



# Code of Conduct

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## 1. INTRODUCTION

Resilux NV is a limited liability company organised and existing under Belgian law, with registered office at Damstraat 4, 9230 Wetteren (the “**Company**” or “**Resilux**”). The Company has a number of direct and indirect subsidiaries in Belgium and abroad (the Company together with its subsidiaries, the “**Resilux Group**”).

The purpose of this Code of Conduct is to ensure that all employees of the Resilux Group and anyone acting on behalf of the Resilux Group have a common framework and consistent standpoint on how we operate and on how we do business.

This code contains specific rules of conduct for Resilux Group employees to ensure ethical business conduct and compliance with all relevant laws and regulations throughout the Resilux Group.

## 2. LABOUR ENVIRONMENT

### 2.1. Child Labour

Child labor refers to a type and intensity of work that hampers children’s access to education, damages their physical and/or psychological health and their development within their families, and deprives them of their childhood or their self-respect.

Therefore the Resilux Group adheres to the following:

- The Resilux Group adheres to the legal minimum age requirements in all countries in which the company is active.
- The Resilux Group shall not hire any employee without prior check of such employee’s identity papers in order to ascertain compliance with legal age requirements.
- The Resilux Group does not employ children under the age of 16.
- If children between age 16 and 18 are employed, the Resilux Group ensures that this work does not affect or preclude schooling.
- Business unit management is responsible for making the Resilux standards with regard to child labor known to key suppliers and contractors.

### 2.2. Forced Labor

The Resilux Group will under no circumstances make use of forced labor. The Resilux Group will only employ employees who are working of their own free will. No employee is required to lodge deposits, and no individual will be deprived of identity papers upon commencing employment with the company. Employees are free to leave their employment after reasonable notice as required by law and contract.

Business unit management is responsible for making the Resilux standards with regard to forced labor known to key suppliers and contractors.

### 2.3. Working hours and compensations

Working hours are in accordance with national legislation and the collective agreement for chemical industries. Overtime is voluntary, should not take the place of a regular job and is always compensated. They are carried out in a responsible manner taking into account the scope, frequency and hours

worked by each worker individually and the workers as a whole. All wages and benefits paid to workers comply with the national and industrial reference regulations. The Resilux Group therefore provides all its workers with written information about their working conditions in relation to salaries before accepting employment.

#### **2.4. Freedom of association**

All workers of the Resilux Group, without distinction, have the right to join, as well as to negotiate collectively. Resilux adopts an open attitude towards the negotiation activities of its workers. The representatives will not be discriminated against and will have access to develop their representative functions in the workplace. Where the law restricts the freedom of association, the Resilux Group recognizes the rights of workers through negotiation with analogous means.

#### **2.5. Equal Opportunity Employment**

Employment at the Resilux Group is based solely upon individual merit and qualifications directly related to professional competence. The Resilux Group strictly prohibits unlawful discrimination or harassment of any kind, including discrimination or harassment on the basis of race, color, religion, veteran status, national origin, ancestry, pregnancy status, sex, gender identity or expression, age, marital status, mental or physical disability, medical condition, sexual orientation or any other characteristics protected by law.

#### **2.6. Positive Environment**

The Resilux Group provides all its workers a stable and regular employment. To the largest extent possible, the work to be carried out should be based on labour relations recognized and established through national legislation. All workers have a written contract<sup>1</sup> prior to their entry and Resilux obligations to employees are defined.

The Resilux Group strives to maintain an environment free of harassment, where all employees are respected. In many cases, workplace harassment is a form of discrimination that is generally defined as any verbal or physical conduct that occurs because of a certain individual's characteristic such as race, gender, age or religious belief. Workplace harassment is generally defined as any action that inappropriately or unreasonably creates an intimidating, hostile or offensive work environment. The Resilux Group prohibits unlawful harassment in any form – verbal, physical or visual.

#### ***Workplace Violence***

Resilux strives to maintain a work environment that respects the dignity, safety and security of all employees, is conducive to good job performance and is free from all types of workplace violence. Resilux will not tolerate violence, threats, threatening and malicious behavior, intimidation or any form of workplace violence from any source. Generally, Resilux defines workplace violence to include intimidating or harassing conduct that has the effect of engendering fear in the recipient and creates an unreasonably hostile or intimidating work environment for the recipient.

