



September 2023

Code of Conduct



INTRODUCTION

At ZITON, we pride ourselves on our 'can do – will do' motto, which empowers our competent team to act and get things done. With the freedom to act, we will continue to lead the charge in the transition towards a more sustainable future.

At ZITON, we strive to create a safe, inclusive, and respectful environment for all individuals who are part of our community. This Code of Conduct outlines our expectations for behavior and establishes guidelines for everyone involved with and in our organisation, including employees, board members, volunteers, clients, contractors, and suppliers. By being a part of ZITON, you agree to adhere to the following principles and guidelines:



1. Safety and Well-being:

Promote a safe and healthy environment for all community members. Do not engage in any activities that may endanger the physical or mental well-being of others. Execute the Right-to-stop-work policy when identifying or suspecting unsafe conditions or unsafe acts during work. Report any safety concerns promptly to the appropriate contact within the organisation. At ZITON we have a "No Blame" culture to support our goal of improving and optimizing our operations more safely continuously.

2. Respect and Inclusivity:

We value diversity and treat all individuals with respect, regardless of their race, ethnicity, gender, sexual orientation, religion, age, disability, or any other personal characteristic. Everyone should feel welcome and included at ZITON.

3. Professionalism and Integrity:

We expect all at ZITON to maintain a high level of professionalism and integrity. This includes being honest, transparent, and acting in the best interests of the organisation and its mission. Avoid conflicts of interest and disclose any potential conflicts promptly.

4. Harassment and Discrimination:

Harassment and discrimination have no place at ZITON. We do not tolerate any form of offensive, intimidating, or discriminatory behavior, including but not limited to verbal, written, or physical abuse, threats, bullying, or unwelcome advances. Treat others with kindness, empathy, and understanding.

5. Communication and Collaboration:

Communication is essential for a healthy and productive community. Be considerate in your language and tone when interacting with others, whether in person or online. Listen actively, value different perspectives, and promote constructive and inclusive discussions. Personal attacks or aggressive behavior will not be tolerated.

6. Privacy and Confidentiality:

Respect the privacy and confidentiality of others. Do not disclose or use any confidential information obtained through your involvement in the organisation without proper authorization. Protect the personal information shared by individuals and adhere to our policies, applicable data protection laws and regulations.

7. Compliance with Laws, Anti-Corruption, and Anti-Bribery:

Comply with all applicable laws, regulations, and organisational policies, including anti-corruption and anti-bribery laws. Do not offer, promise, or accept any form of bribe or engage in corrupt practices. Refrain from engaging in activities that could create a conflict of interest or compromise the integrity of the organisation.

8. Human Rights:

Respect and promote human rights in accordance with the principles outlined in the Organisation for Economic Cooperation and Development (OECD) Guidelines for Multinational Enterprises and the United Nations Declaration of Human Rights. Treat all individuals with dignity and equality, ensuring their rights to freedom of expression, privacy, non-discrimination, and fair treatment.

9. Reporting of misconduct and whistleblower:

If you witness or experience behaviour that violates this Code of Conduct, report it promptly to the designated contact within the organisation, or via our whistleblower. All reports will be treated seriously and investigated appropriately. Retaliation against individuals who report violations is strictly prohibited.

10. Consequences of Violation:

Violations of this Code of Conduct may result in disciplinary action, which can include warnings, temporary or permanent expulsion from the organisation, termination of cooperation, employment or volunteer status, or legal action if warranted.

11. Continuous Improvement:

We are committed to continuously improving our community and fostering an environment that is welcoming, inclusive, and respectful. We welcome feedback and suggestions for enhancing our Code of Conduct and ZITON as a whole.

By participating in our community, you agree to uphold this Code of Conduct, support the “CAN DO. WILL DO.” attitude and contribute to a positive and supportive environment for everyone at ZITON.