



CODE OF CONDUCT

Introduction:

This Code of Conduct describes how BERG takes its responsibility with regard to human rights, working conditions, fair practices and the environment.

This Code does not contain detailed regulations for each situation we might encounter, but it does provide guidelines for our day to day conduct. This Code helps us as BERG employees to take sound and ethical decisions that are in the interest of all BERG stakeholders.

Core Values:

Passionate: we are a strong team passionate about our profession and we do what we say

Connected: we are connected and support each other to provide optimal service

Creative: we are innovative and dare to surprise again and again

Learning Organization: based on our knowledge and experience we know what our environment expects and we strive for continuous improvement

Key issues:

Human rights:

BERG stands for a human rights policy which provides meaningful guidance for those who work at BERG and those who are closely connected with our organization.

In certain circumstances where no simple formula or solution is available and the chance is bigger that BERG will face challenges and dilemmas in connection with human rights and a (bigger) risk of abuse of human rights, BERG will prioritize human rights in its decision making.

We avoid complicity in the illegal acts of others that violate international standards of conduct.

Nor will we remain silence about or profit from such illegal acts.

BERG ensures the availability of the following procedures, for its own use and for the use of its stakeholders.

- Notification procedure: BERG has a procedure for reporting internal and external misconduct. BERG ensures that suspected illegal acts are investigated properly and, if the suspicions are confirmed, that action is taken to address the misconduct and its harmful consequences. The stakeholder who reports the misconduct will be adequately protected against retribution.
- Counsellor: BERG has appointed an HR counsellor and confidential adviser who are responsible for actions to prevent undesirable conduct and undesirable forms of interaction. Undesirable conduct and undesirable forms of interaction can be reported anonymously.

Working conditions:

All our working conditions and conditions for social protection comply with national laws and regulations or legal binding agreements between the employers and employees.

BERG also has an HR policy which takes into account the priorities and needs of both BERG and its employees.

BERG guarantees health and safety in the workplace by protecting its employees against the risks to their physical, mental and social well-being and by preventing working conditions from damaging their health.

Anti-corruption:

BERG has an anti-corruption policy. Employees may not engage in corrupt practices and BERG will not tolerate illegal conduct by their customers and suppliers or conduct that is generally considered to be unethical.

Gifts, invitations or advantages which are given to or received from a customer or supplier are only acceptable if they aim to enhance the brand image and maintain a good business relation. The value of these items has to be nominal and in accordance with common commercial practices and not conflict with applicable laws and regulations. In case of doubt the management must be consulted.

The environment:

BERG takes responsibility for its role as a global citizen responsible for its 'environmental footprint'. Sustainability is an important issue for us. We try to save energy as much as possible and lower our emission of green-house gases. We do our best to be as environmentally-friendly as possible in our production. This is our focus through the entire the design and production process. And waste materials are recycled wherever possible!

Ede, January 2020