



## Code of Conduct – Our Assets

# Internal control and authority

Background	Our standard	Our conduct
<p>Internal controls, including authority to represent and commit Zalaris, shall ensure that business processes are effective and carry an acceptable level of risk, that physical and intangible assets are safeguarded and utilized, that financial information is correct, complete and timely, and that laws, regulations and guidelines are followed.</p>	<p>Zalaris shall have internal controls that ensure that the Zalaris' goals, strategies and business processes are effectively executed. All commitments shall be made in accordance with the applicable regulations concerning authority.</p>	<p>You shall follow established procedures and guidelines. If applicable procedures and guidelines do not exist you shall act in the best interest of Zalaris. If you are in doubt how to act you shall consult your leader. You may only enter into a commitment if you hold authority to do so. The limits of your authority must not be exceeded. Internal controls are the responsibility of management, but the individual employees shall contribute to ensuring that effective and reliable business processes are in place.</p>

# Conflict of interest

Background	Our standard	Our conduct
<p>Conflicts of interests may lead to decisions that are not in the best interest of Zalaris as personal considerations may affect judgment and decision making. Although the intentions may be legitimate, the appearance of a conflict may be perceived as improper.</p>	<p>Conflicts of interest shall, wherever possible, be avoided. Service to Zalaris shall never be subordinated to personal gain and advantage.</p>	<p>Conflicts of interest could involve, but are not limited to, customers, suppliers, contractors, present or prospective employees and competitors. Anything that would present a conflict for you would likely also present a conflict if it is related to a member of your family.</p> <p>You shall not take actions nor have interests that make it difficult to perform your work objectively and effectively.</p> <p>You shall never take part in, or attempt to influence, a decision or settlement if there is a conflict of interest or other circumstances exist which could give grounds to question your impartiality.</p> <p>If a conflict of interest arises, you shall at your own initiative evaluate the circumstances and notify your leader of your possible impartiality or possible conflict of interest.</p>

## Private interests and activities

Background	Our standard	Our conduct
<p>Engagements in external positions and appointments may impact the working relationship with Zalaris or be in conflict with Zalaris' business interests.</p>	<p>Managers and employees shall not hold external duties or positions with a scope and work load which may affect their work ability and capacity unless such duties or positions are approved by their leader.</p>	<p>Prior to accepting any external duties or positions you shall consider the impact on your ability and work capacity. If you believe the impact will be negative for Zalaris you shall abstain from accepting such appointments. External duties and positions which may affect your work ability and capacity need advance approval from your leader in writing.</p>

## Confidentiality

Background	Our standard	Our conduct
<p>Information may have value for Zalaris or may need to be kept confidential because it involves employees or third parties. Unauthorized access to such information may impair the value and have a negative impact on Zalaris' reputation.</p>	<p>In Zalaris we safeguard information that is of a sensitive nature or which is classified as confidential due to other reasons. Information from external parties shall be treated with minimum the same level of confidentiality as our own information. The duty of confidentiality also applies after the conclusion of employment or contractual relationship with Zalaris for as long as the information is confidential.</p>	<p>It is your duty to ensure that information you create or receive is correctly classified and only disclosed in accordance with Zalaris' rules and guidelines. Caution shall be exercised when discussing internal affairs to avoid being overheard by unauthorized persons. If confidential information is to be shared with external parties, it is your duty to ensure that a written confidentiality agreement is in place.</p>

## Personal data and privacy

Background	Our standard	Our conduct
<p>Customers, employees and other related parties need to feel confident that personal data is processed in such a way that data is only used for legitimate business purposes and in compliance with GDPR and the Data Processing Agreements that we have with customers.</p>	<p>Zalaris' processing of personal data shall be subject to the care and awareness which is required according to laws and regulations.</p> <p>Processing of personal data shall be limited to what is needed for operational purposes, efficient customer care, relevant commercial activities and proper administration of human resources.</p>	<p>You shall only collect, process, and store personal data for legitimate business purposes and keep such data no longer than necessary for the purposes for which any data was collected.</p> <p>You shall in particular process customer's personal information in accordance with the relevant laws and regulations on protection of personal data.</p> <p>Data related to our customers' employees shall never be moved outside our service centers or stored outside our centrally defined safe file infrastructure.</p> <p>You shall read and adhere to Zalaris Information Security policy and understand how it applies to your role in Zalaris.</p>

## Properties and assets

Background	Our standard	Our conduct
<p>Zalaris' assets represent significant values and are of importance to its success in the markets Zalaris operates.</p>	<p>Zalaris' property and assets, e.g. buildings and equipment, shall be managed and safeguarded in a manner which protects their values.</p> <p>Zalaris' property and assets shall be used only for business purposes unless agreed in employment terms or in compliance with Zalaris' procedures and guidelines.</p>	<p>You shall use Zalaris' properties and assets with due care and in such a manner that the values are safeguarded.</p> <p>You shall observe Zalaris' security requirements concerning access and use of facilities, IT resources and electronic resources.</p>

## Accounting and financial reporting

Background	Our standard	Our conduct
<p>Zalaris shall follow IFRS and good accounting practices. Reliable, transparent, consistent and timely reporting of financial performance enhances investors' and other stakeholders' confidence in Zalaris and provide equal opportunity to act on such information.</p>	<p>Zalaris' accounting processes shall ensure that all transactions are correctly registered in accordance with local law and good accounting practices.</p> <p>The annual financial statements and interim financial statements shall be in accordance with the law, IFRS and good accounting practices.</p>	<p>You shall follow the Zalaris' accounting procedures concerning the registration of transactions and proper documentation to ensure that business transactions are fully and correctly recorded and documented in accordance with applicable accounting procedures.</p> <p>If you participate in Zalaris' reporting processes, you shall understand applicable valuation and presentation requirements and comply with Zalaris' disclosure controls and/or requirements as per IFRS and other relevant standards.</p>





Thank you!

Zalaris ASA

+47 4000 3300 [www.zalaris.com](http://www.zalaris.com)

