

Business Principles Policy

Celerity and the AUSY Group recognize the need to always act with integrity and to respect human rights. Celerity is bound by AUSY Group's Business Principles which are set around and are supportive of AUSY Group's core values: to know, to serve, to trust, simultaneous promotion of all interests, and striving for perfection. These core values guide us to do what is right. The Business Principles convey a positive message, guide us to live up to the core values, and ensure the needs of the workplace – and our business and personal behavior – are aligned and reinforce one another.

Randstad, to which AUSY Group belongs, is a signatory of the United Nations Global Compact and respects and supports its sixteen principles with respect to human rights, labor, environment, and anti-corruption. The principles regarding labor are those outlined in the ILO Declaration on Fundamental Principles and Rights at Work: freedom of association and the right to collective bargaining, elimination of all forms of forced or compulsory labor, effective abolition of child labor, and elimination of discrimination in respect of employment and occupation. We are committed to making the Global Compact principles part of Celerity's strategy, culture, and day-to-day operations. The ten principles are therefore regarded as part of our Business Principles.

Celerity recognizes that it also has a responsibility for its external relationships. In its interactions with its candidates, employees, suppliers, customers, and other business partners, Celerity strives to uphold the Business Principles and encourages our continued active dialogue with stakeholders in the workplace.

The Business Principles are our minimum standards but, we must always ensure that we comply with all laws, human rights principles, and AUSY Group's internal policies and procedures – no one is authorized to violate them. If the Business Principles conflict with local law, then local law must be followed while striving to act in the spirit of the Business Principles. Some of the Business Principles will be outlined in more detail in separate Celerity and AUSY Group policies and procedures as required.

To Know: We are experts. We know our clients, their companies, our candidates, our employees, and our business. It's often the details that count the most.

1. We know and comply with the laws that govern our business, international human rights principles, and AUSY Group's internal policies and procedures.
2. We know and comply with competition and antitrust laws.
3. We know and comply with the laws on insider trading and market abuse of AUSY Group's, and its shareholder Randstad's, shares, or securities.
4. We ensure that our records (including those containing personal information), are created, used, stored, and destroyed in accordance with the law.

To Serve: We succeed through a spirit of excellent service, exceeding the core requirements of our industry.

5. We conduct business in a fair and ethical manner and avoid any situation that could create a conflict of interest, or the appearance of conflict, between the interests of AUSY Group and Celerity.
6. We do not offer, pay, or accept bribes – nor do we offer or give gifts or hospitality that could create undue influence or the appearance of undue influence.

7. We decline gifts or hospitality that could create undue influence or the appearance of undue influence.

To Trust: We are respectful. We value our relationships and treat people well.

8. We treat others fairly, act with care and consideration and respect human rights. We do not tolerate intimidation or harassment in any form.
9. We respect the right to privacy, ensure that confidential information is kept confidential, and we do not abuse the confidential information of others.
10. We do not misuse Celerity and AUSY Group property for personal purposes.

Simultaneous Promotion of all Interests: We see the bigger picture and take our social responsibility seriously. Our business must always benefit society as a whole.

11. We value diversity and do not discriminate on grounds of age, color, disability, gender, marital status, nationality, race, religion, sexual orientation, or any other characteristic protected by law.
12. We do not engage with anybody that is connected with terrorism or other criminal activities.
13. We do not make contributions to candidates for public or private office, to political parties, or other political interests.

Striving for Perfection: We always seek to improve and innovate. We are here to delight our clients and employees in everything we do – down to the smallest detail. This gives us the edge.

14. We regard health and safety in our business for our employees and consultants, including for our corporate and temporary workers, as the utmost priority.
15. We maintain and provide full, fair, timely, accurate, and understandable contracts, records, and financial information.
16. We take into account and seek to minimize the environmental impact of our business.

In the event of a breach of these Business Principles, employees should first raise concerns through their local reporting channels, either through local management lines or local contacts, such as People Care or your Celerity Manager. Reporting to management is usually the fastest and preferred route, and the best way to ensure a good and open work environment throughout Celerity and the AUSY Group.

If local reporting channels are likely to be inappropriate or ineffective, the AUSY Group Misconduct Reporting Procedure should be used; however, this should be considered as a last resort. All concerns raised in accordance with this procedure will be treated strictly confidential and with the complete assurance that there will be no retaliation against any employee filing a good faith complaint. Reports will be investigated promptly and corrective action will be taken, where required, to resolve issues satisfactorily. Although reports under the Misconduct Reporting Procedure can be submitted anonymously, if the complainant reveals their identity, it greatly facilitates the investigation of the report.