

TMS Code of Conduct

TM Systems Group, later “TMS”, pursues to conduct long term profitable business in an ethical and responsible manner considering economic, human and social, as well as environmental matters throughout the organization. TMS Code of Conduct, later “TMS Code”, illustrates values according to which TMS operates globally and to which TMS expects its suppliers and other business partners to conform in their dealings with TMS as well as their own employees, suppliers and other stakeholders. TMS Code is complemented by more detailed and specialised rules and guidelines, which are all in compliance with TMS Code.

TMS is committed to complying with all applicable national and international laws and regulations, as well as locally established good practices known to TMS. This includes laws and regulations relating to environmental, occupational health and safety as well as labour practices. TMS Code is not a substitute for the laws and jurisdiction, but sets the minimum standards of behaviour. Where the laws and regulations contradict TMS Code, the spirit of TMS Code shall be adhered to in the extent reasonably possible.

Organizational requirements and management responsibility

TMS quality management system fulfils the requirements of ISO 9001 quality management system. TMS quality management system is applied to all operations throughout the organization and is regularly measured and assessed by both internal and external audits. Operations and quality are continuously improved by implementing new tools and development projects, training employees and monitoring achievement of set objectives.

Human rights and fair working conditions

TMS provides all employees with a safe and healthy working environment as well as fair salaries and benefits. Compensations paid to the employees are following all applicable wage laws, including those relating to minimum wages, overtime hours and mandatory benefits. TMS respects the right of employees to form representative organisations and to join trade unions and is committed to establish a constructive dialogue with such unions.

Appropriate health and safety information, training and equipment is provided to the employees. TMS is also committed to following safety requirements set by their customers, business partners and such.

TMS is dedicated to treating its employees with dignity and respect and offering equal opportunities and non-discrimination in its recruitment and promoting practices as well as in daily work. Employees and applicants for employment must be treated and evaluated according to the inherent requirements for the job. Discrimination based on gender, age, disability, health condition, religion, marital status, sexual orientation, political opinion, nationality, social or ethnic origin, or other similar characteristic as well as any type of harassment and abuse is deemed unacceptable.

TMS shall not tolerate use of child or forced labour in any form and circumstances. Overtime is performed at TMS only voluntarily.

Environmental responsibility and sustainability

TMS adheres to legislation and regulations related to the protection of the environment and the handling of dangerous and hazardous materials. TMS is committed to operating in accordance with the principles of sustainable development by using natural resources responsibly, continuously improving its environmental performance, and preventing pollution. TMS is dedicated to developing products and services that work towards environmental protection and supporting our customers in their efforts to achieve their environmental goals.

Business integrity

TMS is committed to maintaining financial records carefully and accurately as well as to reporting and disclosing of details of business activities, corporate structure, financial situation and performance honestly, promptly and in accordance with applicable laws and regulations.

TMS conducts business in full compliance with all applicable antitrust, fair competition and anti-corruption laws. TMS directors, managers, employees and third parties acting on its behalf are expected to act responsibly while promoting the interest of TMS and avoid any activity which may lead to a conflict of interest. The employees are responsible to ask their supervisors before acting, if they have concerns. Offering, promising, giving or accepting any direct or indirect bribes, facilitation payments or anything of value for the purpose of obtaining or retaining business or any improper benefit or advantage is strictly forbidden. Customary and reasonable business courtesies, including gifts and corporate hospitality, given in compliance with applicable laws are permitted. Any business courtesies must be reasonable to their scope, value and frequency, and must reflect ordinary local business customs or in case the code of our customer is more stringent than other mentioned rules reflect these codes.

TMS is committed to protecting both its own confidential, sensitive and proprietary information as well as such entrusted to TMS by customers, employees, suppliers and other stakeholders. Information is protected in accordance with applicable laws and regulations and non-disclosure agreements are concluded with third parties whenever appropriate.

Export control

TMS adheres to official export license laws, regulations and practices.

Supplier's commitment and contractual obligation

TMS strives for reliable, fair and mutually beneficial relations with its suppliers. Supplier selection is based on free and fair competition and transparent supplier selection criteria, including objective factors such as quality, reliability, delivery and price. TMS conducts audit in accordance with principles presented in the quality management system on suppliers prior to engaging them.

TMS expects its suppliers to comply with the national laws and regulations of the countries in which they operate and to work in accordance with the principles presented in TMS Code. In addition, TMS and its suppliers may agree on further standards in supply agreements.

Whistleblowing

TMS is committed to the highest standards of transparency and accountability and therefore enables employees and other stakeholders to disclose their concerns of compliance-related violations internally in accordance with the TMS Whistleblowing Guidelines without fear of reprisal.