

standing ovation

Code of Conduct

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We.
Committed to shared values.

standing ovation is a leading Swiss service provider for events, congresses and shared communication. We develop out-of-the-box event and communication formats. We create inspiring relationships between people and brands and we practise responsibility and sustainability.

We see ourselves as a business and as a social entity. Our Code of Conduct unites both domains. It merges present and future because you need to think ahead if you want to sustainably shape the present. Our Code commits us to be respectful towards people, resources and the environment. It is binding on us as a company and on everyone in our team.

The Code of Conduct was designed as a collection of rules valid for us. It is not exhaustive. More detailed guidelines and provisions may be added.

Zurich, August 2018

Michael Dancsecs
Owner.

Etienne Ruppen
Owner.

We take social responsibility.

*Treating others
with honesty
and respect.*



Social responsibility.

standing ovation is convinced that sustainable business success is founded on the excellent relationship we have with our employees, clients, suppliers and other stakeholder groups.

- Complying with all laws in force is a minimum requirement.
- Our social behaviour measures up to the most exemplary in our industry.
- We must ensure that our business practices are flawless and that we act responsibly towards our clients and suppliers.
- We do not engage in business activities in countries which are involved in armed conflicts or under UN economic sanctions.
- We do not permit forced or child labour, nor do we accept it of our partners.

Employees.

We respect differences of opinion and lifestyle and do not tolerate discrimination or harassment of employees as a result of differences of opinion and lifestyle.

We do not tolerate discrimination of or reprisals against those who have, in good faith, reported unethical or illegal conduct.

We grant all our employees equal opportunities. Regardless of diversity of age, gender, disability, faith, ethnic background or sexual orientation.

Our employees are our most valuable asset. Based on this insight, we attach importance to excellent standards of training and regular continuing development. Work-life balance is of particular concern to us.

All employees are bound by our Code of Conduct.

Equal opportunities.

standing ovation affirms the equality of men and women. We not only wish to satisfy the legal requirements, but also to actively provide equal support to men and women (e.g. maternity and paternity leave, continuing professional development). A central tenet of this is contractually stipulated equal pay (equal pay for equal work). Equal opportunities are function-based and determined by benchmarking.

Maternity/ paternity leave.

standing ovation not only grants maternity leave to female employees, it also offers fathers an opportunity to take up to 6 weeks paternity leave on request and subject to Management's approval.

Equal pay.

Equal pay for men and women is a core principle of our remuneration policy.

Part-time work.

standing ovation offers female and male employees the option to work part-time, operational considerations permitting. This option is also open to managerial staff.

Working hours.

Work-life balance is extremely important to us. Which is why standing ovation has flexible working hours and a generous overtime compensation model.

Performance review.

One of the objectives of the annual employee appraisal is to ensure equal opportunities in terms of career planning and professional development.

Rights at work.

standing ovation complies with all existing labour laws and recognises the right of employees to form or join trade unions and/or other employee organisations.

Health and safety at work.

standing ovation creates safe working conditions and cares about the health of its employees.

Salaries and continuing professional development.

standing ovation pays competitive salaries and promotes continuing professional development for its staff.

Well-trained motivated employees are a company's most valuable asset. standing ovation fosters the personal and professional advancement of its staff and pays fair market wages.

standing ovation's remuneration concept is part of its corporate strategy and plays a role in attracting and retaining the best-qualified, most experienced and most motivated staff. The principles of remuneration are laid down separately in the remuneration policy and constitute part of the employment contracts.

Our comprehensive remuneration concept comprises the following components:
basic salary, variable bonus (function levels 1, 2, 3, 4), fringe benefits, pension benefits (retirement and risk benefits) as well as one of the most generous time compensation models in our industry (defined according to function level).

Bullying and discrimination.

standing ovation hires employees solely on their abilities and qualifications. No one may be treated differently or discriminated against because of their background, skin colour, religion, nationality, origin, political or trade union involvement or views, or because of their gender or age.

standing ovation respects the personal dignity and rights of every employee and undertakes to create and maintain a workplace that is free from bullying and discrimination. Employees who feel that they are being harassed or discriminated against, whether directly, through electronic communication or in writing, are encouraged to speak to Management about their concerns.

Data protection and confidentiality.

standing ovation protects data and confidential information.

standing ovation protects business secrets and other confidential information from being disclosed to unauthorised persons. Employees who have access to business secrets or confidential information must not pass these on to third parties (including family members and friends). This obligation continues to apply after the employment relationship has ended.

How we act. Transparency. Responsibility.

*standing ovation
avoids conflicts of
interest.*



Bribery and corruption.

No personal benefits may be demanded, received, offered or granted with a view to obtaining preferential treatment when arranging, awarding or executing an order. Office holders may in no circumstances be offered or given personal benefits.

The only exceptions are customary occasional gifts and business gifts. Whenever an employee is confronted with an offer or demand of this nature, they must, immediately and unprompted, report it to their direct superior, who will in turn inform Management.

Any financial relationship with a supplier, company or client that goes beyond the normal amount of contact incurred in the course of working for standing ovation must be declared to the direct superior, who is required to pass this on to Management at the first opportunity without being requested to do so. Failure to comply with this regulation on bribery and corruption may result in prosecution and/or termination of the employment contract.

Conflict of interest.

standing ovation avoids conflicts of interest.

standing ovation employees avoid conflict situations that may arise as a result of personal interests competing with the interests of the company. In particular, they do not accept any external employment or offices, nor do they make any investments that run counter to their obligations to standing ovation. If, however, a conflict of interest should occur, the employee concerned must inform their direct superior and Management so that a transparent and appropriate solution may be found.

Conduct in the international arena.

