs and Alcohol**

Working under the influence of drugs or alcohol can create a safety hazard and affect your judgment. That's why we prohibit employees from working under the influence of these substances. Medication prescribed to you by a doctor can also affect your ability to do your job safely. Check with your doctor about any impact your prescription might have on your ability to perform your job safely, and communicate any concerns to your supervisor.



# Code of Conduct Fluidor Equipment / RVSA February 2019

#### **Behaviours and Values**

- We put customers at the centre of everything we do.
- We never compromise on quality and safety.
- We comply with applicable laws and integrate compliancy into business activities.
- We drive excellence, safety, and integrity into everything we do.

## **Diversity and Inclusion**

#### Commitment to diversity

Diversity and inclusion are strengths. We respect what each individual brings to our team, including background, education, gender, race, ethnicity, working and thinking styles, sexual orientation, gender identity and/or expression, religious background, age, generation, disability, cultural expertise, and technical skill. We believe our ability to meet the needs and expectations of an increasingly diverse and global customer base is tied closely to diversity and inclusiveness.

#### **Ensuring Equal Opportunity**

We are committed to fostering an accepting and inclusive work environment. We base employment decisions regarding qualified applicants or employees only on relevant considerations, such as the individual's qualifications and abilities and never on the basis of age, race, color, sex, religion, national origin, disability, sexual orientation, gender identity or expression or any other characteristic protected by applicable law.

## Maintaining a respectful workplace

We appreciate the contributions of every member of our team and maintain a workplace where employees are treated with dignity and respect. We protect against unlawful discrimination or any behaviour that creates an offensive, hostile, or intimidating work environment. We work to create a positive workplace where employees are able to do their jobs without fear of harassment or discrimination and we never tolerate retaliation against employees who report this activity in good faith.

## A Secure Workplace

As a company, we work to provide a safe and secure workplace to our employees. We do not tolerate any threat, direct or implied or physical conduct by any person that results in harm to people or property. We also do not tolerate conduct that harasses, disrupts, or interferes with another person's work performance or that creates an intimidating, offensive, or hostile environment. If you witness or suspect a hostile work environment, Be Bold and speak up. We are committed to maintaining a culture where employees feel comfortable raising concerns, which is why we never tolerate retaliation against anyone for raising a concern in good faith.

## **Human Rights**

We respect the human rights and dignity of people throughout our operations and supply chain. We comply with and expect our suppliers to comply with: laws that promote safe working conditions and individual security; laws prohibiting forced labour; the employment of underage children; human trafficking; and laws that ensure freedom of association and the right to engage in collective bargaining.

#### Holding Third Parties Accountable

We are careful to select third parties who are committed to treating all workers with dignity and respect. If your work involves selecting or managing third parties, practice due diligence. Make sure they comply with our Code and the law and that they honour our commitment to respecting fundamental rights. Be vigilant. Hold them accountable and monitor their activities. If you suspect behaviour that fails to meet our



## Code of Conduct Fluidor Equipment / RVSA February 2019

Code, you should notify your supervisor or report it to the internal resources referenced in our Code. We respond appropriately when we become aware of violations, up to and including termination of contract.

## **Environmental protection and sustainability**

As part of our commitment to environmental stewardship, we support environmentally friendly and sustainable business practices and work to reduce our carbon footprint. We integrate responsible environmental practices into our business decisions and are dedicated to increasing efficiency throughout our company

## **Anti-Corruption, Anti-Bribery**

Corruption can harm communities, cause damage to our reputation, and disrupt markets. That's why we're committed to winning customers and business based on the merit of our products and never because of bribery or other illegal activity

#### Conflicts of Interest

We're loyal and always act in the best interest of our company and our customers. We avoid conflicts of interest and never use our position or company assets for personal gain.

## Third parties and suppliers

As a company, we seek to do business with organizations that will meet our high standards and act in ways that positively reflect on our company. We choose our third parties carefully and take appropriate measures to ensure they meet contractual requirements and follow the law, our Code, and our policies.

## **International Trade**

We're proud to do business in many countries around the world. As a global company, we are subject to a number of trade compliance laws. We honour our obligations under these laws and trade with integrity

#### Accurate Recordkeeping and Financial Reporting

We maintain books and records that accurately reflect our business and financial situation. All of us have a responsibility to record transactions honestly and handle our records with care.

## **Reporting Code of Conduct concerns**

Employees are encouraged to report any conduct that they believe, in good faith, to be a violation of laws or the Code of Conduct to their supervisor. If the supervisor is involved in the situation or cannot or has not adequately addressed the concerns, employees are advised to report to a manager of higher rank. We never tolerate retaliation against anyone for raising a concern in good faith.