

3. Conflict of Interest

Conflict of interest appear when personal interests influence an employee's professional judgement, performance, or decisions and when a relationship is not in the best interests of Arcondis business objectives and that affects the decision-making abilities.

Principles:

- All employees must avoid any relationship, activity, ownership interest (direct or indirect) or similar arrangements as well as the acceptance of gifts or any kind of other benefit which could potentially create a Conflict of Interest of the employee and the interests of the company.
- All employees must immediately disclose in writing potential, actual or perceived Conflicts of Interest to their superior and, in some cases, also report and obtain written approval using the conflict of interest disclosure form.
- Adequate records of a disclosed Conflict of Interest and of the action taken to manage the conflict must be maintained. These records may include correspondences including e-mail or disclosures in contracts. These records should be maintained by local HR.
- Newly hired Employees must disclose all Conflicts of Interest with Arcondis during the hiring process so they can be discussed with the hiring manager.
- As circumstances change, the revision and re-evaluation of the specific situation might be required.
- Employees changing their position or status at Arcondis or at an outside Organisation must submit the disclosure form of Conflict of Interest for re-evaluation.