

The background of the entire page is a blurred photograph of an office interior. It features several bright, circular bokeh lights from ceiling fixtures. In the center, there is a blurred figure of a person, possibly a woman, wearing a dark top and light-colored pants. To the right, there is a blurred orange wall or partition. The overall atmosphere is professional and modern.

StaffPoint

# STAFFPOINT-GROUP'S CODE OF CONDUCT

The code of conduct of the Staff-Point-Group forms an integral part of how all employees of the Staff-Point companies - both white-collar and temporary workers should behave. These policies have been approved by the Staffing Team of the StaffPoint Group. We also do our best to make sure that our suppliers follow the same ethical principles as we do in our operations.



**Flexibility** - We are a flexible operator and take into account the changes in our operating environment and our stakeholders to support our customers competitiveness.



**Customer orientation** - We strive to understand our customers challenges and we go through the trouble of solving them. We see the value of our solutions and price our work accordingly. We are a desired partner!



**Reliability** - We act responsibly and take our responsibility towards our customers, employees and other stakeholders.



**Competence** - We are experts in the work! We are constantly modernizing and developing, identifying opportunities and making our ideas become our solutions.

## 2. A GOOD JOB - RESPONSIBLE EMPLOYER

StaffPoint Oy is an authorized company that manages recruitments and personnel leasing services with expertise, responsibility and professionalism. Authorization is granted to companies that meet the prerequisites for authorization, see [www.hyvatyopaikka.fi](http://www.hyvatyopaikka.fi)

Authorized companies are committed to the following principles of good business practice: Responsibility and confidentiality, transparency in all activities, professionalism and professional knowledge, fairness and respect for the rules of the labor market.

We also handle our recruitment processes with professional skills and we are a responsible employer. We treat our employees fairly and equally. We develop and maintain our know-how and care for our employees. Compliance with licensing rules is supervised by the HPL. You can give feedback on the activities of authorized personnel service companies at [www.hyvatyopaikka.fi](http://www.hyvatyopaikka.fi).





### **3. COMPLIANCE WITH LAWS AND REGULATIONS**

We, in the StaffPoint Group, are committed to comply with laws and regulations and to respect the lawful business practice regardless of location. In accordance with our Staff Standards, our wages and employment policy go according to the collective labor agreements.

### **4. HUMAN RIGHTS**

In the StaffPoint Group, we follow fair working practices and prohibit discrimination. We respect different cultures and their human rights. We are committed to compliance with labor law and laws regarding privacy, forced and child labor denial and of freedom of association.

### **5. EQUALITY AND DIVERSITY PLAN**

The StaffPoint Group monitors equality and does not accept any discrimination in the processes of age, origin, nationality, language, religion, belief, opinion, political activity, trade union activity, family relationships, health status, disability, sexual orientation or other related cause. Discrimination is also harassment, refusal of reasonable adjustments and instructing or commanding to discriminate.

### **6. OCCUPATIONAL WELL-BEING AND OCCUPATIONAL SAFETY**

For us at StaffPoint Group, the wellbeing of people is important. We work proactively to ensure the maintenance of professional skills, including accurate absence monitoring and early delivery. The aim of the employment protection is to ensure safe and healthy working conditions and to support the workforce. Effective occupational safety is based on the assessment of the hazards of the workplace and on collaborative plans. Everyone is obligated

to comply with the safety instructions and to report the deficiencies noted in then "Lähetä piti" -notification process.

### **7. CONFIDENTIALITY, PRIVACY AND SECURITY**

In our day-to-day work, we handle a wide range of confidential customer and personal information. Everybody in StaffPoint team must ensure proper handling of this information. We only deal directly with necessary personal information for the employment relationship.

We are committed to comply with the HPL HR Staffing Code of Conduct and data protection laws. We respect the business secrets of the customer, and we handle and protect them properly. In our employment contract, our employee undertakes not to misuse the information received and the confidentiality of the information.

### **8. CONFLICT OF INTERESTS**

We at the StaffPoint Group work for the benefit of the company and avoid pursuing of our own interest that can lead to conflicts of interest. We expect all our employees and subcontractors to be immune to external influences. If you suspect a conflict of interest, do not hesitate to contact your supervisor or the HR department.

### **9. GIFTS AND BRIBERY**

An employee of StaffPoint may not give or receive financial gain or equivalent for his own benefit. Business gifts that are commonly traded and are of low value are acceptable. No gift given or obtained may affect our business decisions and is not allowed to be a silent agreement on the exchange of important information. StaffPoint does not support political parties or other political or religious groups or associations.

## 10. PURCHASES

Purchases are made and approved in accordance with the company-specific guidelines for the procurement.

## 11. CUSTOMERS, COOPERATIVE PARTNERS AND SUPPLIERS

We operate fairly and trust our customers and other partners. We keep our promises and commit to cooperation.

StaffPoint requires all partners to comply with local laws and regulations and good business principles. We determine the principles of good business practice for our subcontractors in a separate Supplier Code of Conduct. We expect our subcontractors to follow the same principles of good business practices as StaffPoint.

## 12. COMPETITORS AND COMPETITION

We work fairly in the market and we act with great respect towards competition and the competitors. We do not agree with competitors about pricing, market share or similar activities.

## 13. OPEN COMMUNICATION

StaffPoint's communications are guided by our strategy and our JALO values. Internal communication is a part of our working community and an important management tool.

We encourage open interaction. We believe that information exchange, understanding and commitment to common goals are an important part of success.

Everyone can influence the functionality

of internal communication. Our important internal communication channels are intranet, common events and meeting practices.

We follow a staggered communication model to ensure that senior management and superiors get information before staff members in order to be able to support their organization even better.

## 14. ENVIRONMENTAL RESPONSIBILITY

We comply with the Green Practices and Values conformable to StaffPoint Group GreenStaff's Environmental Responsibility Program. Through the program, we are responsible for energy saving, saving resources and promoting waste utilization.

## 15. MEASUREMENT AND MONITORING

We are actively monitoring the implementation of these common policies in our day-to-day work. Respect for the principles of conduct is a responsibility of all of us. The StaffPoint Management Team is in charge of guiding the implementation of the principles in different operating instructions and to monitor their implementation in our work community.

With an employee survey we measure the staff annually on work placement, justice, leadership, occupational safety, equality, team spirit and issues related to joint life, on which we base an annual action plan to improve these issues. We also carry out a "Fillis" survey on well-being at work quarterly. Every year, a temporary agency worker survey is used to measure the issues related to the occupational well-being of leased personnel.

[www.staffpoint.fi](http://www.staffpoint.fi)

