

Code of Conduct

StudentJob IvS mission

Provide highest quality service to benefit our customers.

Introduction

The StudentJob IvS (Teleporter.dk) standards are founded on internationally acknowledged United Nations (UN) and International Labour Organization (ILO) conventions and documents. Where national laws and regulations cover a topic that is dealt with this Code of conduct. It applies to all employees, including managers and executive officers. The Code sets standards for the employees of StudentJob IvS on ethical behaviour and serves as a tool to help employees understand StudentJob IvS policies.

StudentJob IvS employees are strongly encouraged to take action promptly when faced with non-compliance with the Code of Conduct. Employees should bring non-compliance to the attention of an employee who has the authority to deal with the matter.

1. There is no forced, bonded or involuntary prison labour.

1.1 Workers shall not be required to lodge identity papers or similar deposits with the Company and are free to leave the Company after reasonable notice.

2. Freedom of Association and the Right to Collective Bargaining

2.1 Workers, without distinction, have right to join workers trade union and to bargain collectively. StudentJob IvS has no right to interfere with, obstruct the union or collective bargaining.

2.2 Workers' representatives are not discriminated and have access to carry out their representative functions in the workplace.

3. Child Labour

3.1 StudentJob IvS does not employ children and recognises the framework on minimum working age for children set forth in the ILO Conventions and that youth should work in different types of employment than adults.

4. Discrimination and Privacy

4.1 There is no discrimination at the workplace in hiring, compensation, access to training, promotion, promotion, termination or retirement based on ethnic background, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

4.2 Measures are established to protect workers from sexually intrusive, threatening, insulting or exploitative behaviour and from discrimination or termination of employment on unjustifiable grounds, e.g. marriage, pregnancy, parenthood or HIV status.

4.3 StudentJob IvS is committed to respect the privacy of individuals and will handle personal data responsibly and in compliance with applicable privacy laws.

5. Competition and Data Protection

5.1 In line with national and regional legislation, any illegal price-fixing agreements and other collusive agreements on essential terms, rates, fees, charges and conditions between competitors (cartel agreements) which could eliminate, prevent, restrict or distort fair competition are prohibited.

5.2 StudentJob employees are not allowed to participate in price-fixing, whether direct or indirectly, market sharing, receive from competitors or disclose to competitors any information on prices or other terms and conditions regarding StudentJob and any unrelated third party, whether orally or in writing.

5.3 StudentJob lvS employees shall not disclose information that is not known to the general public for personal gain or the benefit of anyone other than the company. Such information includes technical data, financial data, operating data, customer information, memoranda and other information regarding the company's business and operational activities and future plans.

6. Harsh or Inhumane Treatment

6.1 Physical abuse or punishment, or threats of physical abuse, sexual or other harassment and verbal abuse, as well as other forms of intimidation, is prohibited.

7. Regular Employment

7.1 Obligations to employees under international conventions, national law and regulations concerning regular employment are not avoided.

7.2 All workers are entitled to a contract of employment in a language they understand.

7.3 The duration and content of apprenticeship programs are clearly defined.

8. Health and Safety

8.1 StudentJob lvS have a Zero tolerance policy for alcohol in the work place. This is strictly enforced in all work places. We work with our employees to ensure that anyone with an alcohol or drug problem receives proper counselling or treatment. Alcohol, drugs or other controlled substances is prohibited in our premises, vehicles and while conducting business.

8.2 Workers receive regular and documented health and safety training, and such training is repeated for new or reassigned works.

8.3 All employees of StudentJob lvS are responsible for their own safety when performing their work and must therefore comply with all safety regulations and exercise proper care to contribute to the prevention of accidents.

9. Wages

9.1 All workers are provided with a written and comprehensible contract outlining their wage conditions and method of payments before entering employment.

9.2 Additional trainings, improving professional competencies are provided within the Company.

10. Safe driving

10.1 StudentJob lvS will work proactive to secure that all drivers are educated and equipped for safe driving.

11. Environmental Commitment

11. 1 National and international environmental legislation and regulations are respected and relevant discharge permits obtained.

11.2 To lower the impact on environment, StudentJob IvS aims to use only new, EURO 5 and EURO 6 emissions class vehicles and other eco-friendly equipment.

12. Corruption, Money Laundering Prevention and Compliance with Laws

12.1 Corruption in any form is not accepted, including bribery, extortion, kickbacks and improper private or professional benefits. No employee may accept or offer bribery of any kind.

12.2. StudentJob IvS is committed to conduct business only with reputable customers and suppliers involved in legitimate business activities with funds derived from legitimate sources.

12.3 StudentJob IvS employees comply with applicable laws and regulations governing our business activities.