

## Code of Conduct PayrollPlus AG

Dear employees

We all spend a lot of time at our workplace, so it is important that we feel comfortable and enjoy our work. PayrollPlus endeavours to create a pleasant working environment for its employees with interesting employment conditions, targeted employee development, flat hierarchies and well-equipped workplaces.

This Code of Conduct provides an ethical and moral framework for all PayrollPlus employees and forms part of the employment contract. It should serve as a guideline for all our activities and guide us in our intentions and actions.

### 1. Dealing with employees

We strive for a high level of performance and responsible and prudent behaviour in all our activities and expect empathy and initiative from our employees.

We choose employees who have a sense of priorities, who recognise and independently implement the needs of the company and who have the courage to question the status quo.

We measure our principles as well as our performance against those of our competitors and companies that set an example.

We believe that the success of our company depends on the combined skills and performance of all our employees. In this context, certain directives are essential.

We respect the individual regardless of race, nationality, gender, sexual orientation, religion, age and physical constitution.

This means that we do not tolerate any form of discrimination against employees. Furthermore, we do not tolerate any psychological, physical or sexual harassment or other assaults in the workplace that compromise the dignity of employees. Should such incidents nevertheless occur, the line manager must be informed immediately.

Good behaviour among employees is an equally important factor for a motivating working environment, but also influences how we are perceived and perceived by the outside world, our customers, partners and authorities.

We consider an open and transparent communication culture to be an essential prerequisite for achieving our goals. All employees are encouraged to communicate actively with their superiors and colleagues. Furthermore, dialogue forms an essential basis for regular and informal feedback and performance appraisals. We foster teamwork, discuss issues with each other and respect the views of those who disagree with us.

Trying to understand others and taking their problems seriously

- Careful use of resources (office materials, switching off lights)
- Paying attention to unambiguous wording in emails
- Seek more personal dialogue on site or on the phone for critical topics or complex issues

## **2. The relationship with customers and third parties**

Correct advice, customer contact and customer trust are crucial to our business success. Our customers' need for high-quality service is our top priority.

PayrollPlus lives the continuous improvement process, customer complaints help us to improve and must be answered as quickly as possible or reported to the line manager.

Maintaining integrity in business transactions is the personal responsibility of every employee. Employees are prohibited from accepting payments, inappropriate gifts or other benefits.

## **3. Confidentiality**

All employees are obliged not to disclose confidential information about PayrollPlus AG, its customers and business partners to third parties and to maintain business confidentiality. The relevant legal provisions and internal directives must be strictly adhered to. The duty of confidentiality continues to apply after the end of the employment relationship.

## **4. Professional integrity**

We expect our employees to conduct themselves in accordance with ethical and moral principles and to act with transparency and integrity in the performance of their duties, as well as in a professional manner that contributes to the company's reputation in a positive sense. This provides all employees with the necessary information and support. Employees must ensure that they know and understand the relevant laws and internal regulations and comply with the provisions contained in the laws, guidelines, regulations and directives. In the event of ambiguities and questions regarding the interpretation of rules, employees must contact their line manager and clarify these.

Situations in which the interests of employees come into conflict with the interests of PayrollPlus AG or customers must be avoided. Should the employee nevertheless find himself in a situation that leads to a possible or probable conflict, the line manager must be informed immediately and a solution sought.

**5. Respecting intellectual property**

We keep confidential information that we receive from customers or third parties secret, as well as information about our professional standards.  
We utilise and share internal and external knowledge in accordance with our guidelines. In doing so, we observe the legal provisions and those customary for the industry.

**6. Implementation of the Code of Conduct**

PayrollPlus AG is committed to compliance with the Code of Conduct. If employees realise that these principles and guidelines are being violated or if there are any uncertainties, they must contact their line manager immediately so that appropriate measures can be taken.  
Employees who report a violation and employees who demand that the principles set out in the Code of Conduct be enforced must not be disadvantaged in any way.

The management of PayrollPlus AG

Agreed: Signature of

employee:

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Date/Place:

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