Code of Conduct

This Code of Conduct sets out the principles and expectations applicable to all employees, management, temporary staff, consultants, and business partners of Victor Hydraulics. The purpose is to ensure responsible, lawful, and ethical behavior in all activities, including sales, procurement, technical support, marketing, and administration.

1) Values and Principles

We act with integrity, respect, and responsibility. We comply with applicable laws and agreements, and we prioritize quality, safety, and sustainability in our hydraulic solutions.

2) Scope and Applicability

This Code applies to all activities within Victor Hydraulics and to anyone representing the company, regardless of geography. Suppliers and business partners are expected to follow similar standards.

3) Compliance with Laws

- EU and Danish legislation: We comply with relevant laws, including competition rules, anti-corruption, export control, sanctions, data protection (GDPR), and occupational health and safety.
- Accurate documentation: Reports, quotations, invoices, and technical documentation must be correct, complete, and timely.

4) Anti-Corruption and Gifts

- No bribery: We do not give or accept bribes, illegal payments, or improper advantages.
- Gifts and hospitality: Small, reasonable, and transparent gifts may be accepted when legal and customary. Anything beyond that must be pre-approved by management.
- Conflicts of interest: Employees must not participate in decisions where personal or financial conflicts exist. Conflicts must be disclosed to the immediate manager.

5) Fair Competition and Market Conduct

- No cartels or illegal agreements: We do not exchange price, cost, or sales information with competitors and do not enter into unlawful agreements.
- Truthful communication: Marketing and product statements must be factual and verifiable.

6) Data Protection and Information Security (GDPR)

- Personal data: We process personal data lawfully, fairly, and securely with appropriate technical and organizational measures.
- Confidentiality: Customer data, drawings, software, IP, and other secrets may only be shared on a need-to-know basis and with proper authorization.
- IT security: Use strong passwords, enable two-factor authentication where possible, and report security incidents immediately.

7) Workplace Safety and Health

- Safe work: We follow applicable occupational health and safety rules and internal procedures to prevent accidents.
- Training: Relevant training in safe use of equipment and products is required.
- Reporting: All accidents, near misses, and hazardous conditions must be reported and addressed.

8) Human Rights, Respect, and Equality

- No discrimination or harassment: We treat everyone with respect regardless of gender, age, origin, religion, sexual orientation, disability, or other factors.
- Freedom of association and fair working conditions: We support lawful freedom of association and decent conditions in the supply chain.

9) Sustainability and Environment

- Environmental responsibility: We work to reduce energy and resource consumption, waste, and emissions throughout the value chain.
- Product responsibility: We prioritize quality design, reliability, and reparability to extend product life.

10) Use of Company Assets

- Responsible use: Equipment, software, vehicles, and materials are used only for legitimate business purposes.
- Document management: Follow versioning and archiving requirements for technical documents and contracts.

11) Communication and Social Media

- External communication: Only authorized persons speak on behalf of the company.
- Social media: Be professional and respectful. Do not share confidential or misleading information.

12) Quality, Technical Standards, and Traceability

- Standards: We comply with relevant technical standards and customer requirements.
- Traceability: Origin, materials, and changes are documented for accountability and traceability.

13) Whistleblowing and Reporting Concerns

- Report concerns: Employees may report violations, unethical behavior, or safety issues anonymously or openly.
- No retaliation: Good faith reporting must not result in negative consequences for the employee.
- Handling: Concerns are assessed objectively and handled confidentially.

14) Sanctions and Consequences

Violation of this Code may result in disciplinary action, including warning, suspension, or termination of employment, as well as possible legal action in case of law breaches.

15) Implementation and Updates

- Training: The Code is introduced upon hiring and reviewed regularly.
- Updates: Management revises the document as needed to reflect legislation and business practices.

16) Acknowledgment

I confirm that I have read, understood, and will comply with Victor Hydraulics' Code of Conduct.

Date: _____

Name: _____

Signature: _____