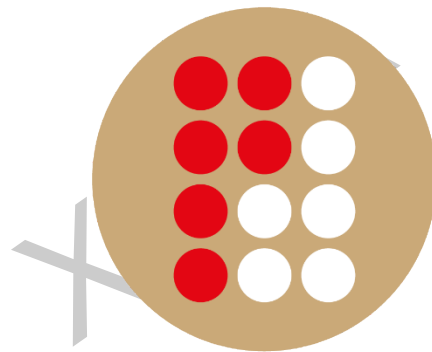




Classe	Documents AQ
Processus	Manager
Type de document	Procédure
Numéro unique	00046
Version	2

CODE OF CONDUCT

FOR THE STAFF OF PRECI-DIP SA



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Date d'entrée en vigueur	Auteur(s)
31.03.2022	Raymond KERRISON; Jacinte MAITRE



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1. THE AIM OF THIS CODE OF CONDUCT

PRECIDI-DIP SA undertakes to respect the laws and regulations that apply in whichever country it or its partners operate. PRECI-DIP SA also undertakes to meet the highest ethical standards.

The code of conduct is intended to complement existing legal provisions in Switzerland and in the countries where we have commercial partners and external staff operating. It also supplements our various work instructions and in-house regulations.

Every employee who joins PRECI-DIP SA signs a written work contract or partnership agreement, undertaking at all times to comply with the the rules agreed as well as good business and ethical practices, including upholding the image and reputation of PRECI-DIP SA.

By its very nature, this code of conduct cannot cover every scenario which might arise. Instead, it is meant to provide a reference framework for assessing any given situation. Employees must notify their line manager or a member of senior management whenever they are unsure of how to conduct themselves in specific situations, or if they have grounds to believe that the provisions of this code of conduct are not being complied with.

2. LOYALTY AND DUE DILIGENCE

Working relationships are built on loyalty and due diligence.

Employees must carry out their duties speedily, efficiently and conscientiously, always with the aim of safeguarding the legitimate interests of PRECI-DIP SA.

Employees must perform their own duties themselves and submit to the employer all they produce under their contractual relationship. They may not derive any personal advantage from potential business that they identify during the course of their duties at PRECI-DIP SA, unless the company forgoes such business clearly and explicitly.

At all times, every action must be guided by the following basic principles :

- Always act professionally, lawfully and honestly
- Always act in a manner that safeguards the interests of PRECI-DIP SA

3. COMMITMENT TO PROFESSIONALISM AND QUALITY

Every employee must undertake to work with professionalism and meet quality standards.

To ensure high quality products which live up to our customers expectations, PRECI-DIP SA has introduced a number of processes and work instructions. It calls upon everyone to scrupulously respect the quality requirements with professionalism, carrying out its work rigorously.

In the event of any problems, defective parts, or non-compliance with production or quality standards, employees must notify their line manager immediately. The quality of our products and the sustainability of our company depend on each and every one of us being proactive and vigilant.

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4. RESPECT FOR HUMAN RIGHTS AND CHILDREN'S RIGHTS

We respect universal ethical values and principles.

PRECIP-DIP SA respects human rights and human dignity, undertaking to treat every employee and partner equally. As an international company, we value and encourage diversity. We undertake to eliminate all forms of discrimination based on religion, ideology, gender or ethnicity.

PRECIP-DIP SA undertakes to comply with all laws governing child labor, and not to employ children under 15 (with the exception of apprentices and interns who are at school).

We carefully comply with the rules on employing migrants and foreign workers. Only employees with valid work or residence permits may be employed at PRECIP-DIP SA.

PRECIP-DIP does not tolerate any form of illegal labor. It undertakes to declare its workforce and comply with the regulations governing social security and taxation.

5. DISCRIMINATION AND HARASSMENT

We condemn all forms of harassment in the workplace and we undertake to uphold the dignity of all of our employees and partners.

We respect the personal dignity, privacy and individual rights of every employee and partner. We do not tolerate sexual or psychological harassment of any kind, or any form of intimidation or any other behavior that creates an intimidating, hostile or offensive environment.

Every employee undertakes to ensure that the manner in which they interact with others in a professional context is based on respect for all human beings, regardless of race, origin, religion, gender, age, sexual orientation, or any other status.

Every employee undertakes to avoid acting at work in a manner that constitutes psychological and physical harassment. Furthermore, every employee must help to create a healthy, pleasant work atmosphere.

Any employee who is the victim of harassment may consult the head of HR or confide in a person they trust from outside the company.

Employees who witness harassment or discrimination must notify their line manager or a member of senior management. Their anonymity will of course be respected.

6. WORKING HOURS AND REMUNERATION

A good work-life balance is essential.

The company must comply with the relevant laws on working hours, overtime and rest periods.

Company managers must ensure compliance with these laws and not put excessive pressure on employees.

PRECIP-DIP undertakes to remunerate its employees fairly and equitably.

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7. TRUSTED, NEUTRAL THIRD PARTY

We give every employee the right to talk to someone in complete confidence.

Through our partner, we undertake to ensure that any employee can confide in an external and neutral third party whom they can trust if they are subject to bullying, excessive pressure or any form of harassment.

8. OCCUPATIONAL HEALTH AND SAFETY

We undertake to safeguard the health and safety of our employees.

Occupational health and safety refers to the management of all risks to the health of employees in connection with their professional activities. It also applies to mental health. The Occupational Health and Safety Manager, who acts as the company's internal and external point of contact, is responsible for ensuring that both the employer and employees comply with all aspects of occupational health and safety.

