

The ELPRO Executive Management Team has adopted the following Employee Code of Conduct to communicate to all interested parties what behaviours are acceptable and appropriate for our employees.

1. Integrity

We do not tolerate unethical behaviour or unfair means by our employees to achieve personal or business goals. Our compensation system is designed in such a way that there are no incentives for unethical behaviour.

2. Customer and partner acquisitions

For customer and partner acquisitions, we avoid anything that puts pressure on potential partners, customers, or other decision makers. When comparing competitive offers, we communicate clearly, truthfully and never disparagingly.

3. Use of service providers and suppliers

We only work with suppliers whose business standards are the same as ELPRO's. We have implemented a Supplier Code of Conduct (SCoC) which is communicated to our suppliers and serves as a contractual basis for our suppliers. Strategic suppliers are assessed and evaluated for compliance with these rules of conduct. Before entering into an agreement we make it clear that we see unethical behaviour and integrity deficiencies as grounds for terminating the relationship. We provide our suppliers with clear guidelines (e.g. with regard to sustainability, environmental protection and fair working conditions) and verify this behaviour.

4. Duty of care

We are committed to taking responsibility for the well-being of our employees. Processes are structured in such a way that they respect employees as autonomous professionals and individuals. We ensure that neither ELPRO nor individual supervisors set goals in such a way that they burden the employees physically or psychologically with unreasonable measures. We are organized in such a way that employees with work-related problems can request support quickly, easily and informally.

5. Equal treatment

Our company is organized in such a way that all employees are treated equally and fairly regardless of age, gender, ethnicity, religion, sexual orientation, marital status or health impairment. This particularly includes equal promotion opportunities and equal pay for equal work.

6. Working hours

Our employees have the opportunity to decide about when and how they perform their work in a flexitime model within the framework of legal regulations and the operational requirements of their function. We offer flexible part-time work models. The workload can - depending on work content and team situation - be reduced.

7. Occupational safety and health protection

We are aware of our responsibility for the health and safety of our employees. Work safety is constantly monitored and of the utmost importance. Our employees are offered programs for the prevention of accidents and maintaining good health. When necessary, measures against excessive demands on our employees are taken (e.g. constant accessibility, deadline pressure, stress).

8. Education and training

ELPRO sees the qualification of their employees as a task in the context of the strategic orientation of a high-performance, customer-oriented company. Continuous education in the workplace and through seminars, conferences and training courses are available for all employees.

9. Community

Whether as a local, small-to-medium enterprise (SME) or as a multinational organization, we act fairly in all ways. We fulfil legal obligations and, to the best of our ability, contribute to social development. Within reason we inform our employees about the development of the company locally and globally.

10. Social responsibility

We are aware that many governmental and civil society services are supported by volunteers. For this reason, we are willing to provide our employees, within our means, the necessary flexibility to assist these organizations and services.

11. Sustainability

We are committed to the preservation and protection of natural resources. Through process designs and training we ensure an economical use of materials, raw materials and energy. Whenever possible we close material cycles. In addition, we ensure the proper disposal and recycling of waste by using qualified partners. We encourage our employees to be resource-efficient in their use of energy and water. Our headquarters in Switzerland was built and certified according to the Minergie® standard (the Swiss Sustainable Building Standard).

12. Gifts and invitations to ELPRO employees

Gifts or invitations may be accepted as part of an estimated value: 50 € / CHF / USD per employee. Higher value gifts / invitations may be approved by top management and must not result in unlawful / inappropriate privileges. Other gifts of higher value are donated to charities or distributed to employees within the company. Free training events are not considered gifts and may be accepted without permission. Cash gifts of any kind (cash, bank transfers, unauthorized loans) are prohibited. Personal benefits (such as vacation travel, services) and indirect benefits to family members or other close associates are not permitted.


13. Gifts / Invitations from ELPRO

Complimentary gifts or invitations may be made as part of an estimated value of 50 € / CHF / USD per person. In special circumstances, higher value gifts or invitations may be approved by top management providing a corresponding justification is provided and the gifts / invitations do not result in unlawful / inappropriate privileges. Gifts to public officials or to persons or organizations performing public duties involve a high level of risk and are, therefore, strictly prohibited.

14. Politics, ideologies and religions

All employees are free to engage in politics and religion on their own time, however, the premises and work areas of ELPRO are designated as religion- and politics-free

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