

Introduction

World of Talents stands for a safe, inclusive and ethical workplace where respect, integrity and responsibility are central. The World of Talents Code of Conduct aligns with the organisation's core values and mission.

This code applies to every direct and indirect employee within the World of Talents Group. Each employee is expected to understand and apply the principles of this Code of Conduct in their daily work.

This document offers guidance to support daily responsibilities and assist in making the right decisions.

While many rules may seem self-evident, reviewing them ensures clarity about the expected behaviour at World of Talents.

The headline test for making the right decision:

- Is it legal?
- Does it align with the values and guidelines of World of Talents as outlined in the work regulations?
- Is it appropriate and fair?
- Could the decision attract media or union sensitivity?

In case of doubt, consultation with management, HR, or the confidential advisors is always possible.

Themes covered in this document

Human Rights

Diversity and Inclusion

Integrity and Fairness

Professional Conduct

Human Rights

World of Talents has created a healthy and safe working environment by adhering to various principles in line with the relevant rights from the Universal Declaration of Human Rights (UDHR). Our employees are also expected to uphold these principles.



Respect for Human Dignity

Everyone is entitled to dignity, equality and respect, regardless of personal or physical characteristics.



Labour Rights and Safe Working Conditions

World of Talents respects the rights of its employees. Child labour, forced labour, or other forms of exploitation are strictly prohibited. In accordance with applicable law, every employee receives fair remuneration. Employees are informed about all the details of their employment conditions, the nature of their duties, compensation, pay arrangements and working hours. World of Talents offers a fair and equitable compensation system based on responsibility, input, output and market conditions.



Reasonable Working Hours

World of Talents aims for reasonable working hours that respect employees' work-life balance, in compliance with applicable legislation.



Freedom of Expression

Employees can express their opinions without fear of retaliation. World of Talents aims to create a safe environment in which feedback and dialogue are valued.



Privacy and Data Protection

The privacy of employees, clients and partners is protected through careful handling of personal data in accordance with applicable laws. In case of questions about confidentiality or data security, employees should contact their direct manager.



Right to Well-being

World of Talents recognises that the physical and mental well-being of employees is essential. Therefore, it promotes a supportive and healthy working environment. Every employee is responsible for contributing to a safe and healthy workplace by following safety and health rules and practices.

Diversity and Inclusion

World of Talents believes that diversity and inclusion contribute to the success and growth of the organisation. The unique perspectives, backgrounds and skills of each individual are valued. Inclusion means that everyone feels welcome, safe, valued and respected. Any form of harassment or discrimination is not tolerated. World of Talents applies the following principles:



Inclusive Recruitment and Selection

A fair approach is adopted when attracting talent, building a diverse and inclusive workplace where everyone has equal opportunities.



Equal Opportunities

All employees are given equal opportunities for development, regardless of their appearance or personal characteristics. Promotion, training and other career development opportunities are based solely on attitude, performance and potential.



An Inclusive Workplace

A workplace is created where everyone feels safe to share ideas without fear of judgement or discrimination.

Integrity and Fairness

World of Talents believes that integrity, transparency and honest business practices must be integrated into all company activities. Corruption and bribery undermine trust and professional relationships and are not tolerated.



Integrity and Transparency

All employees are expected to act with integrity toward all stakeholders. Decisions must be based on objective business considerations. Any form of personal gain, bribery or corruption is strictly prohibited. Business transactions must be transparent and comply with relevant laws.

Business agreements must be clear, unambiguous, fully understood and fair. We are transparent with stakeholders about what we expect from each other. We honour our obligations and act fairly to uphold our rights.

**Gifts, Hospitality and Entertainment**

Gifts, hospitality or entertainment may only be exchanged in a professional context and must always be reasonable, appropriate, and in line with the culture and norms of the company.

Gifts or invitations exceeding €250, or those that could appear to influence business decisions, are not acceptable.

In case of doubt, approval from a supervisor must be obtained.

**Facilitating Payments and Bribes**

Facilitating payments or bribes are strictly prohibited. This includes payments to public officials or intermediaries to influence business transactions.

**Fair Competition**

We operate in compliance with competition laws and promote an efficient and transparent business environment. We do not engage in anti-competitive practices such as price fixing, market sharing, blocking market access, or unjustified refusal to cooperate. World of Talents seeks competitive advantage through performance, not unethical or illegal conduct.

Professional Conduct

All employees are expected to act professionally and impartially with honesty and transparency as core values. Personal interests or outside activities must not negatively affect work performance.

**Neutrality and Impartiality**

Employees must remain independent and impartial in their professional role. Outside activities must not interfere with responsibilities at World of Talents. Decisions must prioritise the company's interests above personal or business interests. Any situation that could give rise to a conflict of interest must be discussed with a supervisor.

**Transparent Communication**

World of Talents respects employee privacy. Written permission is required for involvement in paid or unpaid work for third parties.

**Professionalism on Social Media**

Employees may not use the company profile on social media for activities that could harm neutrality or reputation. Personal opinions must not suggest they are speaking on behalf of the company.

**Use of Company Resources**

Company resources, including time, equipment and information, must be used solely for professional purposes. Misuse for personal side activities is not allowed. All confidential and financial information must be safeguarded at all times. Any data breach must be reported immediately.

**Company Information and Trade Secrets**

After employment ends, employees must not use or disclose any company property, trade secrets, or confidential information. This includes, but is not limited to, business plans, client data, pricing, competitor information and employee details.

**Drugs and Alcohol**

World of Talents strictly prohibits the use, sale or possession of drugs during working hours or on company premises. Driving under the influence and illegal drug use or excessive alcohol consumption will result in immediate dismissal.

**Harassment and Intimidation**

Any form of harassment or intimidation, whether isolated or repeated, direct or indirect, is not tolerated. This includes verbal, non-verbal, online, physical, gestural and exclusionary behaviour.



Professional Responsibility

Employees are responsible for the quality of the services provided. They are therefore expected to continuously strive for improvement in their working methods. World of Talents recognizes that both clients and candidates rely on our organisation in their pursuit of growth and success. Therefore, maintaining the highest levels of professional responsibility and expertise is crucial



Corporate Social Responsibility and Sustainability

World of Talents aims to make a positive contribution to society and the environment. As an HR company, we recognise our duty to operate sustainably. ESG is an integral part of our strategy. An overview of all ESG-related initiatives can be found on [Changemakers Unite | World of Talents](#).



Reporting Procedure

World of Talents provides secure and confidential channels for employees and stakeholders to report suspected violations of this Code. Reports may be made confidentially or anonymously, in accordance with the whistleblower policy. All reports are thoroughly investigated, and appropriate action will be taken where necessary. Retaliation against whistleblowers will not be tolerated.

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If you have any questions or concerns regarding this Code, you may always contact your commercial representative at World of Talents or esg@worldoftalents.group.