Health protection and accident prevention are of great importance for our company and its employees. Every member of staff must do their bit to implement all measures that promote hygiene and prevent accidents. Employees should adhere strictly to the instructions on ensuring safety. Protective devices on machines and other operational installations should be used in compliance with these instructions and must not be removed or modified. Employees must be able to warn of potential dangers without fear of suffering punitive consequences.

Employees who notice damage or defects to buildings, machines or any other installations must notify their line manager or the Occupational Health and Safety Manager immediately.

9. RECRUITMENT POLICY

Our decision-making is fair and objective with regard to recruitment and partnerships with third parties.

PRECI-DIP SA undertakes to recruit new staff solely on the basis of their skills, suitability, professional experience, level of motivation and expertise in safeguarding the interests of PRECI-DIP SA. It is possible to hire applicants who are direct relatives of current employees, provided the above basic principles are observed and all applicants are treated fairly.

Likewise, external providers with direct family ties to PRECI-DIP SA employees may become business partners, provided that such providers demonstrate their actual capacity to serve the company and do not remunerate company employees in any way in order to obtain or retain business with PRECI-DIP SA.

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10. CONFIDENTIAL INFORMATION

We undertake to safeguard confidential company information and confidential third-party information.

The following must be treated as confidential: business innovations; the list of existing customers and potential key customers; standard and strategic product plans; ideas for developing new products; plans and developments concerning all methods of production; any information that helps further the success and development of PRECI-DIP SA.

Such details may not be divulged to third parties. Any employee who discloses such sensitive information to unauthorized parties is in clear breach of the bond of trust between them and PRECI-DIP SA.

For its part, PRECI-DIP SA undertakes to protect and maintain the confidentiality of its employees' personal data. The HR department guarantees the confidentiality of personal data. It undertakes to ensure that individual records only contain information that clearly relates to the different jobs and positions that employees hold within the company, or information on former employees in direct connection with duties within PRECI-DIP SA. Such information is kept for at least 10 years after the employee leaves the company. The employee may view this information at any time.

Employees shall use the means of communication provided (telephone, computer, VPN key, etc.) for business purposes only, exercising due diligence while doing so.

11. USING AND PROTECTING TANGIBLE AND INTANGIBLE ASSETS

We believe that honesty is essential to managing and using tangible and intangible assets.

Every employee undertakes to use any assets entrusted to them for the purpose of carrying out their professional duties honestly, properly and efficiently. Likewise, every employee undertakes to safeguard company assets from damage, loss, theft, abuse, fraud, misuse and destruction. This applies to tangible and intangible assets, including trademarks, know-how, confidential information and the use of information systems.

Data related to products, processes or any kind of financial information must be treated as intangible assets that belong exclusively to PRECI-DIP SA.

12. BUSINESS RELATIONSHIPS

We encourage friendly business relationships, but we strongly condemn corruption.

PRECI-DIP SA employees must never offer or promise, directly or through intermediaries, any inducements, financial, personal or of any other sort, in order to obtain or retain business or other advantage from any third party. Conversely, employees must not accept such inducements with the intention of giving third parties preferential treatment. Furthermore, employees must refrain from any activity or behavior that could give the impression or arouse suspicions that they have done or attempted the above.

Employees must be aware that offering or granting improper inducements to influence the decisions made by another party may result in both disciplinary action and legal proceedings.

However, token gifts with an estimated value of less than CHF 100 are authorized where appropriate and proportionate, as are business meals and external activities in the company of business partners, in accordance with reasonable business standards and in the interests of free competition.

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If an employee would have suspicions as for some colleagues regarding a possible corruption, he is required to inform the Direction or a trusted person if he wishes to remain anonymous.

The employee who is offered benefits from suppliers (besides the gifts mentioned above) must inform the management.

13.CONFLICTS OF INTEREST

We always act in the best interests of PRECI-DIP SA.

Regardless of their position in the hierarchy, employees of PRECI-DIP SA shall always act in the interests of PRECI-DIP SA. Employees who are faced with a conflict of interest or a situation liable to give rise to a conflict of interest must first consult their line manager or a member of senior management before proceeding.

Whenever an employee performs an activity on behalf of PRECI-DIP SA that may lead to them gaining a personal advantage, whether financial, tangible or intangible, exceeding what is normally and reasonably permissible under regulatory and tax requirements, this is regarded as a conflict of interest.

14.RESPECT FOR THE ENVIRONMENT

Our operations are consistent with environmental protection legislation.

PRECIDI SA undertakes to comply with the ISO 14001 standard and, through specific measures, promote the implementation of environmentally friendly techniques and guarantee the health and safety of all employees and visitors.

We comply with local environmental laws and prohibit the manufacture and sale of products that pose an unacceptable risk to human health and the environment.

Every employee must be actively involved in recycling and minimizing waste.

We expect the same from our partners, i.e. that they contribute to protecting the environment by helping us to reduce our consumption of energy and commodities, optimize natural resources, and cut waste during the design, manufacture, distribution, use and recycling of all our products.

15.CONFLICT MINERALS

Conflict minerals are certain types of commodities that come from specific regions where human rights violations and violent conflicts are occurring. Typically, these conflict minerals are tin, tungsten, tantalite and gold from the Democratic Republic of the Congo and surrounding areas. PRECI-DIP SA and all its business partners must actively avoid acquiring, trading, possessing or otherwise using these conflict minerals.

16.CONSEQUENCES OF NON-COMPLIANCE WITH THIS CODE OF CONDUCT

We must all ensure compliance with the rules of professional conduct as well as the law.



We undertake to put this code of conduct into practice, just as we expect each and every employee to be actively involved in implementing it.



Failure to comply with these rules will result in punitive measures.

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Signatures:

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