



Treston Code of Conduct

At Treston, we are committed to a corporate culture where we maintain integrity, respect, and professionalism, and act according to our values.

This document outlines the code of conduct for Treston and its employees when interacting with coworkers, authorities, business partners, and other stakeholders, whether on duty or representing Treston, worldwide.

By abiding by this Code of Conduct, we contribute to creating a positive and ethical work environment at Treston. Each employee plays a vital role in upholding these principles and ensuring the success of our organization.

The Treston Code of Conduct is in accordance with certified standards of ISO9001 and ISO14001, Treston values, Treston approval policy, Treston accounting manual, Treston brand guidelines, and other Treston processes and procedures. (For more information, see [General Guidelines](#))

For Treston suppliers, there is a Supplier Code of Conduct which reflects the same Treston values as our Code of Conduct and is based on the same principles.



General
Guidelines



1. Laws, Regulations, and Standards

Treston and its employees are required to comply with international and local laws and regulations, reporting obligations, and good practices in all countries where Treston is operating.

2. Labor and Human Rights, and Equality

Treston and its employees respect the [United Nations Universal Declaration of Human Rights \(UDHR\)](#) and comply with international and local legislation as well as [International Labor Organization \(ILO\)](#) regulations, which outline basic working rights such as freedom of association and prohibit the use of child and forced labor.

Treston is committed to providing equal opportunities for all. Discrimination or harassment based on race, gender, religion, age, disability, sexual orientation, or any other characteristic is strictly prohibited.



United Nations Universal
Declaration of Human
Rights (UDHR)



International Labor
Organization (ILO)



3. Workplace Health and Safety

Treston is committed to continuously improving health and safety matters and to organizing a safe and healthy working environment for its employees. Hazards and injuries are promptly reported and carefully monitored. Proper orientation is arranged for new employees and work-related safety training is provided whenever needed.

Treston employees are expected to maintain and promote a safe environment by adhering to safety guidelines and taking necessary precautions to prevent accidents. Employees are also expected to immediately report any hazardous situations or threats of hazards. Employees must not under any circumstances work while under the influence of abusive substances.

4. Responsibility and Environment

Treston is committed to protecting the environment and minimizing the environmental impact of its operations.

Treston employees are expected to act responsibly and ethically in the community and society at large.

Treston encourages employees to adopt environmentally friendly practices and to contribute positively to the communities in which we operate.



5. Bribery and Corruption, Gifts and Fair Business

Any act of bribery and corruption is condemned. A bribe is a financial payment, gift, favour or entertainment given to another person to induce or reward them for improper performance of their function or activity, thereby securing business or gaining a business advantage.

Employees are not to offer, promise, or give a bribe, either directly or indirectly, to individuals, corporate entities, or public officials to obtain or retain business.

Employees are not to request, receive, or accept a bribe to provide any improper advantage to individuals, corporate entities, or public officials.

Employees must avoid situations that may result in a conflict of interest between personal and professional obligations and must disclose any activities, financial interests, or relationships that present or may present a conflict of interest.

Common, reasonable corporate gifts and hospitality (like meals, travel, or entertainment, typically valued at less than 100€) can be offered and received to maintain, develop, and strengthen business relationships. The gift must not influence decision-making and it must be consistent with accepted, legitimate business practices in the relevant country. Expenditure must not, under any circumstances, be excessive (typically worth more than a few hundreds of euros).

6. Values, Integrity, Respect and Tone of Voice

Employees of Treston are expected to demonstrate our values in their behaviour. Our values are:

- **Smiling customers:** We go the extra-mile for our customers.
- **Courage and bravery:** We dare to think and act boldly, and always take responsibility for our actions.
- **Success through teamwork:** We help each other, our partners and our customers succeed.
- **Pleased but not satisfied:** We always look for ways to improve.

Treston employees are expected to treat all colleagues, clients, and partners with respect and dignity, fostering a positive and collaborative work environment, respecting the contributions of team members, and working together to achieve common goals. Employees must also use professional language and tone in written and verbal communication.

Furthermore, employee online communication is expected to be respectful, professional, and aligned with our values and code of conduct, safeguarding Treston brand and reputation.

Employees are expected to be honest, provide accurate information, maintain transparency, take responsibility for their actions and decisions, admit mistakes, and work without delay to rectify them.

In conflict situations, employees must behave professionally and constructively, addressing disagreements directly with the individuals involved without delay and seeking resolution through open communication and compromise.



7. Data Protection, Privacy and Confidentiality

Employees must handle company resources, data, and intellectual property with respect and in accordance with Treston guidelines (such as [IT security guidelines](#)) and legal requirements (such as [GDPR instructions](#) and [privacy policy](#)). Confidentiality of data must be respected, and sensitive data must be carefully safeguarded.

Treston owns all business-related data, such as customer data, and employees must handle and store this data as directed by Treston. Under no circumstances is this data owned by employees.

Employees must not take personal advantage of opportunities discovered through the use of Treston's property, information, position, or data for personal gain or to compete with Treston. Proprietary or sensitive information must not be disclosed without proper authorization.



IT security
guidelines



GDPR
instructions



Privacy
policy



To conclude

If a Treston employee is uncertain about how to act, they need to seek guidance from their manager or the management team.

Non-compliance with this Code of Conduct may lead to disciplinary action, up to and including termination of employment.

Treston encourages employees to report suspected misconduct to their supervisor, manager, or management team, or alternatively to use anonymous Whistleblowing channel on the website. Treston prohibits retaliation in case of good-faith reporting of actual or possible violations of the Code of Conduct. Treston is committed to thoroughly investigating and addressing all reported concerns.