Code of Conduct PayrollPlus AG

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

How We Treat Our Employees

In all our activities, we strive for a high level of performance and for responsible, prudent conduct, and we expect empathy and initiative from our employees. We select employees who have a sense of priorities, who recognise the needs of the company and act on them independently, 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 of companies that set an example.

We believe that the success of our company depends on the sum of the skills and achievements of all our employees. In this context, certain guidelines are essential. We value and respect every individual regardless of race, nationality, gender, sexual orientation, religion, age or physical constitution.

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

Good relations among employees are an equally important factor for a motivating working environment, and they also influence how we present ourselves to, and are perceived by, the outside world – our clients, partners and the 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 managers and colleagues. Dialogue also forms an essential basis for regular, informal feedback and for performance appraisals. We value teamwork, consult one another and respect the views of those who hold a different opinion.

We try to understand others and take their concerns seriously. We use resources with care (office supplies, switching off lights). We make sure our e-mails are worded clearly, and for critical issues or complex questions we make a point of talking in person or by telephone.

Relations with Clients and Third Parties

Sound advice, client contact and the trust of our clients are crucial to our business success. Our clients' need for high-quality services is our top priority.

PayrollPlus is committed to continuous improvement. Client complaints help us to improve and must be answered as quickly as possible or reported to the line manager. Maintaining integrity in business dealings is the personal responsibility of every employee. Employees are prohibited from accepting payments, inappropriate gifts or any other benefits.

Confidentiality

All employees are obliged not to disclose confidential information about PayrollPlus AG, its clients or its business partners to third parties, and to protect trade secrets. The relevant statutory provisions and internal directives must be strictly observed. The duty of confidentiality continues to apply after the employment relationship has ended.

Professional Integrity

We expect our employees to act in accordance with ethical and moral principles and, in carrying out their work, to demonstrate transparency, integrity and a professional approach that contributes positively to the company's reputation.

The company provides all employees with the necessary information and support. Employees must ensure that they know and understand the relevant laws and internal regulations and that they comply with the requirements set out in laws, policies, regulations and directives. In case of uncertainty or questions regarding the interpretation of rules, employees must consult their line manager to clarify them.

Situations in which the interests of employees conflict with the interests of the company must be avoided. Should employees nevertheless find themselves in a situation that leads to a potential or likely conflict, they must inform their line manager immediately, and a solution must be sought.

Respect for Intellectual Property

We keep confidential any information we receive from clients or third parties, as well as information about our professional standards. We use and share internal and external knowledge in accordance with our policies. In doing so, we comply with legal requirements and with standard industry practice.

payroll+

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Implementation of the Code of Conduct

PayrollPlus AG is committed to ensuring compliance with the Code of Conduct. If employees become aware that these principles and guidelines are being breached, or if anything is unclear, they must contact their line manager immediately so that appropriate measures can be taken.

Employees who report a breach, and employees who call for the principles set out in the Code of Conduct to be enforced, must not be disadvantaged in any way.

The Executive Management of PayrollPlus AG

Employee signature:

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Date/Place:

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