

**How We Win** 

**Code of Ethics** 



# From Our CEO

Merakisis was founded on 3 basic principles of 1) Be true to a common set of values that sets us apart – being of service to our employees, partners, customers and to our communities; 2) Provide a platform where the creativity and passion of all involved can flourish; and 3) Ignite our company and industry to do what is right again and again and again.

The name, Merakisis, comes from the Greek word 'Meraki' which can be translated as "essence of ourselves, passion, putting something of yourself into your work"... we will strive to bring about that passion in all that we do.

The Merakisis Code of Conduct exemplifies our core values and our continuing commitment to corporate responsibility by setting forth how we work and win with integrity each day. It is up to each of us to understand, follow, and apply the Code of Conduct in all that we do. In doing so, we can ignite our business as we continue to create and promote a more responsible, inclusive, sustainable world.

Thank You



# **What We Stand For**



# **Integrity**

We believe in doing the right things right everywhere we do business.

# **Ethical Leadership**

Our values inform our business decisions so that we deliver solutions that matter to our customers and stakeholders; we maintain the trust of our employees, business partners, and communities; and we uphold Merakisis's reputation as an ethical, legal, and respected company.

## **Respect**

We value human rights, individual differences, diversity of thought, and the quality of ideas, innovation, and solutions that result.

# **Speaking Up**

We have the courage to ask questions and raise concerns about any situation, condition, or action that appears inconsistent with our Code of Conduct, company policy, or applicable law(s), knowing that our voice will be heard without retaliation or reprisal.

# Responsibility

We are responsible for meeting our commitments, responsible in how we treat, protect, and share Merakisis' confidential information and that of others; and transparent in the ways we deliver results for our customers and stakeholders.

# **What We Prohibit**



# **Dishonesty**

We don't mislead or customers, suppliers, distributors, or each other. We do not falsify or misrepresent information in or about our books and records, or engage in unfair competition.

# **Illegal Activity**

We don't violate the law and don't support others in violating the law either. This includes violating laws related to antitrust, bribery, corruption, environmental standards, product safety, human rights, privacy, insider trading, global trade, employment, and other laws that apply to our business.

## **Retaliation**

We don't harass, bully, intimidate, engage in threats or acts of violence toward others, or retaliate against anyone who speaks up in good faith or participates in an investigation.

#### **Conflicts of Interest**

We avoid situations that interfere or appear to interfere with our ability to act in the best interests of Merakisis.

### **Misuse and Theft of Assets**

We don't misuse or steal Merakisis assets or confidential information or those of our business partners, disclose confidential information entrusted to us without proper authorization, or put the security of our assets in jeopardy.

#### **Our VALUES**











#### **Inclusion & Teamwork**

- We build inclusive teams where everyone does their best work, celebrates, and has fun.
- We value diversity, in all forms, and embrace differences.
- We care and make a difference to each other, our customers, partners and our communities.

#### **Integrity & Genuine Communication**

- We provide open and honest communication.
- We actively listen and care about each other, our customers and partners.
- We create an environment of openness and sharing that should be centered on fostering care for each other.

# **Excellence In Everything We Do**

- We are disciplined to deliver products and services that our customers and partners can rely on.
- We set and achieve high quality standards
- We make data-driven decisions with intellectual honesty and constructive debate.

# **Possibility Thinking – Customer Driven Innovation**

- We continuously improve through enabling curiosity of thought that is bold and innovative.
- We deliver to our customers commitments with simplicity, clarity and speed.
- We continuously strive to improve and innovate through learning from our mistakes.

#### **People Are Our Greatest Assets**

- We treat each other with decency, respect and in a courteous manner.
- We ensure a safe and healthy workplace.
- We value our employees, their families and are committed to creating a Great Place To Work!

There are no excuses to acting with integrity. If you have questions about the application of the Code to specific situations, seek clarification or guidance from your manager or other resources.

Speaking Up allows
Merakisis to identify,
prevent, and correct
potential issues or
harm to Merakisis, our
employees, customers,
partners or
communities.

## **Integrity at Our Core**

The Merakisis Code of Conduct ("Code") applies to every employee and members of the board. All employees are responsible for knowing and following the Code.

To make ethical decisions consistent with the Code, before you act, ask yourself:

- Is it legal?
- Does it comply with Merakisis policies?
- Is it consistent with Merakisis Values and culture of integrity?
- Have I considered any impact on our employees, customers or partners?
- Would I be comfortable explaining my actions to my manager or my family?
- Would I be comfortable if my actions appeared in a newspaper/social media?
- If I am unclear about what to do, have I asked the right person for guidance?

# **Integrity for Each Other**

# Speak Up

Having integrity for each other means speaking up when a situation, behavior, or conduct doesn't seem right or seems inconsistent with the Code, company policy or guideline or applicable law. Anyone can speak up, ask questions, and report concerns through any of Merakisis's reporting resources.

- Managers
- Executive Office
- HR

# **Manager Responsibility**

Managers are expected to role model Merakisis's values, make ethical decisions, escalate concerns as appropriate, and hold themselves and others accountable to do the same. Managers are expected to create an open environment that empowers everyone to speak up and feel comfortable asking questions without fear of reprisal, knowing that their voices will be heard.

# The Code

behavior:	
Г	handicap, veteran status or any other legally protected status.
	Behaving in a manner that disrupts or interferes with the work of other employees.
2) Employees are expected to respect the property of others. The following are examples of inappropriate behavior:	
	Using telephone or computer excessively for personal business without consent of the company.
3) Employees are expected to follow the company's ethical policies and standards. The following are examples of inappropriate bel	
_	Reporting maccurate material infancial information.
_	Employees are expected to treat Company information and property appropriately. The following are examples of inappropriate behavior  Misrepresenting or intentionally omitting facts to obtain employment or falsifying employment, medical or security records.
5 [	Employees are expected to help maintain a safe work environment. The following are examples of inappropriate behavior:  I Violation of a safety, health or environmental policy or practice.
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6) All employees must, within their sphere of influence, ensure that Merakisis complies with all applicable legal requirements in the conduct of its business; and employees may not condone the failure to comply by other employees.