



# Code of conduct

Ladies and Gentlemen

Passion – Performance – Partnership: these are the values that have shaped Sekisui Alveo for more than 50 years. From humble beginnings, we have grown to become the leading European manufacturer for high-quality polyolefin foams. We have a great responsibility towards all our stakeholders.

This Code of Conduct is a confirmation of our common duty to act with integrity and defines a catalogue of policies and principles to which we adhere to in our daily decisions and activities. We are committed to ensure that this Code of Conduct is followed.

With ethical and integer behaviour, we create a work environment of which we can be proud. It is everyone's duty to act correctly in the interest of ourselves, our business partners, the local communities, the environment and our shareholders.

**Kenichi Takaki**  
Chief Executive Officer

**Frank Voermans**  
Chief Operating Officer

## Our Vision

### **Be the number one foam solution company**

We aim to secure a sustainable business operation by providing foam solutions which are beneficial to the society.

We aim our employees to work efficiently in a safe working environment with high motivation and sufficient skills.

We aim all stakeholders to be satisfied being with Sekisui Alveo.

## Our Core Values and Leadership Principles



### **Passion**

Thanks to our enthusiasm for foam, we truly understand the challenges and concerns of our customers.

### **Respect for People**

We work together in an environment that respects the dignity and worth of every person. We are proud of being a member of Sekisui Alveo. We are proud of our daily work, enjoy challenges and do our best to face them with a positive and constructive spirit. We foster team spirit.



### **Performance**

With proven know-how and proactive solution development, we head straight to the goal.

### **Focus**

We strive for excellence in all that we do. We continuously strive for mastering our work smart and with fast action. We focus our resources on important actions and complete them quickly.



### **Partnership**

We are always right here for you: helpful, flexible, energetic

### **Accountability**

We stick to our word and learn from our failures. We are reliable and committed. We are prepared to do special efforts and deliver high performance and best value for internal and external customers.

# Our Environment, Safety and Health Policies and Principles



## Environment

The safety and health of people and the environment is a prime concern of Sekisui Alveo. It shapes our company, the products and services we offer and our forward thinking. In addition to commercial targets, we also focus on environmental and social goals. We do not only invest in outstanding products, we are also committed to the sustainable and responsible use of resources.

- ✓ Environmentally friendly from A to Z; the Sekisui Alveo plant in Roermond, NL is ISCC PLUS certified. This globally recognised certification system for sustainability guarantees the careful use of resources and the reduction of negative environmental impacts throughout the entire supply chain.
- ✓ We continuously monitor the emissions from our manufacturing processes and products to minimise negative effects on the environment. By increasing efficiency in production, we reduce the use of energy and raw materials, thus contributing to environmental and climate protection. Besides the efficient usage of raw materials and energy, we promote the reuse, recycling and recovery of waste.

## Safety & Health

We conduct our business with respect and care for the environment and without compromising the health and safety of people; employees, customers and business partners. Safety first is our highest priority.



# Our Social Policies and Principles



## Human Rights and Non-Discrimination

We appreciate and respect the cultures, customs and values of each country and neither violate human rights ourselves nor participate in any such violations. We never become involved in any conduct that might lead to discrimination. We never discriminate on the grounds of race, colour, gender, age, language, religion, creed, disability, sexual orientation, nationality, geographical or social origin.

## Prohibition of Harassment

We do not accept sexual harassment or any conduct that might be understood or perceived as sexual harassment. We do not accept the misuse of power of a superior position.

## Prohibition of Forced and Child Labour

We comply with the laws for the minimum working age and other relevant regulations in each country. We do not carry out any form of forced labour in any of our corporate activities.

# Our Governance Policies and Principles

## Compliance

Financial integrity must never be compromised, internal and external audits are conducted on an annual basis. All processes are documented and annually updated.

All senior managers regularly confirm that they are not involved in any conflict of interest situation.

In order to prevent bribery an anti-bribery policy for receiving and giving gifts and/or entertainment is in place.

We ensure the compliance with the various countries' competition law, we maintain and promote a free market economy. We refrain from any kind of cartels and guarantee fair trade practices.

## Data Protection and Privacy

To maintain our business relationship, we have to handle personal information from our business partners. The respective Data Privacy Policy is available. We fully comply with the General Data Protection Regulation (GDPR) of the EU.

## Improper Behaviour and Misconduct

At Sekisui Alveo we are committed to conducting our business with honesty and integrity. A culture of openness and accountability is essential to help prevent such situations and to address them should they occur.

A whistleblowing policy is available to

- remind all Sekisui Alveo employees of their responsibility to report any actual or suspected business misconduct, malpractice or other impropriety
- provide a process for raising concerns and for dealing with reports made through that process
- offer protection and confidentiality to those who disclose information in good faith

## Confidentiality

At Sekisui Alveo we share information rather openly; this is part of our culture. We believe sharing information is important to make sure that our common targets are achieved.

We expect all our business partners to respect the confidentiality during and after the business relationship with Sekisui Alveo. Disclosure of any confidential information received on products, prices, financial data, business plans, company procedures, production methods and engineering documents to third parties is not allowed.

## Scope of Application & Consequences of Violations

This Code of Conduct is applicable to all Sekisui Alveo business partners. We expect everyone to adhere to the policies and principles of this Code of Conduct.

Violations of this Code of Conduct will result in appropriate sanctions.

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