



# Stakeholders

# Code of conduct

---

**CREATING *big bangs***  
**FOR YOU**

*Event and communication agency*



# Together for respectful and fair conduct

## OBJECTIVES OF THIS CODE

The Friends particularly value the relationship between the company and its stakeholders. It is expected that stakeholders and outsourced staffing services respect and endorse the principles presented in this code of conduct, engaging themselves to respect human rights as well as the environment and prioritise values of excellence and responsibility. The Friends ultimately expects its stakeholders to comply with the laws and regulations being enforced in the country where they operate.

## WHO IS CONCERNED?

This Code of Conduct applies to all stakeholders of The Friends. Stakeholders include current and future stakeholders of goods, service providers, or work contractors, as well as their associated companies (parent companies, subsidiaries, or affiliates).



# EXPECTATIONS OF THE FRIENDS FROM ITS STAKEHOLDERS

The following sections highlight the ethical principles and values The Friends wants to embody and commit to through its daily activities and entire supply chain. The Friends therefore expects its stakeholders to respect these engagements and apply those principles through their commercial activities.

## ***1. Respect Human Rights***

- Ensure that the internationally proclaimed principles and conventions of the United Nations in Human Rights are respected.
- Abolish all forms of child labour and forced labour. Only workers who meet the local minimum age requirements can be employed. Children can only be employed when it is allowed by the law, and when they are protected from potential exploitation, protected from health risks, and are allowed to continue their education.
- Eliminate all forms of forced or compulsory labour. Employment shall be voluntary and freely chosen. Suppliers shall not proceed to forced labour, human trafficking, or modern slavery in the manufacture of their products or within their supply chain.
- Ensure that applicable laws regarding pay, benefits and working hours are respected.

## ***2. Anti-discrimination***

- Not discriminate, directly or indirectly, on the basis of age, gender, nationality, race, colour, ethnic origin, sexual orientation, marital status, religion, political opinion, language, disability or any other status protected by the laws or regulations of the place where you operate.
- Prone values of respect, inclusion and diversity through its daily activities and recruitment process.

## ***3. Anti-harassment***

- Guarantee that everyone will be treated with respect, without any form of moral or physical harassment, any offensive, intimidating, malicious or insulting behaviour or any other abuse.
- Not tolerate or encourage the creation of a hostile environment, the isolation of colleagues or the spreading of malicious or insulting rumours.

## ***4. Anti-corruption***

- Exclude all forms of corruption, money laundering and other illegal, blackmail, fraud, or unethical tips.
- Offer Gifts and hospitality only if they are not prohibited by applicable law or regulation or are contrary to known provisions of a given code of conduct. This should not have the intention of obtaining an undue advantage or influencing the actions of the person receiving the gift.



## ***5. Safety & Health***

- Follow the prescribed safety rules and instructions appropriate to the workplace (and if specifically given).
- Raise any concerns about potential health and safety risks or unsafe working conditions and report accidents and work-related situations promptly.
- Take responsibility for your own health and safety and that of others.
- Do not undertake any work or related activity if you think it is dangerous or harmful to yourself or others, for example if you are working under the influence of alcohol or drugs.

## ***6. Data protection***

- Always respect the confidentiality of the information received from The Friends and do not communicate any confidential information to third parties, except with permission. Data may not be used except within the limits provided for in their contract with The Friends.
- Comply with the applicable regulations (GDPR) regarding the collection and use of personal data of The Friends' staff members or customers.

## ***7. Environment***

- Act in accordance with the legal and international standards implemented regarding the protection and conservation of the environment.
- Implement systems to prevent and mitigate accidental spills and releases to the environment.
- Constantly try to reduce environmental impact, in particular by opting for environmentally friendly technologies and procedures, with a view to promoting sustainable development in the community.



## REFERENCES

- The Friends' Code of Ethics
- United Nations Universal Declaration of Human Rights.
- European Convention on Human Rights.
- Various International Labour Organisation conventions.
- UN Convention on the Rights of the Child; UN Global Compact.
- UN Global Compact.
- The General Data Protection Regulation (GDPR).
- OECD Guidelines, including the fight against bribery.

I hereby declare that I have read The Friends 's stakeholders code of conduct and that I respect and endorse the different principles presented.

Date :

Name :  
Signature :

---

