

Spark Code Of Conduct

At Spark Holland, our integrity is the foundation of our innovation. This Code of Conduct outlines the principles and expectations that guide our behavior and decisions as employees, managers, and stakeholders. We are all responsible for upholding these standards to ensure a respectful, ethical, and compliant working environment.

1. Integrity and Ethics

- **Honesty and Transparency**
Act honestly in all professional interactions. Communicate openly and truthfully with colleagues, partners, and customers.
- **Confidentiality**
Protect proprietary, customer, and personal data. Never share confidential information outside authorized channels.
- **Conflict of Interest**
Avoid situations where personal interests may conflict with the interests of Spark Holland. Disclose any potential conflicts to management.

2. Workplace Behavior

- **Respect and Inclusion**
Foster a workplace where everyone is treated with dignity. Discrimination, harassment, or bullying of any kind is not tolerated.
- **Health and Safety**
Follow all safety procedures and contribute to a secure and healthy work environment.
- **Teamwork and Collaboration**
Promote a spirit of cooperation, mutual support, and shared responsibility.

3. Compliance and Legal Obligations

- **Laws and Regulations**

Comply with all applicable laws, industry standards, and internal policies, including export controls, anti-bribery laws, and intellectual property rights.

- **Accurate Reporting**

Maintain accurate and timely records in all business activities, including time reporting, financial transactions, and quality control.

4. Sustainability and Responsibility

- **Environmental Responsibility**

Support Spark Holland's sustainability goals by reducing waste, conserving energy, and promoting responsible use of resources in daily operations.

- **Product Stewardship**

Design and deliver products that prioritize safety, efficiency, and environmental impact.

5. Use of Company Resources

- **Assets and Equipment**

Use company equipment, software, and tools responsibly. Do not use Spark Holland assets for personal gain.

- **IT and Data Security**

Adhere to all IT policies. Protect systems from unauthorized access, and report any suspicious activity.

6. Reporting and Enforcement

- **Speak Up**

If you witness or suspect unethical behavior, speak up. Report any concerns to your manager, HR, or through an established internal reporting channel. Retaliation against whistleblowers is strictly prohibited.

- **Accountability**

All employees are responsible for understanding and adhering to this Code. Violations may result in disciplinary action, including termination.