



**Organizing Swiss** – Professional solutions for private and corporate customers.  
Services provided: Guest Relations, Relocation, Limousine Transport, Health Care, Security Services

## Integrity Guidelines

### for OZ Swiss Members, Suppliers, Contractors and Consultants

#### A Message from OZ Swiss

OZ Swiss Services AG (“OZ Swiss”) is committed to unyielding integrity and high standards of business conduct in everything we do, especially in our dealings with OZ Swiss Suppliers, Contractors and Consultants. OZ Swiss bases its relationships on lawful, efficient and fair practices. We shall adhere to applicable legal and regulatory requirements in our business relationships as set out in this document in connection with our activities for our customers.

We encourage our customers to hand us over their Integrity Guidelines. OZ Swiss will ensure that all Suppliers, Contractors and Consultants get to know it.

#### Responsibilities of OZ Swiss

As your supplier we guarantee:

##### Fair Employment Practices

- To observe applicable laws and regulations governing wages and hours;
- to allow workers to choose freely whether to organize or join associations for the purpose of collective bargaining as provided by local law or regulation; and
- to prohibit discrimination, harassment and retaliation.

##### Environment, Health & Safety

- To comply with applicable environmental laws and regulations;
- to provide workers a safe and healthy workplace; and
- not to adversely affect the local community.

##### Human Rights

- To respect human rights of our employees and others in our business operations and our activities for our customers;
- not to employ workers younger than sixteen (16) years of age or below the applicable minimum age, whichever is higher;
- not to use forced, prison or indentured labour, or workers subject to any form of compulsion or coercion, or to engage in or abet trafficking in persons.



## **Working with Governments, Improper Payments and Dealings with Customers Employees and Representatives**

- To maintain and enforce a policy requiring adherence to lawful business practices, including a prohibition against bribery of government officials;
- not to offer or provide, directly or indirectly, anything of value, including cash, bribes, gifts, entertainment or kickbacks, including offers of employment, or participation in a contest, game or promotion, to any customer's employee, representative or customers guests or to any government official in connection with any customers procurement, transaction or business dealing, and
- to provide supporting data to the customer when requested.

## **Competition Law**

- Not to share or exchange any price, cost or other competitive information or engage in any collusive conduct with any third party with respect to any proposed, pending or current customer's procurement.

## **Intellectual Property**

- To respect the intellectual and other property rights of the customer and of third parties, including all patents, trademarks and copyrights.

## **Security and Privacy**

- To respect privacy rights and secure the data of the customers' employees, guests, and suppliers and
- to implement and maintain physical, organizational and technical measures to ensure the security and confidentiality of the customer's data in order to prevent accidental, unauthorized or unlawful destruction, alteration, modification or loss of the customers data; misuse of the customers data; or unlawful processing of the customers data; and protect operations and facilities against exploitation by criminal or terrorist individuals and organizations.

## **Trade Controls & Guests Matters**

- Not to transfer any customer's technical information to any third party without the express, written permission of the customer, and to comply with all applicable trade control laws and regulations in the import, export, re-export or transfer of goods, services, software, technology or technical data including any restrictions on access or use by unauthorized persons or entities.

## **Controllership:**

- To ensure that all invoices and any customs or similar documentation submitted to the customer or governmental authorities or audited by third parties in connection with transactions involving the customer accurately describe the goods and services provided or delivered and the price thereof and ensure that all documents, communications and accounting are accurate and honest.



## How to Raise a Question or Concern

Subject to local laws and any legal restrictions applicable to such reporting, each, Supplier, Contractor or Consultant is expected to inform OZ Swiss promptly of any concern related to this Guide affecting the customer, whether or not the concern involves the Supplier, as soon as the Supplier has knowledge of such an occurrence.

### I. Definition of questions/concerns:

- Who or what is the concern?
- When did it arise?
- What are the relevant facts?

### II. Prompt reporting is crucial

A question or concern may be raised as follows:

- By discussing with a cognizant Manager (to be defined by the customer); OR
- By contacting any Compliance Resource.

**III. OZ Swiss' Policy forbids retaliation** against any person reporting such a concern.