

Code of Conduct

Fort Telecom Company

Doing things right and clear is one of the most important values at Fort Telecom company. We work hard every day to make our products of every brandmark: TFortis, FORT, Fort Monitor and TEDIX qualitative.

Every step we take in making those products is taken with ethics and integrity in mind.

Thank you for upholding our values and helping us to be the best product supplier we can be.

Makarenko Sergey, CEO

Using the code of conduct

- All our employees know it and use it.

Ethical Principles and Core Values

- Clarity on all stages of working processes
- Honesty
- Reliability
- Respect for others
- Responsibility
- Teamwork
- Empathy
- Courage
- Legality
- Obedience to the law
- Accountability

Reporting/Speaking Up

If an employee has any opinion, problem or some other information that he or she can't express openly or wants to share it anonymously, there exists an anonymous company channel. The form of request exists in the company's official website and is opened only for employees.

The link is: <https://fort-telecom.ru/5032007/>

All the information from this channel is send to HR department that is in charge of solving these problems.

Equal Opportunity

The company does not tolerate discrimination based on race, color, religion, gender, age, national origin, sexual orientation, marital status, disability or any other protected class.

Harassment

Treat all fellow employees, customers, business partners and other stakeholders with dignity and respect at all times. Any type of harassment, including physical, sexual, verbal or other, is prohibited and can result in disciplinary action up to, and including, termination.

Bullying

We are committed to ensuring that our employees, our contractors and our customers work in a safe and respectful environment that is free of bullying.

Conflicts of Interest

A conflict of interest can occur when an employee's personal activities, investments or associations compromises their judgment or ability to act in the company's best interests. Employees should avoid the types of situations that can give rise to conflicts of interest.

It's important for employees to disclose any relationships, associations or activities that could create actual, potential, or even perceived, conflict of interest to their manager or the Human Resources Department.

External Communication on Behalf of the Company

The CEO, Business Development Director and Public Relationship department are the first authorized people to represent the company to media and legal authorities. Other employees can make it on special occasions with prior approval of the Business Development Director.

Confidentiality

The company and its employees maintain the confidentiality of all proprietary information. Proprietary information includes all non-public information that might be harmful to the company and its customers and business partners if disclosed.

Privacy

The company complies with the requirements of the country's and international privacy laws. When providing personal information, employees limit access to only those with a clear business need for the information.

Political Contributions

The company does not make political contributions. Employees are free to support any political party or entity on a personal level.

Charitable Contributions

The company makes charitable contributions to organizations that are connected with children and animals charity.

Health and Safety

The company conducts business in accordance with applicable health and safety requirements and strives for continuous improvement in its health and safety policies and procedures. All employees are expected to perform their work in compliance with applicable health and safety laws, regulations, policies and procedures and apply safe work practices at all times in all locations. Employees are required to immediately report workplace injuries, illnesses or unsafe conditions.

Environment

The company is committed to operating in an environmentally responsible manner, from the provision of products and services, to the operation of its offices and facilities, selection of suppliers and other business activities.

Waste Minimization / Waste Reduction

One of the most important things we do is waste minimization in our production.

Pollution Prevention

We modify our processes to emit less waste or emissions and use non-toxic or less-toxic substances. We implement conservation techniques.

Responsible Waste Management

We designate colored recycling bins for different wastes in our offices and make them accessible to all employees.

Internet Use

The company understands that occasional personal use of the internet during work hours is a reasonable request and allows this, within reason. Employees can ask for clarification from their managers if in doubt.

Use of Social Media

The company respects the right of employees to use social media for personal and professional purposes. Employees are responsible for complying with company policies and procedures when communicating on social media. Employees are accountable for any information they publish online.

Corporate Social Responsibility

The company understands that corporate social responsibility extends to our entire supply chain. This encompasses not only the products and services supplied but also the human rights, ethics and social practices of our company and its suppliers.

One goal of the corporate social responsibility procurement program is to build partnerships with like-minded organizations by actively seeking out business partners who are the most environmentally and workforce friendly.

Forced Labor

The company and its suppliers shall employ all employees under their own free will with no one being subjected to bonded or forced labor. This policy applies to not only the supplier's business operations but also those of their supplier network with which the company conducts its business.

Child Labor

The company and its suppliers shall not employ any people under the minimum legal working age of the country in which they work.

Charitable involvement

Is important to the company all potential and ongoing charitable projects are discussed by the heads of the company. The company makes charitable contributions to organizations that are connected with children and animals charity.

Responsible Environmental Impact

The company and its suppliers shall produce measurable environmental impact reports and conduct ongoing efforts to reduce environmental pollution while increasing sustainability. We don't use poisoned materials in our manufacturing and control it strictly.

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The aim of the corporate social responsibility program is to build partnerships with like-minded organizations and to create healthy conditions of working processes inside the company.

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