

Asap Code of Conduct

Our mission

Let everyone's talent and business grow and shine! We do this by putting the goals (and dreams!) of our temporary employees, customers and our own people first. We notice talent and give it opportunities to grow. Thanks to our versatile HR approach, we can be seamlessly deployed for customers in their organization. As a reliable and experienced partner, we believe that we can conquer any challenge if we tackle it together.

In pursuit of these goals, we are committed to conduct all of our business activities in a sustainable and ethical manner. We have similar expectations of the partners we do business with and expect every partner (our clients and their subcontractors, suppliers and their first-tier suppliers and other stakeholders) to conduct all its business operations with honesty, integrity and transparency and in accordance with the principles set out in this Code of Conduct.

We expect from our Partners to report any suspicion of misconduct or any deviation from our Code of Conduct.

1. Comply with laws and regulations

Partners are required to comply with all applicable laws, minimum industrial standards and regulations of the country in which they operate and where they source from.

2. Business integrity, gifts, hospitality and bribes

Partners shall conduct their business with integrity and shall compete fairly; in particular that they do not negotiate or conclude agreements with competitors on prices, market sharing or perform other similar activities.

Partners will not offer gifts and/or hospitality of any value, directly or indirectly, in order to obtain any improper benefit of advantage. Also, Partners are not allowed to offer any hospitality or transfer any gift of value to Asap employees that exceeds usual business conduct in their country of operation.

Partners shall have a zero-tolerance policy prohibiting any and all forms of bribery, corruption, extortion and embezzlement (covering promising, offering, giving of accepting any bribes).

Partners are expected to ensure that the sourcing of the products supplied do not finance or benefit armed groups.

3. Respect human rights

Human rights are rights inherent to all human beings, regardless of race, gender, nationality, ethnicity, language, religion or any other status. Human rights include the right to life and liberty, freedom from slavery and torture, freedom of opinion and expression, as well as the right to work and education. All people all over the world are entitled to these rights, without discrimination.

Accordingly, Partners are expected to:

- Respect human rights and uphold the principles set out in the United Nations Universal Declaration on Human Rights; in particular:
 - o The minimum employment age limit defined by national law, applicable regulation and the relevant fundamental Convention of the International Labour Organization is adhered by
 - o Compulsory or forced labour is prohibited
 - o Set working hours and annual leave in compliance with national legislation or an applicable collective agreement
 - o Pay employees, at the very least, wages and overtime pay that meet the legal or industry minimum
 - o Treat all their employees with respect, maintain adequate procedures and policies for preventing any form of harassment and abuse; and provide access to grievance procedures to report violations in this regard
 - o There is freedom of association
 - o Respect diversity, promote equal opportunity and ensure a non-discriminatory working environment

4. Health and safety

Asap expects that the Partners and their suppliers provide for healthy and incident free working environments for their employees. Partners must implement appropriate controls and working procedures preventing and controlling hazards and risks related to their specific industry. As a minimum, Partners shall provide potable drinking water, adequate restrooms, appropriate emergency procedures and first aid assistance.

Asap expects its Partners to insist on “Safety first” within the work environment.

5. Environment

Partners are committed to protect the environment in compliance with international standards relevant for their business as well as the applicable laws and regulations. Every Partner strives to continuously minimize the adverse environmental impacts of its activities, products and services through a responsible management of environmental aspects, including but not limited to (i) use of scarce natural resources, energy and water (ii) emissions to air and releases to water (iii) fertilization management (iv) (odor, noise and dust) emission, (v) potential and actual soil erosion and contamination (vi) reduction and recycling of (non-)hazardous waste (vii) biodiversity.

6. Violations of the Asap Code of Conduct?

Asap expect its Partners to embed this Code of Conduct into their organisations and their supply chain by developing and implementing appropriate internal business processes. To demonstrate compliance with this Code, Partners might be required to provide documentation or to allow Asap and/or any of its representatives to perform an audit at their facilities.

Any suspicion of misconduct or any deviation from our Code of Conduct must be reported directly to klacht@asap.be or plainte@asap.be . All such reports are treated as confidential. Asap reserves the right to disengage from Partners whose actions conflict with the requirements set out in this Code of Conduct. Serious breaches could lead to the immediate suspension of commercial relations with the Partner concerned.

Date:

Name and address of the Partner:

Name, title and email address of the Partner representative:

Signature: