

## Code of conduct



***“Let us be the role model in the recruitment industry by acting correctly.”***

**Dear Colleagues,**

We aim for establishing a good and healthy (Partner) environment for the “Leaders for tomorrow” in our organisation but also for the cooperation with our clients and business partners. That is our mission.

We can only do justice to it if we pull together. **Our code of conduct** is aimed at all Talentor partners and their employees as well as the management of Talentor International.

**As an advisor and guide**, it is intended to support us in working to achieve the best results every day, with every contact, with every decision and with every single action.

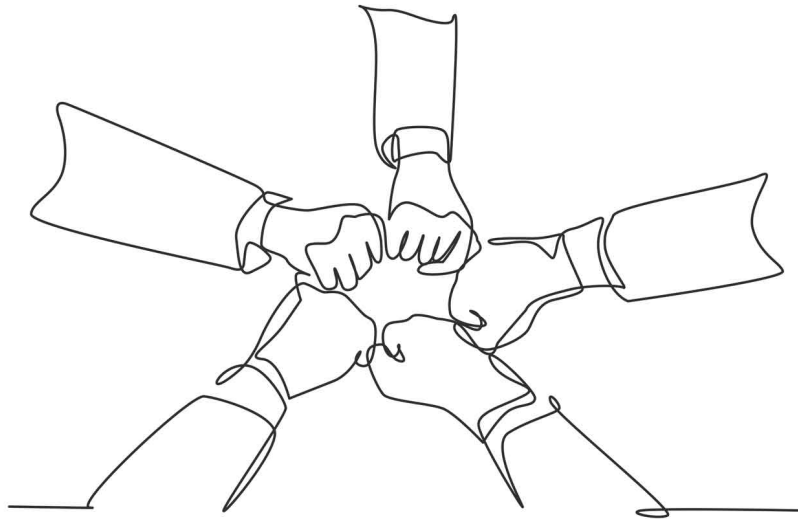
Our code of conduct describes **seven basic values for our professional actions**: It calls on us to create a culture of mutual appreciation and loyalty. It defines fairness and reliability as principles of our daily work. It requires us to act straight forward, always remain honest and commit ourselves sustainably to a better life.

**Please note our code of conduct!** It is not only our clear commitment to compliance, but also a regulation for all our actions: internally - for dealing with colleagues and employees- and externally - for contact with customers, candidates, and business partners. We expect the latter to also adopt the principles described in this code of conduct and work towards implementing them in their supply chains. Let us set an example together through correct action.

*If you have any questions or doubts, please contact us.*

*Sabine Steiner & Michael Sarsteiner*





## #1 Appreciation

Treating colleagues, customers, candidates and business partners in an appreciative manner is the basic prerequisite for genuine cooperation. Especially in professional life, there can be differences of opinion and challenging situations that can only be mastered with mutual respect. This not only advances our individual progress but also benefits the company as a whole.

Different opinions are not only unavoidable - they are also necessary to further develop our services and processes. We must always stick to the point, especially in our professional lives: **we do not allow personal devaluation.** If we treat people unequally, there must always be a factual and objective reason for it. Unequal treatment for other reasons, such as skin colour or ethnic origin, gender, age or sexual orientation, religion or belief, illness, or disability, is discrimination - and this is taboo at Talentor International Group.

Behaviour that results in colleagues, customers or business partners being insulted, humiliated, or embarrassed is undesirable at Talentor. This also includes any form of bullying. Signs of bullying can include slandering employees or their relatives, spreading rumours, threats, insults, or harassment. **But also, intentionally defamatory or unworthy treatments.**

This includes withholding information that is necessary for work. Sexual harassment in the workplace is also not tolerated in any form at Talentor. This includes any sexually determined behaviour that another person finds undesirable.



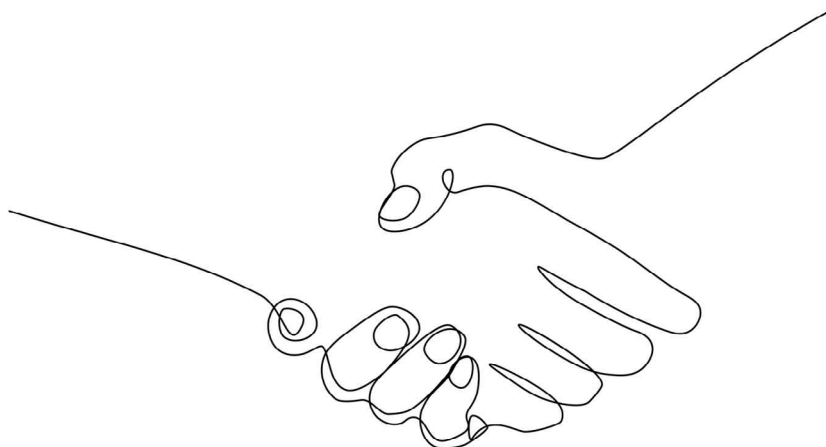
## #2 Loyalty

It is incumbent on all of us to protect and promote the reputation of the Talentor International Group and the partner companies that belong to us. Loyalty is the most important prerequisite for this. Inappropriate or careless behaviour by any member can cause significant damage to the company and the network partners. This also and especially applies to statements made in public.

