



LOMGroup's Behavioral Requirements

Guideline, Version 03, June 2017

A. Basic Behavioral Requirements

Integrity is our guiding principle in dealings with our customers, shareholders, business partners, employees and the general public.

These guidelines provide an overview of important regulations that are intended to provide support in legal and ethical questions. These guides must be lived by every one every day. Only then can we live up to our goal of acting responsibly and legally.

A 1. Behavior which Abides by the Law

Observance of the law and the legal system is a fundamental principle for our Company. Every LOMGroup Employee shall obey the laws and regulations of the legal systems within which he/she is acting. Violating the law must be avoided under all circumstances.

Regardless of the sanctions foreseen by the law, any LOMGroup Employee guilty of a violation will be liable to disciplinary consequences because of the violation of his/her employment duties.

A 2. Responsibility for the Image of LOMGroup

To a substantial degree, the image of LOMGroup is determined by our actions and by the way each and every one of us presents and conducts himself/herself. Inappropriate behavior on the part of even a single LOMGroup Employee can cause the Company considerable damage.

Every LOMGroup Employee should be concerned with the good reputation of LOMGroup in each country. In all aspects of performing his/her job, every LOMGroup Employee must focus on maintaining the good reputation of and respect for the Company.

A 3. Work-Related Standards and Principles

We respect and observe the internationally proclaimed human rights, including the rights to personal dignity and privacy. We shall not condone human rights abuses.

We shall not permit work carried out by persons under the age of 15. Exceptions apply to employment relationships in developing-countries under the International Organization Convention 138 (minimum lowered to 14) or to governmental authorized job trainings or apprenticeship programs that would clearly benefit the persons participating. LOMGroup will respect any local laws providing for a higher minimum age.

We are against any form of forced labor.

At LOMGroup, we work together with women and men of various nationalities, cultures, religions, and skin colors. Hence, we will not tolerate any discrimination, harassment or offence based on color, national origin, gender, religion, age, disability, union or political affiliation, sexual orientation, marital or family status against an LOMGroup Employee or a business partner. Any forms of sexual harassment, corporal punishment, physical coercion and verbal abuse are prohibited, as well as any intimidating hostile or offensive conduct.

These principles shall apply to both internal cooperation and conduct towards external partners.

We recruit, select, train, promote and compensate LOMGroup Employees solely on the basis of work-related criteria such as merit, experience and performance. Every LOMGroup Employee must be fairly compensated for their work with wages that meet at least minimum legal standards. Furthermore, we ensure that national and local regulations and agreements on working hours are being adhered to.



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