

VERSIE 1.0  
KLEYN GROUP



## **CODE OF CONDUCT DECEMBER 2020**

*FOR ALL EMPLOYEES OF KLEYN-GROUP AND AFFILIATES AND TRUCKPARTS1919.COM*

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### GENERAL

This document contains the Code of Conduct for all employees of the Kleyn Group and affiliates and Truckparts1919.com \*

The Employee Code of Conduct sets out policies regarding employee behavior towards their colleagues, supervisors, the entire organization and external parties.

We encourage freedom of expression and open communication, but we expect all employees to adhere to our Code of Conduct. Insults, participation in serious litigation and disruption to the workplace should be avoided at all times. We expect every employee to make an active contribution to a well-organized, respectful and cooperative work environment.

Management adheres to this Code of Conduct and uses these rules and regulations as a guideline in the day-to-day performance of their duties. Employees are also expected to actively comply with the rules and regulations of this Code of Conduct.

Kind regards,

Dave Nijssen

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### PURPOSE

This document is intended for all employees of the Kleyn Group (Kleyn Group B.V., Kleyn Trucks B.V., Kleyn Vans B.V. and Kleyn Services B.V.) and TruckParts1919.com. This also applies to employees with temporary (on-call) contracts, trainees, temporary workers, etc. Wherever the Kleyn Group and / or Kleyn is mentioned, TruckParts1919.com can also be read. Wherever an employee is standing, employee can also be read and she can also be read for he.

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### SCOPE

This policy applies to all our employees regardless of employment agreement or rank.

## **POLICY ELEMENTS**

What are the components of an Employee Code of Conduct Policy?

Company employees are bound by their contract to follow our Employee Code of Conduct while performing their duties. We outline the components of our Code of Conduct below:

### **COMPLIANCE WITH LAW**

All employees must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our company's finances, products, partnerships and public image.

### **RESPECT IN THE WORKPLACE**

All employees should respect their colleagues. We won't allow any kind of discriminatory behaviour, harassment or victimization. Employees should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

### **PROTECTION OF COMPANY PROPERTY**

All employees should treat our company's property, whether material or intangible, with respect and care.

Employees:

- Shouldn't misuse company equipment or use it frivolously.
- Should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports, intellectual property, etc.) Employees should use them only to complete their duties.

Employees should protect company facilities and other material property (e.g. company cars, tools, Workshop Equipment, ...) from damage and vandalism, whenever possible.

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## PROFESSIONALISM

All employees must show integrity and professionalism in the workplace:

- **Personal Appearance**  
All employees must follow our dress code and personal appearance guidelines.
- **Corruption**  
We discourage employees from accepting gifts from clients or business partners. If employees receive gifts from an external party, they are obliged to report this to their supervisor or manager, despite the financial value of the gift. The manager will evaluate if the gift can be kept. We prohibit the giving or receiving of bribes for the benefit of any external or internal party.
- **Duties and Authority**  
All employees should fulfil their duties with integrity and respect toward customers, stakeholders, colleagues and the community.  
  
Supervisors and managers must not abuse their authority.
- We expect supervisors and managers to delegate duties to their team members in consideration of each team member's competency and workload. Likewise, we expect team members to follow team leaders' lawful and reasonable instructions and perform their duties with care, skill and in a timely manner.  
  
We encourage mentoring throughout our company.
- **Absenteeism and Tardiness**  
Employees should follow the schedules of the company according to their employment contract. We expect employees to be punctual when coming to and leaving from work. We can make exceptions for occasions that prevent employees from following standard working hours or days. Exceptions will be documented.
- **Conflict of Interest**  
We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their duties.
- **Collaboration**  
Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.
- **Communication**  
All employees must be free to engage in open and courageous communication with their colleagues, supervisors and team members.

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### Benefits

We expect employees to not abuse their employment benefits. This can refer to time off, insurance, facilities, subscriptions or other benefits our company offers.

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### Safety

Our first priority is the safety of our employees, contractors, customers and anyone else who may be affected by our activities. Nothing we do is so important that it cannot be done safely, every time. We continuously look for ways to improve our safety culture, systems and processes.

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## **POLICIES**

All employees should read and follow our company policies. If they have any questions, they should ask their managers or Human Resources (HR) department.

### **DISCIPLINARY ACTIONS**

Our company may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Demotion
- Reprimand
- Suspension or termination for more serious offenses
- Detraction of benefits for a definite or indefinite time.

We may take legal action in cases of corruption, theft, embezzlement or other unlawful behaviour. This will have far-reaching consequences for the employment contract.

### **UNILATERAL CHANGE POLICY**

The employer reserves the right to unilaterally change guidelines in this Code of Conduct if he has such an overriding interest that the interest of the employee that is harmed by the change must give way according to standards of reasonableness and fairness.

*We promote freedom of expression and open communication.*

*We expect all employees to adhere to our Code of Conduct.*