



## The Compusense Code of Conduct

### Introduction

Our Code of Conduct is a written policy or statement of the Compusense objectives regarding economic, social and environmental values.

This Code may be considered as our Charter with Society and is a reflection of our business approach and attitude to work:

**Strategy:** Keep **IT** simple

**Structure:** Build **IT** strong

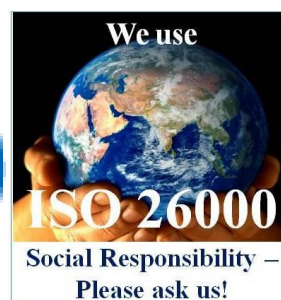
**Systems:** Make **IT** work

The super dominant factor in our software development process is our Think Blue, Act Blue filter with which we screen the cost & resource efficiency and impact of our products on the basis of People, Planet & Profit.



Our Code of Conduct consists of the following 5 main issues of Social Responsibility based on the 7 principles and 7 core issues of the ISO 26000 guidance for which we have made an Self Declaration and the requirements of the ISO 27001 Management System Certification Standard for which we obtained the DNV/UKAS Certificate on February 14, 2013:

- 1. Overall objectives, i.e. mission statement**
- 2. Economic objectives**
- 3. Social objectives**
- 4. Environmental objectives**
- 5. Statement on implementation**





## 1. **Mission statement**

Our mission is to develop and provide socially beneficial software products and services of high quality that give satisfaction to our customers while maintaining the best standards. We aim to produce for the home & international market while complying with laws and regulations in each of these markets. In order to keep a high quality our business looks after its employees, its customer's interests, its information security and the environment. We actively engage in community involvement activities as a "good citizen".

## 2. **Economic objectives 'profit'**

### 2.1 **Commercial sustainability by caring for our stakeholders**

Compusense aims to be a successful and profitable business whereby our positive trading margin enables investment for growth, combining short-term and long-term interests. We realize this by caring for the interests of our stakeholders: Our customers, our trade partners, our employees and their families, our government and our shareholders. Compusense engages in fair, transparent and free competition and ensures that transactions are appropriate. We conduct business by taking into consideration the local culture and customs and contribute toward the development of the local economy and society.

## 3. **Social objectives 'people'**

### 3.1 **Our Social System**

Compusense respects human rights and other international norms of behaviour and judges its employees and its trade partners on the basis of their ability to do their work and not upon their physical and/or personal characteristics or beliefs, adhering to the principle of no unlawful discrimination based on race, colour, gender, religion, national origin or sexual orientation.



- 3.2 Our social workplace** Compusense is committed to continuously improve the safety and comfort of the workplace. Policies, practices and (personal) equipment & hardware in this respect are in place and assured by regular safety assessments and checks. The aim is to minimize the risk of accidents, injury and exposure to health risks.
- 3.3 Our labour policy** Compusense does not employ workers younger than 18 years. Nor does the company condone physical or other unlawful abuse or harassment, or the use of forced or other compulsory labour in any of their operations.
- 3.4 Our wages and benefits** Compusense compensates its employees fairly and competitively relative to its industry in full compliance with applicable local and national wage and hour laws, and offers opportunities for its employees to develop their skills and capabilities.
- 3.5 Our worker's freedom to associate** Compusense recognizes the freedom of its employees to choose whether or not to associate with any group of their choosing, as long as such groups are legal in the European Union.
- 4. Environmental objectives 'planet'**
- 4.1 Our environmental workplace** Compusense initiates measures in acknowledgement of environmental issues, the common challenges they pose to humanity and their importance to its existence and livelihood. We organize our research & development processes in ways that minimize the impact on the natural environment and its scarce resources.
- 4.2 Appliance to legislation** Compusense meets EU environmental laws for its processes.
- 4.3 Choice of materials, design and purchasing** Compusense takes environmental aspects into account during design of software products. This is done besides economic, artistic and practical considerations.
- 4.4 Waste management** Compusense takes measures to reduce waste through the whole development & marketing process as much as possible. Furthermore, recycling options are considered and final waste is disposed in a safe and separated way.



## 5. Implementation

### 5.1 Our internal communication and commitment

Compusense management clearly and continuously communicates this Code of Conduct to its employees, convincing them of its importance and explaining its relevancy for each individual. The Code is distributed to all our (new) employees in digital pdf format. We disclose corporate information actively and fairly and protect and properly manage personal and customer data and other types of information.

### 5.2 Our supply chain

The Compusense Code of Conduct forms an integrated part of our general purchasing conditions that shall always prevail over (eventual) general conditions of sale and supply of our suppliers. By accepting an order from Compusense, the supplier immediately will comply with our Code of Conduct in his business practices and will allow any verification thereof by our purchasing controller or a contracted third party of our choice.

### 5.3 Our assurance process

Compliance with the Compusense Code of Conduct is an essential element in our business success. Our managing directors are responsible for ensuring these principles are communicated to, and understood and observed by, all employees. Furthermore, the managing directors will always try to keep abreast of what people inside and outside the company say and set up an effective management system throughout the organisation to implement this Code of Conduct.

Day-to-day responsibility is delegated to the Compusense staff. Employees will be trained on the issues. Assurance of compliance is subject to quarterly management peer reviews and reported to the managing directors.



**Our assurance process *cntnd***

In case the Code is violated, the managing directors should clarify both internally and externally that it will take charge to resolve the situation, determine the cause of infringement and make efforts to prevent similar violations in the future. At the same time, the directors will promptly make full public disclosure, explain what has occurred, and, upon determining the source of competence and responsibility, impose strict disciplinary action against those held responsible, including top management itself.



[www.compusense.nl](http://www.compusense.nl)

