

# Code of Ethics

“ We do business honestly, fairly and with respect to the individual and the wider public. We believe there is no proper way to do the wrong thing. ”

## Dedicated to:

All employees, so they know what is expected of them and that each of us is responsible for presenting and respecting corporate culture and ethical behaviour.

Leadership, so they know that their decisions, how they behave as role models and how they communicate with team members should be in line with company values and principles.

New employees, so they know what kind of company they are joining and what is expected of them, as well as what they can rely on and what principles will accompany their working life.

Business partners and stakeholders, so they understand our commitments in conducting business, as we expect them to align with them when working with us and let us know if they notice any deviations from the hereby articulated principles in practice.

## Our mindsets

### We act with integrity



We want to work with people who are transparent in their opinions and decisions. Walk the talk! We don't want to have anything to do with corruption. When working with external parties, we stay transparent and under no circumstances do we leave any impression that we are open to providing or receiving financial compensation that could be regarded as corruption.



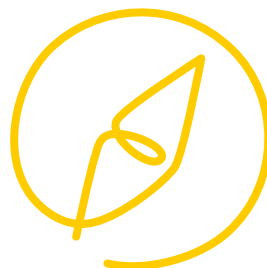
### We build long-term business relationships

Working together is much easier when people trust each other. When working with people, we approach them, talk to them and listen. We are fair towards our external partners. We believe that the value created is bigger when there is a win-win mindset on both sides.

### We focus on people



We all have different backgrounds and yet we work together. When working with people, we are open, respectful and curious. We always try to understand others' perspectives! This is not only about our internal relationships, but also about our users and clients.



### We are innovative

We drive our projects with a positive "can-do-attitude". Taking innovative steps requires taking calculated risks where failure is an option. We are open to new approaches, and aim to think "out of the box".

### We are professional



We are reliable in everything we do and responsible towards our target audiences. We actively seek to understand our own strengths and weaknesses and work continuously to develop & increase our proficiency. We deliver excellence and expertise in all we do.



### We are entrepreneurial

We take responsibility and ownership for the things we work on. We are not afraid to take decisions. We don't avoid problems, we approach them proactively. Even if we fail, we can always learn from it!

# Our commitments



When conducting our business we comply with laws and regulations and commit ourselves to ethical standard, following the principles stated below.

## **Company towards employees**

We create an environment in which people can realise their potential. We have an environment that helps them get the best out of themselves, from the perspective of professionalism and creativity but without compromising integrity. We create an employee experience that positively affects employees and their loved ones.

Innovation and creativity are in our DNA. The company expects employees to support these activities and become a part of them. In doing so, the company places great emphasis on protecting the rights and freedom of employees and persons concerned.

We act fairly towards employees and we respect their needs and rights with an emphasis on diversity and equality in the workplace.

We protect those who choose to report non-compliance with the laws, regulations or principles named in this Code.

## **Company towards the external environment**

### **Community**

We do business for profit, but with respect for communities. At the centre of our interest is the added value we create. We encourage active dialogue with the community and bring new solutions that have a positive impact on people's lives.

### **Environment**

In the environmental field, we do not only meet the minimum requirements, we create projects with the least possible impact, as evidenced by our activities in accordance with BREEAM and WELL certifications.

### **Corruption**

We reject corruption in any form. We do not accept or support similar practices by our employees, business partners or the institutions we are in contact with or personally.

We avoid situations that may represent a conflict of interest for us – both real and perceived.

### **Business partners**

We prefer long-term relationships with our business partners. We responsibly fulfil our commitments to our partners. We choose who we work with and our partners must respect the values we follow.

## Employee towards the company

I conduct my duties in compliance with law, regulation, internal policies and ethical standards.

I always look for ways to improve something, ways to make things more efficient and professional in accordance with our values. I stick to "walk the talk" and act in accordance with the firm's expectations, and if not sure about them, I seek for clear answers. I make an effort to fulfil corporate goals by fulfilling my business and developmental aspirations.

I don't put my personal benefit ahead of the benefit of the whole company and team. I make decisions with an emphasis on long-term success and if I have a dilemma, I ask questions loudly and do not try to run away from the situation. I ask for advice without compromising and then move my business forward with my actions.

I responsibly approach the property of the company as if it was my own. With this in mind, I use its resources and work with business partners and other stakeholders.

In case I see any non-compliance with the principles of this Code, I will not stay silent, but will point to it. In case of doubt or dilemma, I will ask for advice on how to proceed and use the available channels to report inconsistencies with principles in this conduct.



### Speak up

We are committed to open culture and all employees and business partners are encouraged to report on non-compliance with principles outlined in this code via web Speak-up platform.

Employees can also use other channels outlined in the HB Reavis internal Speak-up policy.

HB Reavis is committed to protect employees submitting disclosures in good faith against retaliation. All matters reported via designated speak-up lines will be dealt with discretely, fairly, consistently and with undue delay.

[Enter our Speak-up portal](#)

