



Partners **for**
Innovation



Pfi Code of Conduct

Partners for Innovation | 1 July 2024

Version 1.0

Table of contents

1. Code of Conduct for Unwanted Behavior	3
1.1 Definitions:	3
1.2 Statement about the Code of Conduct:	3
1.3 Goals of this code of conduct.....	3
1.4 Status	4
1.5 Scope	4
1.6 Code of Conduct:	4
1.7 Clients	5
1.8 Handling Complaints	5
1.9 Finally:.....	6
1.10 Entry into Force of the Code of Conduct:	6

1. Code of Conduct for Unwanted Behavior

1.1 Definitions

With "organization," we mean 'Partners for Innovation' in this code of conduct.

With "employees," we also mean interns and hired personnel.

With "clients," we also mean contractors, suppliers, and other business partners/relationships.

1.2 Statement about the Code of Conduct

We aim to have satisfied employees and clients within our organization. It is also important to us that our employees have a (socially) safe workplace and enjoy their work. Additionally, we want to be an organization of integrity. The way everyone interacts with each other is crucial for this. Our organization wants this code of conduct to be more than just a document.

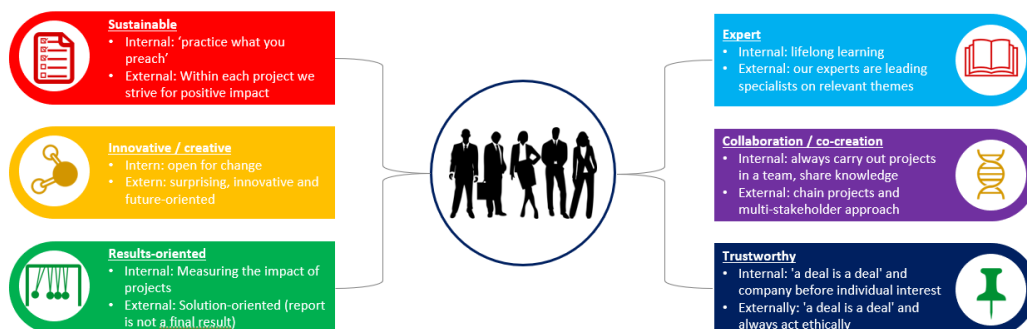
Therefore, it will also be published on our website to be known to our clients and partners we collaborate with. Additionally, all employees will receive a copy of the code of conduct. All employees, clients, and collaborative partners must adhere to this code of conduct in their relationship with or on behalf of our organization. If there are situations where there are disagreements about the norms and values mentioned in this code of conduct, they can always be discussed with the direct supervisor.

1.3 Goals of this code of conduct

The goals of this code of conduct are:

- Protecting the employee;
- Combating and preventing bullying, aggression/violence, discrimination, stalking, and (sexual) harassment.
- Being valued as a good employer;
- Maintaining the good image of our organization.

The following principles (our core values) emerge:



1.4 Status

This code of conduct is developed based on several laws. The code derives a legal status from these laws. The rules described in this code of conduct are based on the Dutch Working Conditions Act [ArboWet], articles from the Dutch Civil Code, and articles from the Dutch Criminal Law.

1.5 Scope

This code of conduct is intended for all employees, clients, and collaborative parties. This code of conduct is accessible to all parties.

1.6 Code of Conduct

To avoid misunderstandings and to show that our organization values certain norms and values, below is a description of what is expressly prohibited. These guidelines indicate the boundaries of acceptable behavior. If someone does not adhere to these rules, measures can be taken. In exceptional situations, this could even lead to dismissal (employee) or termination of the collaboration agreement.

Bullying:

Within our organization, there is respect for others; it is therefore not allowed to hurt, humiliate, make unpleasant comments, insult or swear at others, openly rebuke, ignore or socially isolate, make gestures, gossip, criticize someone's personal life, or damage property.

Discrimination:

Any form of discrimination based on religion, belief, political affiliation, race, skin color, physical or mental disability, nationality, gender, sexual orientation, or any other ground is not allowed.

Intimidation:

Swearing, using discriminatory language, or speaking with a raised voice is prohibited. Physical expressions such as making oneself big, obstructing or following someone are also not accepted. This also applies to making threats. Furthermore, physical contact is prohibited, as is harassing or following someone. This includes excessive contact such as phone calls, text messages, apps, emails, and other channels like social media.

Sexual Harassment:

Any unwanted sexual attention manifested in verbal, physical, or non-verbal behavior, whether intentional or unintentional, and experienced as unwanted and unpleasant by those confronted with it, is prohibited.

Aggression & Violence:

Aggression or violence occurs when an employee is verbally, psychologically, or physically harassed, threatened, or attacked under circumstances directly related to the performance of work. This can occur in various ways:

- Verbally (shouting, swearing, cursing)
- Non-verbally (gestures, threatening body language)
- Psychologically (verbal or written threats, humiliation, or blackmail)
- Physically (attacking, hitting, grabbing, pushing, spitting, destroying, kicking, or throwing objects)

Physical violence falls under the Penal Code as it is a criminal offense. A victim of physical violence can file a complaint with the police. All these forms of aggression and violence are not allowed.

Conflict of Interest:

Any action that could cause a mix of business and private interests should be avoided to prevent conflicts of interest. This rule means that one should act loyally, honestly, and professionally without personal interest.

Theft:

- In case of theft of organization property or client property, it must be reported to the direct supervisor;
- A report will be made, and a police investigation will follow;
- During the investigation, an employee will be suspended for an initial period of three weeks;
- Depending on the outcome of the investigation, measures will be determined.

1.7 Clients

When an employee of Partners for Innovation is confronted with bullying, aggression, violence, discrimination, (sexual) harassment, or another form of intimidation by or through a client, he/she has the right to immediately interrupt the work with or for this client without it being a pressing reason for dismissal within the meaning of Article 7:678 of the Dutch Civil Code. This should also be reported to the direct supervisor.

1.8 Handling Complaints

If clients have complaints, they can discuss them with the person concerned. The complaint can also be discussed with the employee's supervisor, who will strive to resolve the complaint satisfactorily. The organization also offers the possibility to involve a confidant.

Of course, it is always possible to discuss the complaint with the management team of Partners for Innovation after consultation with the supervisor.

If employees have complaints, they can discuss them with the person (client) to whom the complaint relates. If this is not possible or the complaint is not satisfactorily resolved, the

complaint can be submitted to the supervisor. Partners for Innovation also offers the possibility to contact confidant Wanda van Alen (06-21896877 openje@outlook.com).

Procedure:

Partners for Innovation has a complaints procedure. The complaint can be submitted to the HR department. It is advisable to first contact the confidant associated with Partners for Innovation. They can inform about the procedure and the consequences (Wanda van Alen 06-21896877 openje@outlook.com).

1.9 Finally

This document is about behavior, norms and values, and measures that can be taken. Fortunately, there is rarely unacceptable behavior. It concerns exceptional situations. Nonetheless, Partners for Innovation finds it important to be clear about this concerning the safety of employees and clients. Let us treat each other with respect. Then a lot is possible.

1.10 Entry into Force of the Code of Conduct

The Management of Partners for Innovation has approved this code of conduct, which will take effect on July 1, 2024.