

# CODE OF CONDUCT



Composer MH | Checker MT | Approver WS | R0 2-4-2020

Our Code of Conduct describes the basic principles which DHSS applies to ensure our behaviour, work and services are provided ethically, sustainable, within law and respecting human and labour rights

The code is applicable to all at DHSS, whatever your position or location where you work or live. It is a condition of employment or engagement that all DHSS employees or workers at the DHSS work location agree to these policy/code requirements. We expect our (main) suppliers to work as minimum to equivalent standards

## HEALTH, SAFETY AND ENVIRONMENT

We comply to our company's QHSE Policy and are committed to a safe and healthy working environment, whereby we regard our impact on the environment

## BRIBARY AND CORRUPTION

Do not offer, request or accept any benefit which is, and may be clearly regarded as, disproportionate or corruptive. We do not tolerate any type of corruptive behaviour

In case of a serious doubt, consult with a member of management

## CONFLICT OF INTEREST

We treat our employees, clients, suppliers fairly and with respect and conduct our business with honesty and integrity. Review and avoid situations which conflict, or may have the appearance to conflict, with the interests of DHSS

We shall consider what we write and say in the media taking in mind the credibility and reputation of DHSS, its employees, clients and suppliers

Any DHSS (media) expressions which may have a potential negative impact on DHSS, amongst others the communication in case of DHSS related emergency situations, shall be controlled solely by the CEO

## EMPLOYMENT AND LABOUR

We value our Human and Labour Rights and do not respect devaluation of these

rights and therefore;

- Provide all employees with a clear employment contract in line with applicable laws and regulations
- Prohibit the use of child labour and any form of forced and/or involuntary labour
- Invest in our employees and processes, and regard it of importance that everybody has the right to be treated with dignity and respect
- Strive to a fair treatment and equal opportunity working environment in which discrimination, harassment and violence is not tolerated
- Respect employee's, and other worker's rights e.g. to join or refrain to join a lawful worker's, or collective bargaining, association of their choice

If you have an employment related grievance, address this with your manager or supervisor. Or you can raise the concern to the DHSS confidential counsellor ('Vertrouwenspersoon'); the DHSS COO, or our external occupational health service ARBOBUTLER.

## INFORMATION AND SECURITY

We protect Confidential Information, obtained during employment or otherwise, and do not disclose such information to an unauthorized person or party

At DHSS we respect privacy and shall protect sensitive Confidential Information. When working at/in DHSS, always apply the DHSS provided physical and ICT safeguards to prevent

unauthorized access to the DHSS system. Promptly report to a member of management any loss of personal Confidential Information, like e.g. a USB stick or DHSS laptop, or when an attempt is noted to gain access to the DHSS ICT system

We maintain a system for accounting control and report our accounting and financial information on a transparent, accurate and timely basis to our shareholders

When in doubt about the use or disclosure of Confidential Information, contact a member of the management

## INTELLECTUAL PROPERTY

DHSS Intellectual Property shall be protected, and we respect the Intellectual Property of others such as our clients and suppliers

## USE OF DHSS FACILITIES AND APPLIANCES

All users of DHSS facilities, and appliances (encompassing amongst others and not limited to DHSS offices and yards, ICT network with related hardware and software, company car etc) shall use these as a true custodian in line with common rules and requirements for use and in compliance with legislation, respecting and safeguarding DHSS' personnel, clients, services, environment, and reputation, whereby as minimum the facilities and appliances are used safe and kept in an appropriate, and orderly fashion and treated as if these are your own

Wim Schouwenaar  
DHSS CEO  
2-4-2020

