

Assura's code of conduct

Overview and principles

The Assura code of conduct serves as a guide to define our standards of responsible business conduct. The code applies to all employees of Assura.

We will treat everyone with dignity, equality, respect, fairness and autonomy and challenge discrimination wherever it arises. We will foster an environment in which everyone is valued equally and supported so they can participate with confidence.

We will promote equality and human rights in all that we do and through the work we do in partnership with others.

Obligations

Responsibilities of Senior Managers:

- Assura will promote honest, fair and ethical conduct in all of our business undertakings and relationships.
- We will adhere to all laws and regulations and place compliance, both legal and ethical, at the heart of Assura.

Responsibilities of Managers:

- To personally set the highest of ethical standards in both their actions and attitudes – showing respect and integrity in all business dealings and relationships.
- Create an environment where employees can safely ask questions and raise concerns.
- Lead periodic compliance reviews and take prompt corrective action where non-compliance is identified.
- Ensure all employees are trained in our code of conduct and understand how to apply all relevant policies to their role.

Responsibilities of Employees:

- Working in accordance with Assura's core values and behaviours in order to create a culture of; Innovation, Expertise, Being Genuine, Collaboration and Passion.
- To work in good faith, i.e. believing that your acts and deeds are truthful.
- To gain a basic understanding of Assura's policies and procedures, relevant to your role and understand how to apply them.
- To raise any concerns or issues of non-compliance.

Policy scope

This document sets out the overarching principles of conduct and standards of work. It should be read in conjunction with the employee handbook and Assura's policies and procedures.

Compliance with this policy is a condition of employment at Assura. Failure can result in disciplinary action which may result in the termination of your employment.

Concerns should be escalated immediately. It is not necessary to know that a breach of our code or policies has occurred and concerns can be raised anonymously through any of the following channels:

- Head of Human Resources or Head of Legal
- Whistle Blowing hotline Expolink
- Next level of management
- Assura Board of Directors

Assura will fairly examine every concern through a robust and documented investigation process.

Other related matters

All records relating to this policy kept by HR in accordance with GDPR regulations and will be confidentially destroyed thereafter. This policy will be reviewed regularly to ensure that it continues to meet legislative requirements.

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