

Code of Conduct

“J-IT” IT-Dienstleistungs GesmbH
März 2020

1. Purpose

JIT operates to recognized national and/or international standards and appropriate codes of practice. For this reason, we work to the following ethical, social and environmental standards of conduct.

In addition to complying with the following provisions, we always comply with applicable laws, regulatory provisions and all contractual obligations as agreed between the Parties.

2. Human Rights

We respect internationally proclaimed human rights and shall avoid being complicit in human rights abuses of any kind. Slavery in all forms is forbidden. Furthermore, we adhere to all standards drawn up by the International Labor Organization (ILO) and to the standards following below.

2.1 Freedom of Association and the Right to Collective Bargaining

We seek to implement internationally recognized standards, e.g. ILO Conventions, without violating national legislation. We ensure that our employees and representatives including temporary (agency) workers may openly express themselves in their company concerning matters related to their working conditions.

2.2 Child Labor

Child labour is strictly prohibited. “Child labour” means the definition of ILO-IPEC and of Article 32 of the United Nations Convention on the Rights of the Child (UNCRC). If any child is found working at the premises, we immediately take steps to redress the situation in accordance with the best interests of the child.

2.3 Diversity and Non-Discrimination

We prohibit negative discrimination based on race, colour, sex, sexual orientation, language, disability, religion, political or another opinion, national or social origin, property, birth or other status, and support diversity, equality of opportunity and treatment in employment and occupation. We treat all employees with respect and do not use corporal punishment, mental or physical coercion, any form of abuse or harassment or threat of such treatment.

2.4 Remuneration

We provide remuneration according to national legal standards on minimum wage and avoid any wage deductions as a disciplinary measure. Where no national legal standards exist, the remuneration shall be sufficient to meet basic needs (ILO C131 — Minimum Wage Fixing Convention). The basis on which workers are paid is clearly conveyed to them in a timely manner.

2.5 Working hours

Working hours, including overtime, comply with applicable local laws. We respect the individual worker's need for recovery and secure that all workers have the right to adequate leave from work with pay.

2.6 Health and Safety

We provide our workers with a safe and healthy workplace and implement effective programs to improve the working environment as required by applicable law. We do our utmost to control hazards and take necessary precautionary measures against accidents and occupational diseases. We provide adequate and regular training to ensure that workers are educated on health and safety issues as required by applicable law. We do secure that, where it provides accommodation, it is clean, safe and meets the basic needs of the workers, and, where appropriate, for their families.

2.7 Data Protection and Privacy

The right to privacy is a fundamental human right. We agree to protect the personal data of customers and employees or other data subjects and complies with national and international data protection rules. We arrange security standards and reviews their conduct and implementation in order to protect personal data from being accessed or unlawfully used by unauthorized persons, as required by applicable legislation.

3. Environment

We act in accordance with relevant local and internationally recognized environmental standards and applicable local laws.

4. Fair Competition (Anti-Trust Law)

Competition law provides for the safeguarding and maintenance of free and undiluted competition in the interest of all market participants. We agree to defend fair competition in the market and adheres to existing laws that uphold and promote competition, in particular prevailing anti-trust laws as well as laws that regulate competition. In dealing with competitors, these provisions, in particular, prohibit collusion and other activities aimed at influencing prices or conditions, dividing up sales territories or customers or using prohibitive means to inhibit free and open competition. Furthermore, these provisions prohibit agreements between customers and suppliers by which customers are to be enjoined in their freedom to autonomously determine their pricing and miscellaneous conditions when reselling (determination of pricing and conditions).

5. Anti-Corruption

5.1 Compliance

We agree to comply with all Anti-Corruption Laws in any way related to the Agreement. Anti-Corruption Laws mean all applicable laws and regulations prohibiting bribery, corruption, kickbacks, or similar unlawful or unethical conduct, including, without limitation, the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions.

5.2 Anti-Corruption Business Practices

We agree that no payments of money or anything of value will be offered, promised, paid, or authorized, in any way related to the Agreement, whether directly or indirectly, by JIT, including any of its directors, officers, employees, or subcontractors, to any person, including to any Government Official to (a) improperly influence any official act or decision; (b) induce a person to do or omit to do any act in violation of a lawful duty; or to (c) secure any improper benefit, advantage, or favour for JIT; or (d) that would otherwise constitute a bribe, kickback, or other illegal payment or benefit. Government Official” means (i) any official, officer, employee or person acting in an official or public capacity on behalf of a government entity; (ii) any official or employee of a quasi-public organization or public international organization; (iii) any person exercising legislative, administrative, judicial, executive, or regulatory functions for or pertaining to government (including any independent regulator); (iv) any political party official, officer, employee, or other person acting for or on behalf of a political party; and (v) any candidate for public office.

Furthermore, we agree that it will not provide anything of value to any our employees, directly or indirectly, including any gifts, entertainment, travel expenses, discounts or credits, employment, investment opportunities, honoraria, or other things of value, in each case to improperly influence our employee.

5.3 Money Laundering

We agree to abide by and comply with all applicable anti-money laundering laws and regulations. Additionally, we prevent money laundering within our sphere of influence.