Company-relevant statements made by Talentor members to the public in interviews, lectures or other publications **must not harm the interests and goals of the company.**

In any case, please coordinate with your local manager and, in the case of international impact also with the responsible communication manager at Talentor International.

Many Talentor members use social media platforms such as Twitter (X), Facebook and Instagram privately or professionally, blog or take part in forum discussions. **A thoughtless statement that would be quickly forgotten in real life can spread quickly on the Internet and be read by many people.** There are therefore a few rules that must be observed when using social media offerings to ensure that the interests of the Talentor Group, its customers and business partners as well as its employees are protected. **You may not share internal information or confidential company data, whether online or offline. In addition, the tone should always remain polite.** The rights of others, e.g. personal rights or copyrights, must be respected.





## #3 Fairness

It goes without saying that Talentor always behaves correctly towards market participants. Fair competition is the engine of our market economy: it creates efficiency, promotes innovation, and leads to more options for customers.

We do not participate in cartel agreements with other market participants. This also applies to all actions that aim to illegally influence competition. **We handle our competitive position responsibly** and ensure that we do not hinder other market participants in an anti-competitive manner or violate the requirements of antitrust law.

**Talentor partners believe in and promote fairness among the human races.** To us, fairness is about diversity, equity, and inclusion, creating equal opportunities between men and women of all colours and backgrounds.

We are convinced that **access to a diverse workforce is essential for success** – companies with a diversity and inclusion strategy experience higher levels of creativity, engagement, and retention. Talentor does not discriminate based on gender, religion, spirituality, national/ethnic origin, political views, members of a trade union, sexual orientation, disability, age or any other factor that does not directly impact the candidate in a job situation. We comply with high ethical standards in the way we do business, as well as the way we interact with our clients, candidates and other people. All our staff is committed to following our ethical guidelines.

Equality is something that our standardized and documented recruitment process upholds and gives all persons the opportunity to apply for any position.

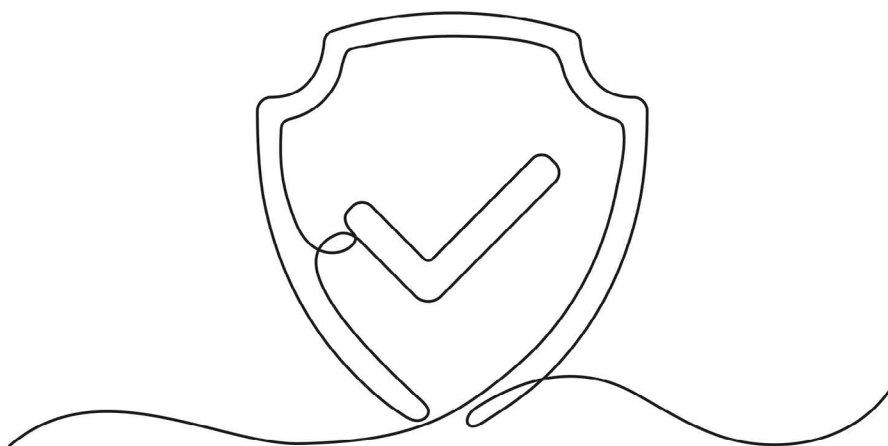
We are therefore **committed to diversity in hiring** and we share a commitment to combat racism, prejudice, and discrimination within our own organization, with candidates, the clients we serve, and in our communities.

# #4 Reliability

With our commitment and our services, we create new tangible and intangible operational assets every day. We expect all Talentor group members to be reliable in their daily handling of this capital. This also includes protecting any company property from misuse, damage, or loss.

Talentor International's assets include not only services, but also workflows, data assets, our branding, and our customer and business relationships. **They all require careful handling.** This also includes business secrets - you must maintain absolute secrecy about these - both during the duration of your employment relationship and after it ends. This is also true for **information that is entrusted to you by third parties in the course of your work.** When handling personal data (e.g. data from customers, employees or business partners), it is of the utmost importance for Talentor to comply with the legal requirements for the processing of such data and the company's internal guidelines on this topic.

If you need further information about protecting data and company property, please speak to your local manager first. Talentor International can also provide you with comprehensive advice on protecting company and business secrets.



*At Talentor we share the same values and mindsets!*





# #5 Honesty

Because of bribery and corruption, not only do companies fail, but our society also suffers significant damage. That's why we stand for honest business relationships and take active action against corruption and all other forms of economic crime.

