



WALO

Walo Bertschinger

WALO Corporate Global Guidelines

These Global Guidelines enter into force on 1st January 2018.

The Corporate Global Guidelines form an integral part of the employment contracts of all WALO employees.

All terms referring to persons in these Global Guidelines refer to persons of both genders.

General Rules of Conduct

WALO's good reputation essentially depends on the trust placed in the company by the public, the authorities, our partners and our customers. To earn this trust, all WALO employees must behave correctly, everywhere and at all times.

Employees of the WALO Group show their appreciation for one another. Employees are guided by a spirit of partnership and contribute to a positive work climate. In this way, the employees make an important contribution to WALO's success.

WALO Group Management

Dietikon, January 2018

1. Compliance with Laws, Rules and Regulation

The WALO Group meets the legal requirements and tax regulations in all the countries in which it operates. It is forbidden everywhere to accept or offer bribes or to engage in anti-competitive collusion or similar practices. WALO complies with the provisions of antitrust law, which prohibits any restrictions to competition, e.g. collusion regarding prices, customers or areas among competitors.

There is no justification whatsoever for illegal business practices. Any breach of these rules will be punished by the immediate termination of the employment relationship, as well as other legal actions.

2. Intellectual Property

WALO complies with the laws and regulations of copyright and other intellectual property standards and their protection. WALO complies with all current licence agreements. It is forbidden to copy, sell, use or disseminate information, software and other forms of intellectual property.

3. Communication

WALO follows professional and uniform practices for internal as well as external communication. The prior consent of the responsible director is required for all official statements and interviews with the media. All enquiries from the media must be referred to the responsible director or the Delegate of the Board of Directors.

4. Human Resources

Our employees are key to the success of the WALO Group. They deserve special attention.

Human Resources defines uniform personnel policies, management guidelines and processes. These apply to managers at all levels as well as the Human Resources departments of the companies. They may be adapted to local circumstances.

Human Resources must always be involved in the process of recruiting management staff. The same applies for the termination of an employment relationship, for all legal actions, changes to salaries and fringe benefits, transfers and promotions.

Any payments to employees must be approved in advance, and payments may only be made through payroll accounting.

5. Equal Opportunities / Discrimination

Our international engagement reflects the company's diversity of languages and cultures. The WALO Group respects and promotes this diversity as it underscores the company's close ties to society and its customers, supports innovation, and gives birth to new ideas.

WALO does not tolerate discrimination or harassment and implements this principle with all the measures permitted by local law.

6. Data Protection / Confidentiality

Employees may not disclose any confidential information about the business of the WALO Group, neither to external parties nor to unauthorised persons within the WALO Group. This continues to apply after the termination of the employment relationship.

Employees may not use information about the WALO Group for personal purposes. This applies in particular to details about the organisational structure and customer relationships.

Employees must take all the precautionary measures required to prevent unauthorized disclosure of the company's internal and confidential information. Employees have to prepare, copy, despatch, save, archive and dispose of documents in a manner that prevents access by unauthorised persons. They must prevent access by unauthorised persons to sensitive work areas and computers as well as external servers.

Employees may not engage in any conversations in public places regarding topics containing sensitive or confidential information.

7. Inventions

All inventions, work results, improvements or work protected by copyright that are developed by employees in the furtherance of their professional activities pass to the ownership of the employer without additional compensation.

8. Own Business / Additional Occupation

Employees may not manage their own business or undertake a second job during their employment relationship. They may not accept office in private or public organizations without the written consent of WALO.

Second jobs and investments in business partners and competitors must be notified and approved in writing by WALO.

9. Conflict of Interest

Employees must avoid any conflicts between themselves and WALO. Such conflicts of interest can arise when customers or partners offer gifts or incentives to an employee. Employees must notify the responsible director of all potential conflicts of interest. Business relationships with relatives also need the prior written approval of the responsible director or the Delegate of the Board of Directors.

10. Tax Responsibility

To the extent permitted by the applicable tax regulations, Employees shall be solely responsible for the proper tax filing of their (global) income and fringe benefits, if any.

11. Environment, Health and Safety

WALO is committed to conduct its business in compliance with all applicable environmental and workplace health and safety laws and regulations. All employees must follow the rules in this regard.

12. Use of IT Infrastructure

The telephone, email, voicemail and computer systems of WALO are primarily reserved for business purposes. The systems may not be used in a manner that can be harmful or embarrassing for the company. In particular it is forbidden to send or receive images or texts with sexual, insulting or obscene content. Ethnic disparagement and racist comments are not acceptable.

Personal communication using these systems must be kept to a minimum. In compliance with local provisions, WALO reserves the right to intervene in the company's IT infrastructure at any time.

13. Dual Signature

Employees are not entitled to sign with sole signatory power on behalf of any WALO group company. Only joint signatory power with a minimum of two signatures is granted for the amount for which an employee is authorised. Employees are under no circumstances authorised to sign or approve payments to themselves.

14. Business Travels

Business travels exclusively serve business purposes. They are planned and carried out in a coordinated manner. The potential business advantages must justify the costs, which should be kept within the limits of the business purpose.

WALO reimburses suitable and necessary expenses for business travels in accordance with the local guidelines (expense regulations) and tax provisions. All receipts must be submitted, unless fixed allowances for expenses were agreed in advance.

15. "Incentive Trips"

Participation in "incentive trips" offered by customers or partners requires the prior consent of the Delegate of the Board of Directors or the responsible Director. The entire duration of the incentive trip must be notified to the HR department as vacation time and will be deducted accordingly from the remaining employee's vacation credit.