#### ***Sexual Harassment***

Sexual harassment is a form of workplace harassment that affects the dignity of men and women at work. Sexual harassment includes, but is not limited to, demanding sexual considerations in exchange for job benefits, threatening or taking adverse employment actions if sexual favors are not granted, or unwelcome physical contact.

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<sup>1</sup> not applicable to the US labour system

Employees who believe they've been harassed by anyone at Resilux, or by a Resilux partner or vendor, should immediately report the incident to their supervisor, Human Resources or both. Similarly, supervisors and managers who learn of any such incident should immediately report it to Human Resources. Human Resources will promptly and thoroughly investigate any complaints and take appropriate action.

### **2.7. Working conditions**

The Resilux Group provides a safe and hygienic work environment adopting the necessary measures to prevent accidents, eliminating the dangers or minimizing the risk of their occurrence. In this way, the Resilux Group has a Health and Safety Committee at work, in charge of identifying improvements in preventive matters and ensuring that workers receive training regularly on hazards and their prevention in different places of work and hazards associated with their job.

### **2.8. Privacy**

Resilux is committed to protect the privacy of employee personal information. Employee personal information will not be collected, used or disclosed other than as authorized or as required for business reasons.

## **3. EMPLOYEE COMMITMENTS**

### **3.1. Conflicts of interest**

It's the duty of every employee to avoid business, financial or other direct or indirect interests or relationships which conflict with the interests of the Resilux Group, or which divides his or her loyalty to the Resilux Group. A potential conflict of interest that is unavoidable need to be carefully managed. In all cases they must be disclosed to your manager and discussed openly, promptly and straight forwardly and must be documented by writing for future reference.

### **3.2. Bribery and corruption**

The Resilux Group does not permit bribes being given or received. Receiving or giving bribes will have disciplinary consequences within the organization. Thus, neither does it support the practice of facilitation payments by any of the members of the organization, nor will it offer or receive gifts from public or private agents, meals or entertainment that go beyond legitimate business purposes. The Resilux Group does not make political contributions, nor makes donations to obtain inadequate commercial advantages.

### **3.3. Use of company assets**

Employees have the duty to protect Resilux assets, ensure their efficient use and ensure that they are protected from use by unauthorized individuals. Resilux Group employees shall not steal company assets or resources. All assets and resources of the company must be used for legitimate business purposes only. Corporate property includes, but is not limited to: premises, equipment, supplies, furnishings, Employee search accounts, funds, reports, records, vehicles, trade secrets, computer software, hardware and networks, internet accounts and intangible items such as the details of business application systems.

### **3.4. Confidential information**

The Resilux Group employees shall not disclose or misuse confidential information obtained through business transactions or otherwise. Confidential relationships between Resilux and its stakeholders shall be duly protected. Employees who possess or have access to confidential information must not use the information for his or her own benefit or the benefit of persons inside or outside the Resilux

Group. The confidentiality of information entrusted to the employee by the Resilux Group or its customers must be maintained except when disclosure is authorized or legally mandated.

## **4. CORPORATE GOVERNANCE**

### **4.1. Legal, social and environmental responsibility**

The Resilux Group ensures that all its activities comply with and are within the meaning and intent of all applicable laws and regulations to protect the interests of our shareholders and our organisation. The Resilux Group will carry out its business with respect for the environment and will strive for a reduction of the corporate overall impact on environment (management of waste, energy consumption, carbon emissions,...).

### **4.2. Competition**

The Resilux Group and the employees of the Resilux Group shall ensure that Resilux business practices comply at all times with applicable competition rules wherever the Resilux Group does business.

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This document is distributed and made known to the entire organization, customers, suppliers, collaborators and other interest groups. Likewise, each of these groups may communicate any irregular practice related to the breach or violation of the behavior contained in this document to the mail [Ethics.Manager@resilux.com](mailto:Ethics.Manager@resilux.com), through which they may also come in contact to resolve any questions regarding the interpretation of these principles.

Retaliation against individuals who have reported or provided information concerning acts of misconduct or wrongdoing, or who have cooperated with audits or investigations or other inquiries is prohibited. Such behavior violates the fundamental obligation of all staff members to uphold the highest standards of efficiency, competence and integrity and to discharge their functions and regulate their conduct with the best interest of Resilux only in mind.