



# Code of Conduct Our Relationships



Simplify work life. Achieve more.



## Environment

Background	Our standard	Our conduct
<p>Our environment faces challenges and threats that may negatively impact climate, resources and quality of life. Zalaris is committed to conduct its operations with due regard for our environmental impact.</p>	<p>Zalaris is committed to minimize the impact on the environment of its operations. Zalaris shall adhere to relevant local and internationally recognized standards, minimize its environmental impact and continuously improve its environmental performance by implementing sustainable sourcing. We shall support development and diffusion of environmentally friendly technologies.</p>	<p>You shall contribute to minimizing the use of finite resources, including electric power, energy, water and raw materials.            You shall contribute to minimizing harmful emissions to environment, including waste, CO2 emissions – and other air emissions and discharges to water.            All our data center operations shall be powered with green renewable energy.</p>

## Customers

Background	Our standard	Our conduct
<p>We exist to help our customers maximizing the value of their Human Capital through efficient HR processes. Zalaris shall create growth by living our values service excellence, quality focused processes and employees – our key asset.</p>	<p>Zalaris is committed to deliver on our promises and actively work with our customers through open and honest communication to identify the best possible solution supporting our mission and the customers' goal.</p>	<p>You shall seek to understand the customers' needs through active listening and questioning.            You shall meet customers with insight, respect and understanding. “            You shall always try to fulfil the needs of the customer in the best possible manner, whilst complying with laws, regulations.</p>

## Suppliers

Background	Our standard	Our conduct
<p>Our suppliers are essential to our ability to operate and provide products and services to our customers. As Zalaris will be associated with its suppliers, their conduct may have an impact on Zalaris' reputation.</p>	<p>Suppliers shall be treated fairly and equally. Suppliers in competition for contracts with Zalaris shall be able to trust Zalaris' selection processes. Suppliers to Zalaris shall adhere to Zalaris' principles for supplier conduct.</p>	<p>When selecting suppliers you shall follow the established guidelines and procedures. You shall help our suppliers understand Zalaris' principles for supplier conduct. You shall also be alert to activity by suppliers that may be in breach of our principles for supplier conduct and report it to your leader.</p>

## Competition

Background	Our standard	Our conduct
<p>Fair and level competition is important to society and contributes to increased welfare as well as creating business opportunities for Zalaris.</p>	<p>Zalaris supports fair and open competition in all markets, both nationally and internationally. Zalaris' competitiveness in the market shall be based on good products and services at the right price.</p>	<p>You shall always meet Zalaris' competitors in an honest and professional manner. You shall not cause or be part of any breach of general or special competition regulations, such as illegal cooperation on pricing, illegal market sharing or any other behavior that is in breach of relevant competition laws.</p>

## Corruption and bribery

Background	Our standard	Our conduct
<p>Corruption is a threat to business and society in all countries. In addition to unfair competition it can also result in individuals being subject to blackmail and imprisonment. For Zalaris, anti-corruption is not only a legal obligation and an ethical standpoint, it is in our own interest to take a firm stand against corruption.</p>	<p>Zalaris is firmly opposed to all forms of corruption.</p>	<p>You shall never offer, give, ask for, accept or receive any form of bribe. A bribe occurs when someone attempts to influence a decision by offering some form of undue or improper advantage, favor or incentive. You shall not use agreements with middlemen to channel payments to anyone to facilitate corruption.</p>

## Gifts and business courtesies

Background	Our standard	Our conduct
<p>The distinction between corruption and gifts and business courtesies can be difficult to draw and due care must therefore be exercised.</p>	<p>We do not offer or accept expensive or extravagant gifts or business courtesies. Nor do we offer or accept any cash or cash equivalents as gifts.</p>	<p>You shall always exercise caution in relation to offering or accepting gifts and business courtesies. You shall not accept gifts or other remuneration if there is reason to believe that its purpose is to improperly influence business decisions. If in doubt, always consult your leader.</p>

## Money laundering

Background	Our standard	Our conduct
<p>Criminal activity is harmful to society. Money laundering in this context means to convert proceeds from criminal activities into assets which appear to be derived from legitimate sources.</p>	<p>Zalaris is firmly opposed to all forms of money laundering.</p>	<p>You shall only conduct business with partners involved in legitimate business activities with funds derived from legitimate sources. You shall take reasonable steps to prevent and detect any illegal form of payments and prevent Zalaris' financial transactions from being used by others to launder money.</p>

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We simplify HR and payroll administration, empower you with useful information so that you can invest more in people

**Thank you!**



**Hans-Petter Mellerud, CEO & Founder**