GREENFLEX BV

Company Policies: Code of Conduct

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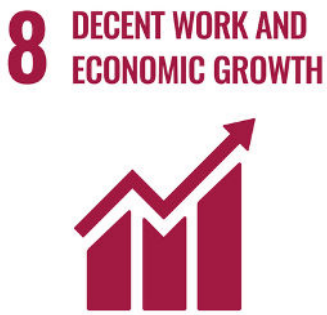
INTRODUCTION

PURPOSE



This document describes the code of conduct at Greenflex BV, located in Ovenhoek 49 Roeselare Belgium. As stated in SDG 8, we aspire to "support sustained, inclusive, and sustainable economic growth, full and productive employment, and decent work for everyone."

The Code of Conduct informs Greenflex employees that following these guidelines is mandatory, and that we should not discriminate against other employees.

GREENFLEX BUSINESS

One of the essential and core concepts of corporate activity is socially responsible company management. When business choices are made, the economic, social, and environmental ramifications must be considered, and a suitable balance of interests must be established. Greenflex seeks to raise awareness of these concerns among its members. This Code of Conduct serves as a guideline for Greenflex members' ethical business behavior in dealings with customers and suppliers. Greenflex is devoted to its stakeholders' superior interests and assists them in establishing solid roots for their innovative and high-quality goods and services on the national and worldwide market.

IMPLEMENTATION OF THE CODE

We take every reasonable effort to incorporate this Code of Conduct into our daily operations. If there are any flaws, Greenflex takes immediate action to correct them. Greenflex's contractual partners shall be explained how the Code of Conduct is upheld upon request. This reporting does not include business secrets or other sensitive information that must be kept confidential.

GREENFLEX MAIN PRINCIPLES

01

MISSION

"Transforming the textile packaging industry, improving the lives of our employees and customers while making the world a better place."

02

VISION

Move forward: Disrupt and innovate. Constantly strive for progress and improvement. Challenge yourself and others to think bigger, go further and achieve more.

Move fast: Work fast and get things done. Value simplicity and reduce bureaucracy. Take risks and learn from mistakes.

Work outwards: Safety, quality, integrity, and attitude. Take personal behavior seriously and put the team's success above your own. Think about how your work affects others.

Act as Owners: Treat the company and its resources as if they were your own. Trust in the abilities of others. Understand that if the organization succeeds, you will succeed.

03

BASIC PRINCIPLE

We must all behave honestly, objectively, and diligently in the discharge of our obligations and responsibilities. No one is permitted to engage in any unlawful or inappropriate behavior.

Dishonest or unlawful behavior that jeopardizes Greenflex's and its stakeholders' integrity will result in disciplinary action.

04

GENERAL PRINCIPLES OF BUSINESS MANAGEMENT

Greenflex is bound by the Code of Conduct and complies with the laws and legal provisions of the countries in which it conducts business. Greenflex believes in fair competition and opposes all forms of corruption, including extortion and bribery. The company strives to increase openness across its procurement chain and to guarantee adequate disclosure of its business operations to the outside world.

SUPPORTING EACH OTHER

These guidelines apply to all employees of Greenflex

DEALING WITH COLLEAGUES

All Greenflex employees should behave in a professional manner and treat each other with the utmost respect and dignity.
Discrimination and harassment are not acceptable and must be addressed. Discrimination occurs when a person is treated unfairly because of their gender, age, ethnicity, religion, trade union involvement, pregnancy, or any other legally protected feature. Harassment occurs when a person feels frightened, insulted, or humiliated as a result of any of these traits.
We understand that each employee has the freedom to join or not join a trade union. We invite our workers and their representatives to communicate with us.

DEALING WITH THIRD PARTIES

Everything we do has an impact. That is why, to sustain long-term relationships with consumers, distributors, and suppliers, we want our day-to-day decisions to be founded on conducting good business with integrity. Our customer policy is based upon these principles:

Greenflex's company performance relies heavily on customer service and satisfaction. We want our consumers to know that we conduct business ethically, transparently, and legally. We show respect to our business partners, and we should show respect to one another.

Bribes are not accepted or given by us. It is our obligation not to provide, accept, or solicit anything of value in return for a favorable decision or future treatment.

Conflict of interest. We must all avoid situations that might cause or appear to cause a conflict between our personal interests and Greenflex's. If a reasonable person can dispute whether your objectives are in Greenflex's best interests, you have a conflict of interest.

Fair competition is something we advocate. We shall never agree to allocate or restrict consumers, suppliers, markets, goods, purchases, services, or sales areas with rivals or business partners — in fact, we shall never discuss such topics with a competitor or business partner. We do not agree to establish pricing or price-related terms or conditions with rivals.

USE OF COMPANY ASSETS

Greenflex property

To guarantee proper use and maintenance, all Greenflex personnel must keep their work area clean and organized and observe all Company standards.

Greenflex property (computers, pagers, phones, cellphones, copiers, fax machines, Internet services, and printers) is strictly for business use. Personal usage when needed is OK, but it should be the exception rather than the rule. Greenflex maintains the right to penalize workers who utilize corporate property for personal gain.

Greenflex Vehicles

Any employee whose employment requires them to drive a Greenflex vehicle must be permitted and approved to do so. The staff driver of a Greenflex vehicle is responsible for ensuring that the vehicle is fully operable before each use. Any vehicle determined to be dangerous will be pulled from service until it has received the necessary maintenance or repairs.

Misuse of information

Any information held or utilized by Greenflex, such as any company employee, customer or client lists, is included in the term "information" as used in this policy. These include:

- Any information from a company's database, including addresses and phone numbers.
- Any information from the employee personnel files of Greenflex, including employee addresses, phone numbers, job status, and salary history.
- Photographs, videotapes, and sound snippets of any Greenflex employee, client, or customer.

Unless permission has been granted, no employee may intentionally disclose such information to a third party. Other personnel who do not have the right to know such information could be included. Any breach will be deemed a breach of Greenflex's confidentiality policy, as well as a possible violation of state or federal law.

THIRD-PARTY INTELLECTUAL PROPERTY

Other people's intellectual property includes both commercially protected rights (such as patents, trademarks, and registered designs) and copyrighted materials (such as software, image rights).
We must always respect other people's intellectual property, and we may only use it after obtaining clear permission.

COMPLIANCY WITH REGULATIONS

01

HUMAN RIGHTS

In its commercial activities, the company respects human rights. It ensures that it is not implicated in any human rights violations. The company upholds e.g. the following rights:

- Equality of rights and the prohibition of discrimination.
- Privacy protection.
- The right to freedom of speech and opinion.
- The right of employees to health and safety at work.

02

WORKING CONDITIONS

At the production site, Greenflex pledges to adhere to social norms. To that purpose, it adheres to the fundamental working standards, including:

- Prohibition of forced labor.
- Prohibition of child labor.
- Adherence to local working and rest time restrictions; the maximum weekly working time should not exceed 48 hours (excluding overtime). Overtime is optional and must be rewarded.
- Payment of a wage that is suitable to the activity and location of employment, with equal compensation for equal labor.
- Adherence to local occupational safety and health requirements.
- Respect for the right to assemble and collective bargaining.

03

ENVIRONMENTAL PROTECTION

Greenflex practices environmental stewardship. To obtain an acceptable degree of protection, it demands economically viable methods. The company regularly optimizes its use of water and energy or ensures that long-term use of these resources is maintained to a minimum.

More information about environmental protection can be found in the sustainability, environmental & energy policy.

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