

# Business Ethics Policy

This policy outlines NOTE Windsor's principles regarding acceptable business behaviours and applies to all NOTE Windsor's stakeholders including our suppliers, who are required to adhere to these principles to be compliant with our terms and conditions.

Employees and other stakeholders must make good, ethical decisions based on our fundamental values of honesty, integrity, promise keeping, fairness, respect, concern for others, and personal accountability.

Employees and other stakeholders must always make decisions that are both legal and ethical. Ethical decision-making requires using common sense and good judgment, considering and evaluating a course of conduct in light of the following guiding principles: -

- Show uncompromising honesty and integrity in all of the company's activities and relationships.
- Avoid all conflicts of interest between work and personal life.
- Respect the dignity and worth of all individuals.
- Encourage individual initiative and innovation in an atmosphere of flexibility, cooperation and trust.
- Promote a culture where promise keeping, fairness, respect and personal accountability are valued, encouraged and recognised.
- Create a safe workplace.
- Protect the environment.

In the case that we have to apply corrective actions when one or several of these principles are violated, it will always be under a framework of fairness and respect.

NOTE Windsor are also committed to developing a sustainable supply chain and being a responsible partner to our customers. To this end, we are committed to work with our suppliers to wherever possible, ensure that conflict minerals, namely Tantalum (Ta), Tin (Sn), Tungsten (W) and Gold (Au), which may be used in electronic components we procure, are not being procured from sources that finance directly or indirectly conflict in the Democratic Republic of Congo.

Furthermore, as part of NOTE Windsor's corporate and social responsibility we take care of our employees and their working conditions. Stakeholders must observe and act in accordance with the highest standards of ethics and professional conduct. We feel it is very important to respect the principles outlined in the Conventions of the International Labour Organisation, especially regarding the following topics:-

- Forced or compulsory work is prohibited. Every employee works voluntarily and shall be free from any type of coercion or pressure to the contrary.
- The use of child labour is completely forbidden. In the case of NOTE Windsor's overseas suppliers, local laws on this topic should be followed regarding the permitted minimum age to hire someone. If local laws do not specify this then ILO Conventions must be complied with (ILO, C138).
- Equal opportunities shall always be promoted. Any kind of discrimination shall be avoided, and everybody is free to apply for any position in the company. The criteria used to select employees shall be in alignment with the job requirements. This shall include specific skills, technical knowledge and labour laws, but never taking into account the physical, ethnical, religious, sex, or any other personal background.
- The principle of fairness shall always be applied. In particular regarding remuneration, working hours, training, health and safety, career opportunities.
- Respect and dignity shall be maintained at all times by all of NOTE Windsor's stakeholders. Coercion of any kind (sexual harassment, psychological or physical aggression, and verbal abuse) is forbidden.

Every employee shall be responsible for promoting hygiene and cleanness within the workplace. All facilities must remain clean and ready to use by other employees.



Managing Director

