

DigiPlex Code of Conduct



Our Code of Conduct reflects our commitment to ensure equality, treat everyone with respect and promote diversity in the workplace. The Code of Conduct helps us in our efforts to always act responsibly and ethically in order to build long lasting relationships with customers, colleagues and other parties.

Scope:

This Code of Conduct applies to all employees, job candidates, contractors, visitors and consultants.

Elements:

As the basis for our Code of Conduct we promise to treat everyone with the same respect and give the same opportunities for hiring, carrying out work responsibilities, advancement and benefits to everyone without discriminating due to protected characteristics like:

- age
- gender
- sexual orientation
- ethnicity/nationality
- religion
- disability
- medical history

Our HR department is responsible for assessing our processes company wide and ensuring they are bias-free. Whenever we find biases interfering, we will act immediately to refine our processes, train our people to combat their biases and protect possible victims of discrimination. We will give everyone the chance to work in an environment where their rights are respected.

Actions:

- How we make sure we are compliant with the Code of Conduct:
- Use inclusive language in all meetings, dialogues, signs, documents and webpages.
- Modify structures and facilities to accommodate people with disabilities.
- Provide parental leave and flexible work arrangement policies.
- Hire, train, promote and evaluate employees through job-related criteria.
- Allow employees to take religious or national holidays that aren't included in our company's official schedule.
- Train employees on communication, inclusion and diversity.
- Implement open door practices so employees can report discrimination more easily
- Use inclusive and respecting language when talking with colleagues, vendors and customers
- Ensuring that what we produce, create, publish or share is factually correct

Grievance Procedure:

All supervisors and managers are responsible to enforce these practices. Everyone should comply with our policy by treating others with respect.

If you see or suspect that our Code of Conduct is being violated, please inform [HR](#) and your line manager immediately. We will investigate promptly.




Wiljar Nesse, CEO

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