



## **Employee Code of Conduct**

### **Introduction**

The Plymovent Code of Conduct outlines Plymovent's general business principles. These principles are applicable for the Plymovent Group, its affiliated companies and all employees working in these companies.

Since 1975 Plymovent has been designing and manufacturing superior air filtration products. Around the world Plymovent is known for its ahead of the curve products, contributing to safer and healthier workplaces. Plymovent products benefit the health of its clients employees by improving the air the employees breath while working with contaminating industrial processes. Plymovent is proud on its mission:

***Clean air at work for everyone, everywhere***

As worldwide renown and reputable Original Manufacturer, Plymovent's business endeavours and decisions are driven by sustainability in the broadest sense of the word. Plymovent always diligently considers short-term and long-term impact of its activities and business decisions. The interests of suppliers, customers, employees, shareholders, commercial partners and the world we live in are all relevant in our business considerations. Plymovent continuously makes efforts to prevent and to minimise the impact of its products and activities on the environment.

To continue its journey and full fill its mission, Plymovent operates according three company values. These company values assure an entrepreneurial spirit, keep a can-do mentality and harvest diversity. International cooperation amongst colleagues worldwide drives progress and embraces the many personal and cultural differences. The company values of Plymovent are:

***Customer first  
Pasion to perform together  
Don't hold back & make it happen***

These values are based on the business principles: honesty, integrity and loyalty and are put into practice each and every day. These principles are vital when doing international business and form the foundation of Plymovent's Code of Conduct.

We operate with respect to human rights, global environment and with legitimate interest in employees, stakeholders and the communities in which Plymovent operates.

For Plymovent this is more than just words; there is a strong commitment to work according to this Code of Conduct, both in spirit and letter.

Each Plymovent employee is responsible for understanding Plymovent principles as outlined in Plymovent policies and procedures. Also the employees are aware of the high ethical standards in every aspect of their work – even in situations where this Code of Conduct fails to provide direct guidance. Plymovent employees are expected to demonstrate both integrity and common sense at all time. Subject to applicable laws, any violation of this Code of Conduct may result in disciplinary action.

## **Integrity**

Plymovent is committed to conducting business with the highest standards of integrity, ethical behaviour, honesty, and transparency. Plymovent neither directly nor indirectly engages in bribery or offers improper benefits. Employees are prohibited from offering, giving, or receiving any gift or payment that constitutes bribery or could be interpreted as such. Any request for or offers of bribes must respectfully be rejected and reported to the local manager.

The financial administration accurately records and reflects the nature of all transactions. No secret or unregistered accounts, funds, or assets will be created or maintained. Plymovent will follow EU laws and guidelines regarding business with sanctioned countries and parties and has processes in place to prevent violations.

## **Legal Compliance**

Plymovent and its employees adhere to both the letter and the spirit of applicable laws and regulations in the countries where it operates, as well as internal policies, including this Code of Conduct. These laws, regulations and policies can be complex. If any question arises, employees are encouraged to seek guidance from their manager.

## **Working Environment**

Plymovent is committed to offering employees an attractive, no-nonsense working environment based on mutual trust. Being a Plymovent employee requires curiosity and respect toward one another. Growth into the best possible version of oneself is achievable only when everyone takes responsibility for both individual and collective results. For this reason, Plymovent strives to create safe, healthy and challenging working conditions for all employees, continuously focussing on the next step in self-improvement and company development.

Plymovent recruits, hires and promotes employees solely based on skills and capabilities relevant to the job.

Plymovent does not tolerate any form of discrimination and is dedicated to creating and maintaining a working environment where each individual is treated with respect. Equal employment opportunities are assured without discrimination or harassment on the basis of race, colour, nationality, religion, sex, gender, sexual preference, age or disability.

Plymovent encourages any employee who notices or experiences behaviour that could be interpreted as discrimination or harassment to speak up so the local manager can take appropriate action.

## **Health and Safety**

At Plymovent, safeguarding the health and safety of people and the environment is a core value in its day to day operations. Plymovent is committed to providing a safe working environment for everyone. Plymovent employees are expected to comply with all relevant safety regulations, take responsibility for their decisions, and possess the knowledge required to understand and justify their actions. No task is ever worth compromising anyone's safety.

## **Environment, Social and Governance (ESG)**

Plymovent is committed to being a highly sustainable partner in the industry. Plymovent employees are expected to show interest in and try to understand Plymovent's Environment, Social and Governance (ESG) roadmap and are expected to comply with the relevant rules and policies that contribute to Plymovent's ESG strategy.

## **Conflict of Interest**

All Plymovent employees are expected to avoid personal activities and/or financial interests that could conflict with their responsibilities to Plymovent and the environment. Employees must not abuse their positions to pursue any personal benefit or benefit for others. Employees are expected to be open and transparent and should proactively discuss any commercial side activity or benefit with the local manager.

## **Corruption / gifts**

Plymovent leaves no room for unethical conduct, including corruption, bribery, fraud, money laundering, anti-competitive practices, conflicts of interest, or lapses in information security.

Plymovent believes in transparent and fair play, with no tricks involved. Honesty is prioritized, and the collective good is placed above personal interests. Everyone's data is protected as if it were a personal treasure.

Gifts/transactions that are welcome:

- Promotional Items: Company-branded pens, calendars, and notebooks - essentially, any item that promotes brand awareness without significant monetary value.
- Tokens of Appreciation: Flowers or chocolates to show goodwill, not gain favour.
- Holiday Treats: Gifts tied to cultural or universal celebrations, limited to 25 €/USD.
- Hospitality Invites: Modest dinners and lunches for genuine business connections.

Gifts/transactions that should (politely) be declined:

- General rule: Anything over 25 €/USD is a no-go.
- Cash or cash-like: Money, gift cards, vouchers or crypto are off-limits to maintain honest transactions.
- Luxury items: Fancy jewellery or gadgets don't make the cut.
- Repeat gifts: Too many gifts from one source can raise eyebrows.
- Suspicious presents: If it feels like a bribe, it probably is. Report it and politely decline.

## **Plymovent resources and confidential information**

Company resources and assets may only be used for their intended business purpose unless the local manager has given prior written approval for other uses (e.g. private use). Employees must handle confidential information carefully and professionally, taking reasonable measures to safeguard its confidentiality.

## **Speaking up**

At Plymovent, the motto is simple: Don't hold back & make it happen. A culture of innovation and growth is fostered through open communication, engagement, and collaboration across all departments. However, inappropriate behaviour can still occur.

Plymovent's whistleblower policy outlines the procedure for reporting inappropriate behaviour and the subsequent actions that will be taken.

## **Compliance**

Compliance with this Code of Conduct is essential to Plymovent's success. While this Code cannot answer all questions that arise in day-to-day situations, employees are required to use common sense and professional judgement at all times. When in doubt, they are required to consider this Code of Conduct to provide the answer and discuss any concerns with the local manager.

### **Don't hold back and make it happen!**

Signature recipient:

Name recipient: