



Attido Oy Code of Conduct

Introduction

At Attido, we are committed to fostering a professional, respectful, and inclusive work environment. This Code of Conduct outlines the principles and standards that all employees, contractors, and partners are expected to uphold.

United Nations Global Compact Commitment

Attido is committed to supporting and advancing the principles of the United Nations Global Compact. We pledge to:

1. **Human Rights:** Support and respect the protection of internationally proclaimed human rights and ensure we are not complicit in human rights abuses.
2. **Labor:** Uphold the freedom of association and the effective recognition of the right to collective bargaining, the elimination of all forms of forced and compulsory labor, the effective abolition of child labor, and the elimination of discrimination in respect of employment and occupation.
3. **Environment:** Support a precautionary approach to environmental challenges, undertake initiatives to promote greater environmental responsibility, and encourage the development and diffusion of environmentally friendly technologies.
4. **Anti-Corruption:** Work against corruption in all its forms, including extortion and bribery.

Our principles

1. **Integrity:** We act with honesty and integrity, upholding the highest ethical standards in all our actions.
2. **Respect:** We treat everyone with dignity and respect, promoting a positive and inclusive workplace.
3. **Excellence:** We strive for excellence in our products, services, and interactions, continuously improving and innovating.

4. **Collaboration:** We work together as a team, valuing each person's contributions and fostering open communication

Professional Behavior

Respectful Workplace

- **Respect and Courtesy:** Treat colleagues, clients, and partners with respect and courtesy. Avoid offensive, derogatory, or discriminatory language and behavior.
- **Inclusivity:** Foster an inclusive environment where everyone feels valued, regardless of race, gender, age, religion, sexual orientation, or any other characteristic.
- **Harassment-Free:** Maintain a harassment-free workplace. This includes unwelcome sexual advances, inappropriate comments, and any form of bullying or intimidation.

Communication

- **Clear and Open:** Communicate clearly, openly, and professionally in all interactions, whether in person, in writing, or online.
- **Confidentiality:** Respect the confidentiality of company information, client data, and colleagues' private information. Do not disclose sensitive information without proper authorization.

Professionalism

- **Accountability:** Take responsibility for your actions and decisions. Admit mistakes and work to correct them.
- **Reliability:** Fulfill your commitments and meet deadlines. If you cannot, communicate proactively and seek help if needed.
- **Conflict of Interest:** Avoid situations where personal interests could conflict with professional responsibilities. Disclose any potential conflicts of interest to your supervisor.

Anti-Corruption and Ethical Conduct

- **Zero Tolerance for Corruption:** We have zero tolerance for corruption in any form. This includes bribery, kickbacks, and any other unethical practices intended to influence business decisions.

- **Gifts and Hospitality:** Do not accept or offer gifts, favors, or hospitality that could be perceived as an attempt to influence business decisions. Any such offers should be reported to your supervisor.
- **Fair Competition:** Compete fairly and ethically. Do not engage in practices that distort competition, such as collusion, bid rigging, or insider trading.
- **Transparency:** Maintain transparency in all business dealings. Ensure that all financial records are accurate and reflect the true nature of transactions.

Use of Company Resources

- **Appropriate Use:** Use company resources, including technology, tools, and information, responsibly and for legitimate business purposes only.
- **Cybersecurity:** Follow best practices for cybersecurity, including using strong passwords, protecting sensitive information, and reporting any security breaches immediately.

Health and Safety

- **Safe Environment:** Follow all health and safety guidelines to ensure a safe working environment. Report any unsafe conditions or incidents immediately.
- **Well-being:** Promote a healthy work-life balance and support the well-being of colleagues.

Reporting Violations

- Reporting channels of possible violations:
Whistleblowing -channel (external/internal) <https://app.falcony.io/attido-wb/links/whistleblowing>
- Internal reporting: supervisor, HR department, or designated company representative.
All reports will be taken seriously and handled confidentially.

Consequences of Violations

Violations of this Code of Conduct may result in disciplinary action, up to and including termination of employment or contract. The severity of the action will depend on the nature and circumstances of the violation.

Acknowledgment

By working at Attido you agree to adhere to this Code of Conduct and uphold our principles in all your professional activities.