

PROSTAFF

Projekte brillant besetzt.

Code of Conduct (CoC) PROSTAFF Switzerland



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Introduction

The reputation of any company is as good as the behaviour of its employees. How we treat each other, which values are important to us, whether we comply with the law: All this shapes the image and reputation of PROSTAFF.

With regard to responsible, ethical and lawful conduct, each and every PROSTAFF employee contributes daily to further anchoring this understanding and culture within the company by living the values of respect, fairness and openness. This Code of Conduct is a guideline for the corporate and social responsibility at PROSTAFF. It is not only valid for our dealings with our customers and business partners, but also for the collegiality we live by.

Most of the topics addressed are actually self-evident because they are in line with common sense. However, it is important to us that we constantly reaffirm our culture of social responsibility, credibility and compliance with the law. We are called upon to follow these rules every day and in every situation. By keeping our common values in mind, we make ourselves aware of what we expect from each other, what behaviour we encourage and what is not tolerated in our company under any circumstances.

No discrimination

We are committed to treating each other with respect

We are committed to gender equality and equal treatment of people of different origins or backgrounds. Regardless of political or trade union involvement, religion, physical constitution or sexual identity, we assess candidates and work results objectively. Harassment or discrimination of any kind will not be tolerated. We respect each other's privacy and personal integrity.

For this reason, slander, intimidation, threats and accusations have no place with us. Fairness, respect, team spirit and openness characterize our cooperation with superiors, colleagues and employees. We also endeavour to create a motivating and performance-oriented working atmosphere characterised by personal responsibility.

These principles also apply to our conduct towards our external partners.

No violation of data protection
We handle confidential information
conscientiously

In our work we come into contact with information and business secrets. We always use information that we acquire in the course of our business activities conscientiously and only to the extent permitted and justified by business considerations. In particular, we do not make confidential information and business secrets available to unauthorized persons, neither internally nor externally. And we do not misuse such information for personal or unjustified advantages of third parties.

We treat the personal data of our clients, our employees, our business partners and applicants with particular confidentiality and take appropriate protective measures in accordance with our internal guidelines and processes, while adhering strictly to the principles of data protection.

No violation of own and third party property

We protect our knowledge and respect the property and personal rights of third parties

The material and intellectual property of PROSTAFF must be protected against loss, theft and misuse. The assets of our company are the foundation of our business. We therefore handle them carefully and responsibly. We protect them against loss and damage and use them only for the legitimate purposes of PROSTAFF. We do not tolerate fraudulent or other illegal actions against the assets.

We also undertake to respect the material and intellectual property of third parties and reject illegal ways of obtaining information.

No conflicts of interest

We are committed to integrity and transparency

Our work is based on objectivity and not on personal interests. In our decisions we are not guided by private interests or personal relationships. Situations that give rise to actual or potential conflicts of interest are disclosed internally.

Business relationships are based on objective criteria. Relationships from which purely personal material or immaterial benefits are derived must not influence the conclusion, continuation or termination of a business relationship.

We always make sure that mandates which our employees hold outside of PROSTAFF do not conflict with the interests of PROSTAFF or its customers.

No violation of the law
We respect the law and internal guidelines and quality standards

The framework of our actions is formed by the law and the laws. In addition, we observe the internal guidelines and the standards to which we have voluntarily committed ourselves. We know the rules applicable to us and adhere to them consistently.

No corruption or bribery

We are committed to integrity in our business and social activities

We run our business on the basis of honesty and the quality of our services. We therefore reject bribery or other forms of corruption.

Relationship management is part of business success. It does not operate in legal grey areas, nor is it carried out with illegal means. Employees of PROSTAFF neither directly or indirectly accept bribery nor do they make an offer themselves. Bribery is a criminal offence in business dealings, in the private sector as well as towards public officials. No payments or benefits are promised or granted in dealings with governmental agencies or authorities in order to influence decisions of officials or other public officials unlawfully in favor of PROSTAFF.

We may exceptionally accept or offer individual minor and customary courtesy gifts or invitations.

No misinformation

In our communication we are open, honest and clear

At PROSTAFF we encourage open, honest and clear communication with our customers, our employees and our external partners. If we are confronted with unpleasant questions, we do not avoid them.

Our high standards of communication also apply to marketing. With regard to our products and services, we communicate transparently and not deceptively.

No anti-competitive behaviour

We are committed to fair competition

As a success- and performance-oriented company, we are committed to a free market economy and are committed to fair performance competition. Compliance with antitrust law is a matter of course for us.

We make our business decisions on an objective basis and free of any discrimination. We strictly reject agreements that restrict competition with regard to price, territories or customers.

PROSTAFF convinces by presenting its own strengths and does not improve its position by devaluating competitors. Information about customers and competitors is only obtained from generally accessible sources.

No short-term action and thinking In In our activities and decisions we pursue the principle of sustainability

For us, being sustainable means that we balance the economic, ecological and social dimensions of our activities and decisions. We are careful to ensure that we use natural resources sparingly.

We are also committed to a healthy working environment. The health of our employees is equally in the interest of each individual and the company. While complying with labour and health regulations, we all share responsibility for creating a safe and healthy working environment.

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