



CODE OF ETHICS

HE Space

Our aim is to conduct our business honestly and ethically wherever we operate across the world. The Code of Ethics forms the basis of our Ethics Program and has been designed to help each of us uphold our commitment to integrity in our daily work. The Code applies to all employees, officers and directors of HE Space. It guides us in key areas to conduct business in accordance with HE Space's values, as well as applicable laws and regulations.

Integrity and honesty are part of the core values of HE Space. In order to best represent the company and prevent conflicts of interest, co-workers shall avoid using company contacts to advance their private business. Integrity will be further pursued by not accepting or offering bribes or excessive gifts aimed at influencing business activity. Confidential or sensitive information of the customer or HE Space will be handled with care and according to specific security guidelines. We will refrain from gathering competitor intelligence by illegitimate means and refrain from acting on knowledge which has been gathered in such a manner.

We aim at the highest quality standards by understanding and providing the needs of our customers through constant dialogue with them. We will encourage our customers to express their requests and complaints and report and discuss them internally to achieve an improvement to the service.

We will be proactive in suggesting ways to improve the quality of the support by proposing ideas to the client. Whenever the daily operations allow for it, we will deliberate and discuss any potential to exceed the customer's expectations.

We will obey all equal employment opportunity laws and act with respect and responsibility towards others in all of their dealings. We will foster the preservation of a healthy work-life balance by personally addressing any hints indicating imbalanced situations.

We agree to disclose unethical, dishonest, fraudulent and illegal behaviour, or the violation of company policies and procedures, directly to management.

The Code of Ethics is to be seen as an integral part of the company's policy and of the employment relationship with each co-worker. Therefore any violation of the Code may result in a disciplinary action.

We believe that good ethics is good business!