

# Code of conduct

## Values

In conducting business, our core values guide our actions:

- **Caring** – We look out for each other. We strive to make the environment and communities around us better places to live.
- **Integrity** – We do the right thing. We honor our commitments and promise dedication.
- **Learning** – We are open to change and to develop new ideas from our co-workers, customers and other stakeholders. We explore ways to grow our business and make it better.
- **Passion** – We are passionate about what we do. We strive for excellence. We take personal accountability for our actions.
- **Respect** – We value diverse talents, perspectives and experiences. We treat others the way we would want to be treated.
- **Safety** – We put safety first in all we do.

## Principles

We encourage diversity and expression of ideas and opinions but require alignment with the company's commitments, principles and values and the policies established to implement them.

- **Legality** - We conduct ourselves in accordance with relevant laws and regulations. We have an overriding duty to ensure the health and safety of our employees and to minimize the health, safety and environmental impacts on our customers and the communities in which we operate.
- **Business Resources** - Property, assets, business models, confidential information and intellectual property is all part of company resources. Sales representatives and suppliers are responsible to safeguard the resources utilized in the course of performing work.
- **Decision-making** - When faced with choices, we make decisions knowing they will be subject to scrutiny. We should be able to demonstrate the soundness of our decisions to all stakeholders.
- **Legitimacy** - CO2LIGHT business resources as well as other business models should only be promoted in a legitimate manner that takes in to account the interest of the customer as well as CO2LIGHT.
- **Loyalty** – We dedicate ourselves to people and companies and reciprocate the loyalty shown to us through our business associates.

## Sustainability

- **Social Responsibility** – Improving the quality of life in the communities we serve.
- **Environmental Stewardship** – Conserving natural resources, reducing the environmental impact of our operations, increasing energy efficiency, and expanding our use of alternative energy sources.
- **Workplace Quality** – Creating a safe, healthy and inclusive work environment that offers opportunities for career growth and development.
- **Ethics and Governance** – Maintaining high standards of integrity and transparency in all our business practices and reporting.