



Flowid Code of Conduct

Flowid is committed to conduct its business with honesty and integrity, to follow the law and to make sure that each employee and business partner is treated respectfully. Flowid is proud of its excellent reputation as a responsible and reliable partner.

Notwithstanding local company specific values, business principles or other local codes already in place, this code of conduct contains the seven main business standards as rules of ethical behaviour all Flowid employees must follow. In some circumstances however, it may be uncertain how a business standard should be explained and followed.

When in doubt, please discuss with your manager or send your question to Flowid by using the contact form on the website www.flowid.nl.

Business integrity

Compliance with laws

Flowid must comply with all (local) laws and regulations applicable to its business activities. Flowid trusts you to make yourself familiar with the applicable laws and regulations and ask your manager how to comply with them.

Prevention of fraud

Flowid expects you to conduct your work in a reliable and honest way, not to steal or misuse any company property or property of your colleagues nor to mislead anyone or set up a scheme with the intention that you benefit in a way that was never intended by Flowid.

No corruption or bribery

Do not in any way (try to) bribe another person, organisation, or company. You shall not offer or accept anything of value from someone with the intention to obtain assistance in business matters. Flowid avoids any appearance of bribery or conflict of interest under all circumstances. Therefore, you should never accept (or offer) a gift or entertainment with a value exceeding EUR 100 or the local currency equivalent. Should you reckon that declining or not offering will be against (local) business courtesies, please discuss with your manager.

Avoid conflicts of interest

Avoid any situation where your judgement might be affected as a result of conflicting loyalties between Flowid and another person or business. Can your involvement in such situation be fully disclosed without embarrassing yourself or Flowid? If not, inform your manager so that neither your nor Flowid's integrity will be at stake.

Dealing with suppliers

Flowid companies must select their suppliers on the basis of objective comparison criteria, including commercial conditions, reputation, sustainability and reliability. Suppliers that adhere to the standards as reflected in this Code of Conduct should be contracted by preference.



Responsible work conduct

Flowid' IT and communication systems are built for business purposes. The capacity, software and security are not designed for private purposes and any use for private purposes should be limited as much as reasonably possible. During office hours it is therefore prohibited to regularly use private email or social media, visit websites, download data or install software for private purposes as that can harm Flowid' systems or reputation.

Responsible work environment

Flowid strives continuously to improve health and safety aspects within your work environment. The management and each employee is responsible for creating and maintaining a workplace culture that is free of harassment and discrimination, respecting all colleagues. Alcohol is not permitted in Flowid facilities although exceptions can be made for special events. Any use of drugs is strictly prohibited.

Corporate responsibility

Flowid is committed to take its responsibility in the field of energy, waste, purchasing, personnel, health and safety very seriously and each of you is expected to do the same. Flowid' corporate responsibility is set out on the website www.Flowid.com.

Proper authorisations and approvals

We expect you either to notify your manager or to obtain proper authorisation with respect to certain business matters. We consider such behaviour essential business practice. It is not the intention to restrict entrepreneurial spirit, but to mitigate the risk of inappropriate representation and binding of Flowid.