



Standard Policies and Procedures

Code of Conduct

August 2017

Quinyx Code of Conduct (incl. Environmental Policy)

This document describes how Quinyx' employees and contractors are to act in relation to Quinyx customers when performing implementation, support or other services. Also, how Quinyx acts towards society and its employees.

Fair Business Practices

Quinyx is firmly committed to fair competition and open markets. We require free and fair competition and compete as forcefully and constructively as possible while at all times complying with international and national competition law and regulations.

Quinyx is further committed to fair and best practice for payment practices, and is following the Prompt Payment Code administered by The Chartered Institute of Credit Management (CICM)

In return we expect / rely on our customers and suppliers to uphold the same principles in respect of fair business practices.

Confidentiality

We are committed to maintaining the highest degree of integrity in all our dealings with potential, current and past customers, both in terms of commercial confidentiality and the protection of all personal information received in the course of providing the business services concerned. We extend the same standards to all our customers, suppliers and associates.

Ethics

We always conduct our services honestly and honourably, and expect our clients and suppliers to do the same. Our advice and the methods imparted through our training take proper account of this. When it comes to gifts and hospitality we follow [ICC guidelines](#) to ensure there is no room for doubt on avoiding corruption or bribery.

Anti-Corruption

No abuse of power, nepotism or bribery, including improper offers of payments to or from employees or organisations, shall be tolerated. Gifts or similar benefits may only be offered to, or accepted from, a third party if modest in value and if consistent with reasonable hospitality given in the ordinary course of business.

Conflict of interest

When performing our services we always act in the joint best interests of Quinyx and our customers. In case of a potential conflict of interest in relation to a specific customer, our employees will not take part in meetings or projects where he or she for any reason might not be completely objective.

Specific instructions

When performing services at a customer's premises or place of business, we will always do our utmost to comply with a customer's specific instructions in relation to its premises or place of business.

Intellectual property and moral rights

We retain the moral rights in, and ownership of, all intellectual property that we create unless agreed otherwise in advance with our customers. In return we respect the moral and intellectual copyright vested in our customers' intellectual property.

Quality assurance

We maintain the quality of what we do through constant ongoing review. We encourage regular review meetings with our customers.

Duty of care

Our actions and advice will always conform to relevant laws, and we believe that all businesses and organisations should avoid causing any adverse effect on the human rights of people in the organisations we deal with, the local and global environment, and the wellbeing of society at large.

Social responsibility

Quinyx takes as many opportunities as possible to be a good corporate citizen, and give back to society whenever possible. That includes letting students conduct their thesis at Quinyx, being engaged in classes to help children learn to develop. Furthermore, we let some charity organisations use Quinyx for free (to staff help workers for example).

Minimising impact on the Environment

Quinyx conducts its business in an environmentally responsible manner. As a leader within SaaS Workforce Management Software, Quinyx continues to strive to reduce its carbon footprint. We consider compliance with legislation to be a baseline standard and we strive to continually improve our environmental performance. We compensate, by funding carbon offset options, our CO emissions, including all travel and offices. Furthermore, we commit to:

Green IT

- Running our SaaS-service fully in the cloud. We use Amazon Web Services, which means sharing hardware with other companies (however AWS is ISO 27001 certified, Information Security Management). Cloud-services are up to 84% more energy efficient for a company, compared to having own servers. At AWS a large portion of the power, driving the centers, is taken from renewable power-sources.
- Increasing the energy efficiency of the equipment, servers and infrastructure used in our offices, piloting new technologies and pursuing efficient space utilization and virtualization techniques.
- Engaging with our customers and other partners to understand how our products and services can help meet their sustainability goals; and investing in products and services that have sustainability benefits. For example use of e-learning instead of classroom training.
- Reusing, recycling and responsibly disposing of electronic waste.
- To the extent we can influence the facility/real-estate owner we work to reduce the water and energy used in our offices.
- We minimize printing of documents and have double-sided as printing default.

Responsible Sourcing

- Purchasing environmentally preferable products and favoring products with reputable certifications or labels.
- Setting environmental performance expectations in our Supplier Code of Conduct and, where appropriate, in supplier requests for proposals and contracts, and monitoring supplier performance.
- Where warranted by the environmental impact, showing preference to suppliers that can meet our business needs in environmentally preferable ways.

Travel and Events

- Implementing environmentally preferable choices for our travel and events and promoting ways for participants in our events to minimize their impacts. When travelling by airplane, we encourage using newer fleets, for example Norwegian Air.
- We avoid any non-direct flights
- Encouraging the use of public transit and rideshare options to reduce our employees' commute impacts
- Encouraging our employees to borrow a Quinyx bicycle for travel to external meetings within bicycle distance
- Not owning any vehicles driven by fossil-fuel. Currently we own 2 bicycles.
- Promoting virtual working technology in order to reduce non-essential business travel, for example video-calls and e-learning
- Placing our offices where our staff and customers can easily commute to. We do not provide cars nor parking spaces to any of our employees, partners or customers.

Quinyx will maintain an Environmental Management System, aligned with the ISO 14001 standard. We will actively educate and engage our employees, and will partner with other organizations to address environmental sustainability challenges. We will do our best effort to monitor and report on our environmental performance to our employees, customers, investors and other stakeholders. Quinyx's Board of Directors are responsible for overseeing the company's corporate responsibility effort which includes the environment.

The Board will review this policy annually to ensure that it continues to reflect the aims and aspirations of the company.

Equality and discrimination

We always strive to be fair and objective in our advice and actions, and we are never influenced in our decisions, actions or recommendations by issues of gender, race, creed, colour, age or personal disability. Our salaries are based on role and contribution, not race or gender. The latter is policed by our HR department on a yearly basis during the salary review.

Working hours, and working environment

We don't make rules on how little or much our colleagues should work, however we care about how they feel and how they contribute towards our company vision. Having said that, our contracts stipulate 40h working weeks. To monitor our colleagues' wellbeing, our HR department has bi-weekly meetings with all our managers. Furthermore, if someone, over a longer period of time, works very long hours or does not take any vacation, we can easily monitor that in Quinyx, our WFM application, and take the appropriate actions.

Quinyx follow, and in many cases exceed, local laws and regulations regarding working environment. We manage and develop our working environment constantly, and always in dialogue with the staff.