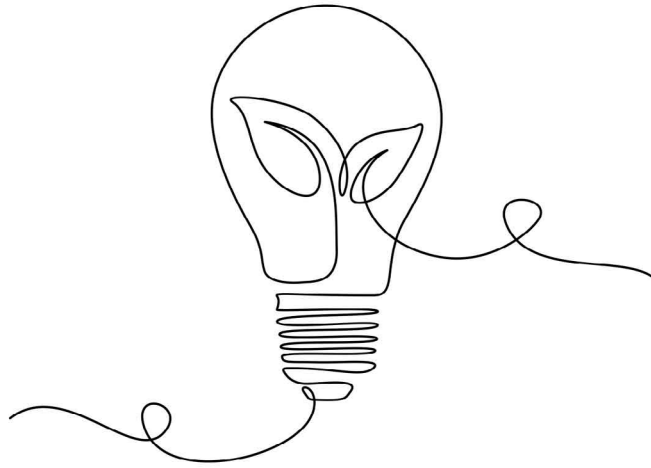
Corruption is the abuse of entrusted power for personal gain. Corruption is the most prominent form of economic crime. In business transactions, bribery of business partners and their employees as well as one's own corruption are considered criminal acts.

**Dealing with public officials is also particularly sensitive.** This group of people includes civil servants, representatives or employees of authorities, other public institutions, state-owned companies or public international organizations. Giving advantages or bribing public officials are crimes that can be approached more quickly than you would think. This also applies to dealing with elected representatives in the political sphere, i.e. elected representatives of parliaments and governments.

We must never give the impression through our behaviour that we want to influence certain decisions through donations or that even our own business decisions are "for sale". It follows that **we have to be careful even in seemingly harmless situations:** a small gift at the end of the year is sometimes not "small" enough.







## #6 Quality

For Talentor, quality is not a trend, but rather an essential element of our corporate strategy.

**We are committed to delivering excellence in executive search and recruitment services**, and this commitment begins with our unwavering dedication to quality. Quality is not just a standard we uphold; it is the cornerstone of our entire network.

**Our highest priority is ensuring client and candidate satisfaction.** By maintaining high standards of quality in our recruitment processes, we guarantee that to deliver top candidates who not only meet but exceed expectations also in cooperation with other Talentor partners.

**Quality also includes sustainability in our services.** We are primarily working towards more efficient use of energy, the reduction of climate-relevant emissions and a reduction in resource consumption. By searching and selecting the best candidates, we want to ensure “sustainable” placement of candidates and contribute to the success and competitive advantage of our customers.

Quality is not static; it's a journey of continuous improvement. We are dedicated to refining our processes, staying updated on industry trends, and incorporating feedback to ensure that we consistently deliver superior results.

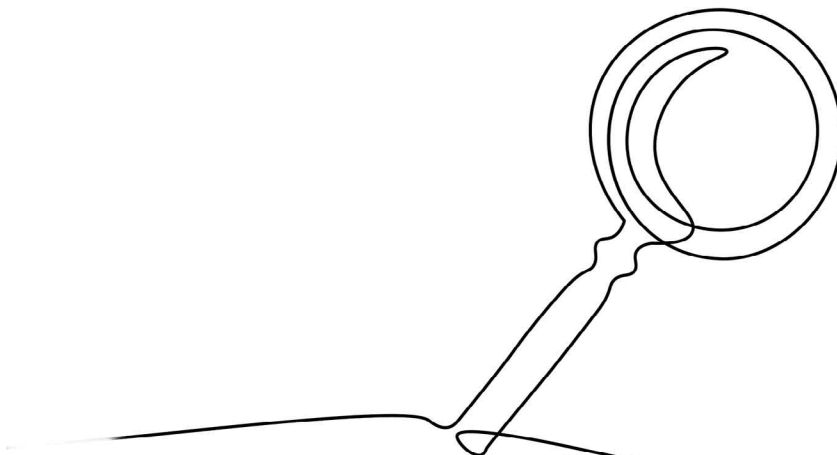
Committed and qualified employees make a crucial contribution to the success of Talentor – we attach great importance to promoting satisfaction and performance. We offer employees fair pay, additional company benefits, flexible working time models and individual offers that help them to balance their professional and private lives.

# #7 Transparency

Transparency is a crucial aspect at Talentor as it fosters trust and credibility among our community. By being transparent, Talentor demonstrates honesty and integrity in its operations and processes internally and to our clients and candidates.

By prioritizing open communication, honesty, and fairness, the Talentor employees contribute to a positive experience for all parties involved in operations and processes globally.

**Transparency is a guiding principle at Talentor.** We believe in open communication and clarity in all our interactions. Whether it's within our team or with our clients, partners, and the wider community, we are committed to providing information in a transparent manner. By fostering a culture of openness, we aim to build trust and strengthen relationships, ensuring that transparency remains a cornerstone of our values.





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