
Krone Consulting Code of Conduct

Introduction

At Krone Consulting, our commitment to the highest standards of integrity and ethical conduct is unwavering. This Code of Conduct serves as a comprehensive guide to the principles that direct our actions and decisions. Every employee, officer, and director is expected to uphold these standards, fostering a culture of trust, respect, and accountability.

1. Respect and Dignity

- **Equal Opportunity Employment:** We are an equal opportunity employer. We ensure that all employment decisions, including hiring, promotion, training, and termination, are made based on merit, qualifications, and business needs. We do not tolerate discrimination based on race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, or any other characteristic protected by law.
- **Anti-Harassment Policies:** Harassment of any kind, including sexual harassment, is strictly prohibited. This includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. We also prohibit harassment based on race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, or any other characteristic protected by law.
- **Professional Interactions:** All interactions should be conducted with professionalism, respect, and courtesy. Bullying, intimidation, and offensive behavior are not tolerated. Maintain a cooperative and supportive work environment, where every individual feels valued and respected.

2. Integrity and Honesty

- **Honest Communication:** Always communicate honestly and transparently. Provide accurate and truthful information in all reports, documents, and communications. Do not mislead or omit important information that could misrepresent the truth.
- **Conflict of Interest:** Avoid situations where personal interests could conflict, or appear to conflict, with the interests of the company. This includes relationships, financial interests, or activities that could influence your ability to perform your job impartially. If you identify a potential conflict of interest, disclose it to your supervisor or the compliance department immediately.
- **Fair Competition:** Engage in fair competition and avoid any actions that could be seen as anticompetitive or unfair. Do not engage in activities such as price fixing, bid rigging, or unfair trade practices. Compete vigorously but ethically.

3. Compliance with Laws and Regulations

- **Legal Compliance:** Understand and comply with all applicable local, national, and international laws, regulations, and industry standards. This includes laws related to labor, safety, environment, trade, and anti-corruption.

- **Regulatory Reporting:** Ensure that all required regulatory filings and reports are accurate, complete, and submitted on time. This includes financial statements, tax filings, and other required disclosures.
- **Policy Adherence:** Familiarize yourself with the company's policies, procedures, and standards. Ensure that your actions are consistent with these guidelines and seek clarification when needed.
- **Company benefits:** All employees must use their employment benefits responsibly and ethically. This includes taking time off and holidays properly, making honest insurance claims, maintaining and using the company assets (e.g. car, laptop,...) only for approved purposes, and using any other benefits responsibly. Misuse of these benefits will lead to disciplinary action.

4. Confidentiality and Privacy

- **Protection of Information:** Protect confidential and proprietary information related to the company, its employees, customers, and partners. Do not share such information without proper authorization and ensure that it is stored securely.
- **Data Security:** Adhere to the company's data security policies and practices, including the use of strong passwords, encryption, and secure data transmission methods. Report any data breaches or security incidents immediately.
- **Respecting Privacy:** Respect the privacy rights of individuals. Handle personal information responsibly and in compliance with applicable privacy laws. Do not access or use personal information without proper authorization and for legitimate business purposes only.

5. Company Property and Resources

- **Proper Use of Resources:** Use company resources, including physical assets, technology, and supplies, responsibly and for legitimate business purposes. Do not use company resources for personal gain or outside activities without proper authorization.
- **Asset Protection:** Protect company assets from loss, theft, damage, and misuse. This includes physical assets like equipment and supplies, as well as intangible assets like intellectual property and confidential information. Report any incidents of theft or damage immediately.
- **Intellectual Property:** Respect and protect the company's intellectual property rights, including patents, trademarks, copyrights, and trade secrets. Do not use or disclose the intellectual property of others without proper authorization.

6. Workplace Safety and Health

- **Safety Compliance:** Comply with all health and safety laws and regulations. Follow company safety protocols and report any unsafe conditions or practices to your supervisor. Participate in safety training and drills as required.

- **Emergency Preparedness:** Be aware of emergency procedures and evacuation plans. Know the location of emergency exits, first aid kits, and safety equipment. Report any accidents, injuries, or near-misses immediately.
- **Health Standards:** Promote a healthy workplace by following health standards, including cleanliness, hygiene, and ergonomic practices. Participate in wellness programs and initiatives that support physical and mental well-being.

7. Environmental Responsibility

- **Sustainable Practices:** Implement sustainable practices in your daily work, such as reducing waste, conserving energy, and recycling. Support company initiatives aimed at reducing our environmental footprint.
- **Regulatory Compliance:** Ensure that all operations comply with environmental laws and regulations, including proper disposal of hazardous materials and adherence to environmental permits. Report any environmental incidents or violations immediately.
- **Community Engagement:** Participate in community initiatives and programs that promote environmental sustainability and conservation. Support efforts to protect natural resources and promote environmental awareness.

8. Professionalism and Accountability

- **Professional Conduct:** Exhibit professionalism in all aspects of your work, including punctuality, reliability, and a commitment to quality. Dress appropriately for your role and maintain a professional demeanor.
- **Decision-Making:** Make decisions based on sound judgment, considering the ethical implications and the impact on stakeholders. Seek advice when faced with difficult decisions and ensure that your actions align with company values.
- **Continuous Improvement:** Strive for continuous improvement in your work. Seek opportunities for learning, development, and innovation. Embrace feedback and use it to enhance your performance and contribute to the company's success.

9. Reporting and Whistleblowing

- **Open Communication:** Foster an environment of open and honest communication. Encourage employees to raise concerns about unethical behavior, misconduct, or violations of this Code of Conduct without fear of retaliation.
- **Whistleblower Protection:** Protect individuals who report misconduct from retaliation. Investigate all reports of unethical behavior promptly and thoroughly. Maintain confidentiality to the extent possible during investigations.
- **Anonymous Reporting:** Provide mechanisms for anonymous reporting of unethical behavior. Ensure that employees are aware of these options and feel safe using them.

10. Disciplinary Actions

- **Policy Enforcement:** Understand that violations of this Code of Conduct will result in disciplinary action, which may include termination of employment. Disciplinary measures will be proportionate to the severity of the violation.
- **Fair Process:** Ensure that disciplinary actions are carried out fairly and consistently. Provide the accused individual with an opportunity to respond to allegations and participate in the investigation process.
- **Corrective Measures:** Implement corrective measures to address violations and prevent recurrence. This may include additional training, policy reviews, or changes to processes and procedures.

Conclusion

Adhering to this Code of Conduct is essential for maintaining the trust and respect of our stakeholders. Every member of the Krone Consulting team is responsible for upholding these values and principles, contributing to a positive and ethical workplace culture. By working together with integrity, respect, and accountability, we can achieve our goals and support the success of our company and the communities we serve.