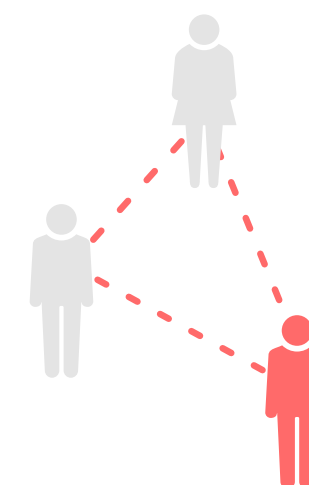
standing ovation acquaints itself with local practices.

To ensure correct conduct in the international arena, it is necessary to be acquainted with local legislation and customs. It is essential to have a clear picture beforehand. Swiss embassies, consulates or chambers of commerce will provide information.

In the international arena, caution must be taken in selecting local partners. When concluding contracts with local partners, an anti-corruption clause must be built in, in consultation with the Legal Department.

Reporting actual or suspected corruption.

If there are any doubts as to whether the rules on bribery and corruption apply, or if there are any uncertainties on how they are to be interpreted, the employees concerned must consult a member of Management.



Clients and suppliers as partners.

Fairness, satisfaction and transparency are just as much a part of our daily work as honesty toward one another.

We cultivate open, timely, direct and professional communication with employees and other stakeholder groups.

Transparency and communication.

We cultivate open, timely, direct and professional communication with employees and other stakeholder groups.

We strive to be genuinely needs- and results-driven. Relationships are cultivated by us and, as far as possible, developed into long-term partnerships. Where it makes logistical sense, preference is given to partner firms operating both regionally and sustainably.

Clients.

The success of our business strategy depends to a large degree on our relationship with our clients. This is why it is crucial to grow and maintain mutually beneficial business partnerships. These partnerships must be based on fairness, honesty and trust.

We consider it our duty and responsibility to deliver our services and products in accordance with prevailing health and safety regulations and at fair market terms.

Suppliers and subcontractors.

standing ovation also makes suppliers and subcontractors aware of their obligations. Our suppliers have a considerable influence on the direct success of our business. We expect from them quality awareness, innovation, efficiency and, by extension, good value for money. We also expect our suppliers to comply with the law and to conduct themselves ethically.

In return, we will endeavour to be a good, fair and sincere partner. If a supplier or subcontractor breaches one or more of the provisions of this Code of Conduct, the firm in question is required to take corrective action immediately. If the necessary corrective measures are not implemented within a reasonable time, standing ovation may terminate the business relationship.

We take the sustainable view.

standing ovation takes responsibility towards and safeguards employees and the environment.

Sustainability and successive generations.

We see ourselves as a partner to businesses which think and act sustainably. We place the responsible use of economic, social and material resources at the centre of our work.

Our internal procedures are geared toward low consumption of natural resources. When organising events, we are committed to protecting the environment. We favour service providers who likewise subscribe to these principles.

standing ovation takes responsibility! Responsibility towards fellow human beings and future generations as well as nature. Our "Take Responsibility" label testifies to this commitment. We seize the initiative and promote a growing sense of responsibility for the environment.

Environment.

We have FAMAB Sustainable Company 2.0 certification. We take the sustainable view in our work: For our clients, for ourselves, for our children and for the next generation. We start from the premise that resources and vigilance are limited. And that we can only achieve maximum impact if we ensure that both are sustainable.

MyClimate.

We make a sustainable contribution to voluntary climate protection. We offset our CO2 output through high-quality climate projects initiated by Swiss climate protection organisation MyClimate. These projects in developing and newly industrialising countries reduce climate-active emissions and also support the sustainable growth of the project regions.

Sustainable Company.

This seal is a mark of sustainable business methods within the live communication industry. In order to earn the certificate, we were audited for sustainable practices in line with industry needs in eleven sustainability-relevant business areas. standing ovation is very proud to have been awarded the certificate.

Our contribution to the environment.

While our environmental belief system begins with our everyday work, it extends well beyond that.

- standing ovation has been a climate-neutral enterprise since 2012. Our sustainable contribution to voluntary climate protection is an inspiring example.
- We actively support the use of renewable energy by covering 100% of our energy needs at our headquarters with renewable energy sources.
- We take steps to reduce energy consumption in our offices, including the use of energy-saving lamps and water taps.
- We recycle as many used materials as possible.
- Where feasible, we use local suppliers with local products to keep delivery distances short.
- We use ecological office and print materials.
- We have Sustainable Company certification.

What we offer our team.

- We support and foster the ecological awareness of our employees.
- Ergonomic work places.
- Free selection of fruits, mueslis, sweets and drinks (water, tea, coffee).
- Model employer committed to providing optimum conditions for a motivating, performance-driven working climate in order to attract best-in-class professionals.
- We encourage employees to evolve freely while taking responsibility.



Communicating conduct.

*standing ovation
ensures that all employees,
suppliers and contractors
are familiar with the
contents of this Code
of Conduct.*



Compliance with the Code of Conduct.

Every employee shares responsibility for complying with this Code of Conduct. In cases of doubt or uncertainty regarding compliance with the Code of Conduct, each employee can seek advice from a member of Management.

standing ovation ensures that all employees, suppliers and contractors are familiar with the contents of this Code of Conduct. It is published on the Internet at www.standingovation.ch for this purpose.

Breaches of the Code of Conduct.

standing ovation rigorously imposes sanctions for breaches of the Code of Conduct, corporate principles or the law.

Each employee is obliged to immediately report any breaches of this Code of Conduct, national or international laws or other corporate principles to their direct superior, who is required to pass this on to Management at the first opportunity without being requested to do so.

Employees who report breaches of the Code of Conduct are protected from reprisals.

Any breach of this Code of Conduct may result in disciplinary measures, up to and including dismissal, and/or prosecution.

**Do not
print.**

**Think
sustainability.**

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