

mateco

Code of conduct

- mateco Group -



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1. Principles

1.1 Respect & Integrity

1.1.1 Respect:

- mateco does not tolerate any form of discrimination against employees, applicants, clients, business partners or any other individual mateco interacts with, because of race, national or ethnic origin, gender, pregnancy, marital or parental status, age, disability, religion or belief, sexual orientation or any other discriminatory feature as defined by applicable laws and regulations or publicly recognized standards.
- mateco believes in and encourages diversity within the organization. Respecting and valuing people of all backgrounds is key for us.
- Each individual should be treated with courtesy, honesty and dignity. Harassment, bullying or intimidation shall not take place.

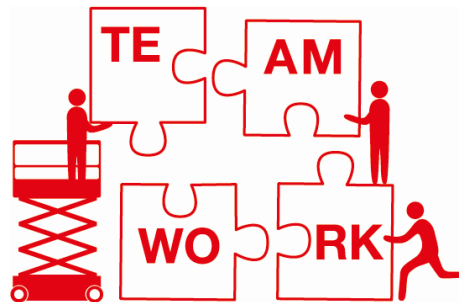
1.1.2 Integrity:

- mateco has implemented adequate control measures to prevent all kinds of fraudulent activities (fraud, theft, misappropriation...). Should fraud occur, all necessary measures will be undertaken, including disciplinary actions to handle the concern and to prevent re-occurrence.
- mateco does not tolerate any form of corruption or facilitation payments. For the purpose of maintaining cordial relations with our clients or in order to present our products and services, mateco may accept reasonable hospitality and business gifts expenditures.
- Employees, Managers or business partners representing or acting on behalf of mateco, may have personal interests that may be conflicting with those of mateco. It is therefore required to disclose any potential or actual conflict of interest, to the direct manager or senior management, or to the Group Compliance manager, in a timely manner, for proper review and resolution.
- Like mateco does, our business partners are expected to comply with the bans and potential sanctions that must be observed by the participants in the international trade, as set forth by relevant international conventions, laws and regulations pertaining to the foreign trade.



1.2 Teamwork

- mateco's employees are very diverse, coming from different backgrounds and experience. At mateco, we consider this diversity as a very valuable asset, and we encourage and value the exchange of ideas and the collaborative work for greater success.
- Each mateco employee, within his/her area of responsibility must be familiar with the basic laws, regulations and corporate policies & procedures that are relevant for them.
- We expect our business partner to comply with applicable laws, regulations and any other applicable standards, like mateco does.
- We expect from our business partners to take appropriate measures to prevent any forms of discrimination as a result of specified characteristic or attribute of a person.



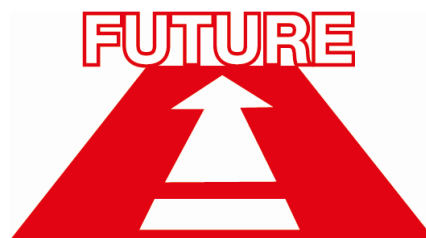
1.3 Excellence

- mateco ensures the implementation of the relevant and appropriate measures and safeguards in accordance with applicable laws and regulations, to protect the health and safety of its employees.
- mateco commits itself to provide its customers with safe and high-quality products and services.
- mateco applies in its recordkeeping and financial reporting the stricter standards of accuracy, completeness and accountability in all business dealings.
- mateco strives to protect confidential data and to respect any Intellectual Property rights that would apply to a specific process.



1.4 Future-focused

- mateco intends to be on the cutting-edge of any technological, technical, legal and regulatory changes leading to the improvement of the products and services delivered to its clients.
- mateco is continuously enhancing its business processes to cope with continuing evolving environment standards for a sustainable future.
- mateco commits itself to comply with applicable privacy and personal data protection laws and regulations, to ensure the ongoing protection of individual's privacy rights.



1.5 Courage

- It is part of mateco DNA to challenge the status quo and to learn out of mistakes in order to develop further.
- mateco fosters an open culture and it actively welcome new ideas and approaches by looking for improvement in all what we do.
- mateco is committed to a fair competition. We prohibit any arrangements with competitors, suppliers, or any other business partners aiming to fix pricing, allocate customers between participants or any other related practice.
- mateco will always communicate in transparent manner with its clients and potential clients about its products and services.



2. Your contact persons

At mateco, you will always find an open door should you witness or experience a compliance concern or should you need an advice in respect of the principles set forth in the mateco's code of conduct.

We encourage you to speak-up freely, in trust and to raise good faith concern, without fear of retaliation.

Should you wish to interact anonymously with us, you may use the online report of concerns tool, available here: <https://app.sygnanet.pl/mateco/en>. It allows for a secured and reliable dialogue with mateco compliance responsible, using encryption keys, identifier and password protected access.



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