



Code of Conduct – e-Business Travel (including The Travellab)

1. Introduction

This Code of Conduct applies to all employees, officers, directors, and third parties acting on behalf of the company. It outlines the ethical standards and legal obligations upheld by e-Business Travel.

2. Core values

- Integrity: We act honestly and with integrity in all our dealings.
- Respect: We treat everyone with respect and dignity.
- Accountability: We take responsibility for our actions and decisions.
- Collaboration: We work together to achieve shared goals.
- Excellence: We strive for quality and continuous improvement in everything we do.

3. Employee conduct

- Equal treatment: Discrimination, harassment, or bullying of any kind will not be tolerated.
- Health and safety: We are committed to providing a safe and healthy working environment.
- Privacy: We respect employee privacy and protect personal data in accordance with applicable laws.
- Conflicts of interest: Employees must avoid situations where personal interest may conflict with the interest of e-Business Travel.

Clients

- Data privacy: We maintain consumer trust by protecting the privacy and security of client data.
- CO₂ compensation: We invest in certified carbon offset projects such as reforestation, renewable energy, and energy-efficiency programs.
- Sustainable Aviation Fuel (SAF): We promote the use of SAF to reduce the environmental impact of air travel and work with airlines committed to sustainable innovation.

- Sustainable transport: We encourage the use of sustainable transport options such as public transport, cycling, and electric vehicles. We collaborate with partners that are committed to reducing their ecological footprint.

Procurement of products and services

- Sustainable hotels: We aim to work with hotels that apply sustainable practices, such as using eco-friendly products, energy efficiency, and waste management. Examples include hotels certified by Green Key or LEED.
- Child labor prohibition: We have zero tolerance for child labor. We only partner with suppliers that comply with international standards and regulations concerning child labor.
- Workers' rights: We respect the rights of local workers by ensuring fair wages, safe working conditions, and equal opportunities. We collaborate with partners who share these values.

4. Business practices

- Anti-bribery and corruption: We have a zero-tolerance policy for bribery and corruption. Bribes, kickbacks, or improper incentives may not be offered, accepted or solicited under any circumstances.
- Communication policy: Our anti-bribery stance is clearly communicated to all clients, suppliers, and partners at the beginning of the business relationship, and reinforced throughout. Due diligence will be conducted before engaging with third parties, and all agreements will include clear contractual terms.
- Gifts and entertainment: Business gifts and hospitality must be reasonable and must never influence, or appear to influence, business decisions.
- Money laundering: We do not tolerate or enable money laundering. All payments must be made through authorized, transparent channels.

5. Financial integrity

- Accounting and records: Financial records must be accurate, complete and timely. All transactions must be properly documented.
- Use of company assets: Employees must protect company resources and use them responsibly and for legitimate business purposes only.

6. Confidentiality and data protection

- Confidential information: Employees must safeguard confidential information and may not disclose it without proper authorization.
- Data protection: Personal data must be handled in accordance with applicable data protection laws and used only for legitimate purposes.

7. Compliance and reporting

- Legal compliance: We comply with all relevant laws and regulations.
- Reporting violations: Employees are encouraged to report suspected violations of this Code of Conduct. Retaliation against anyone reporting in good faith is strictly prohibited.

8. Corporate social responsibility

- Sustainability: We are committed to reducing our environmental footprint and embedding sustainability into our operations.
- Community engagement: We actively support and contribute to the communities in which we operate.