

# CODE OF CONDUCT Guidelines



Precious Woods cares for its workers. It cares for the communities living around our forests and we work with high responsibility to preserve our forests. Improper activities could harm the Company's integrity and result in damage for the Company as well as its employees.

The Headquarters has developed these guidelines valid to all staff which apply members.



## The Company

1. The Company is strongly committed to work with honesty and integrity, fully following all applicable laws.

2. There is no discrimination or harassment against an employee or an applicant for race, colour, religion, sex, age, disability, national origin; this is valid for all employees at all levels at any time.

3. Sexual harassment is specifically prohibited. This is valid for all personnel in all job categories at all levels.

4. The Company implements highest standards for health and safety. Precious Woods follows all state and local laws and regulations.

5. The Company sticks to the rules of the Forest Stewardship Council (FSC) for a sustainable forest management and applies all laws and regulations on environment.

6. Precious Woods has good relationship with local communities, trade unions and local and international NGOs. The Company promotes rural development and local communities and employs, if possible, persons from the communities.

7. Precious Woods does not pursue forestry activities in forest areas where indigenous people demonstrably follow their own culturally distinct and original way of life.

There shall not be retaliation or harassment of employees who report violations or other concerns. Anyone who engages in retaliation will be subject to serious disciplinary action, including possible termination of contract.



Precious Woods Group  
Chief Executive Officer  
Markus Brüttsch

## The Employee

1. No employee of the Company is authorized to commit any illegal or unethical act, or to incite others to do so.
2. No employee may have a personal, business or financial interest that is incompatible with the loyalty and responsibility owed to the Company (“conflict of interest”).
3. An employee or members of his/her family shall not accept compensation, loans, entertainment, commissions, property or anything else of personal financial or other advantage, without making full disclosure to the Company. This policy does not apply to personal loans from a recognized lending institution.
4. No funds or assets of the Company shall be used to aid any candidate or nominee for national, state or local political office or to aid any political parties or committees.



5. Employees of Precious Woods may not give anything of value, directly or indirectly, to someone holding a public office in order to obtain or retain business. Instances of bribery must be reported to the unit’s Ethical Official.
6. Protecting company assets against loss, theft and misuse is the responsibility of every employee. Any suspected theft, fraud or inappropriate use of Company assets must be reported to an employee’s supervisor or the unit’s Ethics Official.
7. Employees will make every reasonable effort to ensure that the Company’s products and places of business are safe for its employees and the public. Employees shall follow Company policies and directives relating to matters of health and safety.
8. Every employee should act according to the environmental objectives of the Company. In particular no employee should knowingly do harm to the environment in a way that can be avoided.
9. Employees will make every reasonable effort to entertain good relationship with the communities in and around our forest operations.

**Through the sustainable management of natural forests in the Tropics and the marketing of the resulting products, Precious Woods as an economically successful company wants to contribute towards the permanent preservation of tropical forests.**

