



CODE OF CONDUCT

The Code of Conduct establishes a framework for ethical behaviour and decision-making within our organization. It reflects our commitment to integrity, respect, professionalism and social responsibility.

1. Professional Integrity

Honesty: Always provide truthful information and avoid misrepresentation.

Accountability: Take responsibility for your actions and their impact on the team and the company.

2. Respect and Inclusion

Diversity: GLIWA Embraces and respects diverse backgrounds, perspectives, and experiences. We live this setting in our everyday life.

Collaboration: We foster a collaborative environment by encouraging open communication and valuing team contributions.

3. Compliance with Laws and Regulations

Legal Standards: The company and every employee acts accordingly to all applicable laws, regulations, and industry standards. We also incorporate ethical principles not only in strategic decisions, but also in everyday life.

Intellectual Property: We respect copyright, patent, and trademark laws. We do not use unauthorized software or resources.

4. Confidentiality

Data Protection: Data protection takes up a large part of our attention and all legal regulations are observed and regularly adapted.

Non-Disclosure: No employee discloses proprietary or confidential information without proper authorization.

5. Ethical Use of Technology

Responsible Usage: Our employees use company technology and resources responsibly and for intended purposes.

Cybersecurity: GLIWA employees follow best practices to protect the company's digital assets and infrastructure.

6. Workplace Behaviour

Professionalism: Maintain a professional demeanour in all interactions, both in-person and online.

Harassment-Free Environment: GLIWA employees are committed to a workplace free from harassment, discrimination, and bullying.

7. Conflict of Interest

Transparency: We disclose any potential conflicts of interest and refrain from situations that could compromise judgment.

Gifts and Hospitality: Corruption is strictly prohibited by laws. Therefore, any form of bribery is fundamentally at odds with our corporate culture and values. We have a zero-tolerance policy for corruption, and even the slightest hint of it must be actively avoided. Consequently, we must not exploit business relationships for personal gain or the benefit of others.

8. Reporting Violations

Speak Up: GLIWA employees are asked to report any unethical behaviour or violations of this Code.

9. Modern Slavery and Human Trafficking

Zero Tolerance for Modern Slavery: GLIWA is committed to preventing modern slavery and human trafficking within our operations and supply chains. We will not tolerate any form of slavery, servitude, forced labour, or human trafficking.

Supply Chain Responsibility: We are committed to ensuring that our suppliers, contractors, and business partners adhere to similar standards, and we will take appropriate steps to ensure that modern slavery does not exist within our supply chains.

Reporting and Action: Any suspected or actual instances of modern slavery or human trafficking must be reported immediately. The organization will investigate all reports, take appropriate action, and support those affected.

10. Continuous Improvement

Feedback: We engage in regular feedback and self-assessment to promote personal and professional growth.

11. Market

GLIWA views itself as a trustworthy and fair business partner within the value-added chain of software tools with a high awareness of sustainable and long-term focussed management.

12. Commitment to the Code

Acknowledgment: All employees are expected to read, understand, and commit to this Code of Conduct.

STATUS: 11/2024