



FP POLICY

# Code of Conduct

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[www.future-processing.com/sustainability](http://www.future-processing.com/sustainability)



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## Letter from CEO

Future Processing's purpose and values are at the core of our daily operations and decisions. We believe that conducting business in an ethical way should be the minimum requirement for any organisation. We value the trust of our clients, employees, and partners and want to promote transparency in our organisation.

Through the Code of Conduct, we communicate basic principles that Future Processing is following in order to conduct business ethically and responsibly.



Michał Sztanga,  
Future Processing, CEO

## Our Purpose

We create technology solutions that empower people and organizations to realize their full potential and make a positive contribution to human life.

## Our Values

We believe our people is our greatest advantage when it comes to daily business and success of our company. We put transparency and wellbeing of our people first. This allows them to act ethically, responsibly and be ready to speak up openly.

We value conducting business ethically in all aspects of our operations, including our relationships with clients. We believe that ethical conduct is not only the right thing to do but is also essential for building trust and maintaining strong partnerships with our clients. We are committed to conducting business with integrity, honesty, and transparency, and to adhering to applicable laws and regulations. We place a high priority on ethical behavior and expect all of our employees to act in accordance with our values at all times.

## Good atmosphere and team spirit

We want our employees to feel they are part of something bigger. At Future Processing, we help one another regardless of how well we know each other - it is through such relationships that we build our unique atmosphere, because at the end of the day, Future Processing is us.

## **Transparency and open communication**

With regular updates from the management all employees are kept up to date with the current situation of the company. Everyone has the freedom to express their opinion or ask a question on our intranet.

## **Partner relationships with the team and the team leader**

We celebrate successes together, learn from mistakes and help each other at every stage of project development. Team leader is always there for the team when they need support.

## **A culture of feedback**

Every quarter, team members discuss work goals and expectations together with the team leader. This way they get to know their strengths and weaknesses and find areas for improvement. At Future Processing, we value critical, mature feedback that brings value.

## **Transparent career path**

Our team members have an insight into the system where they can see where they are financially and what their development prospects are. What's more, we operate an annual, transparent system of pay rises.

## **Growth opportunities**

Over the course of a few years, employees can work on projects in different technologies, domains and for different clients. If, after some time, they want to develop in another role or domain - we will do our best to provide them with the opportunity to do so.

## **We are open to change**

Apart from chatting to the management about everyday topics such as holidays or hobbies, you can also approach them directly if there's something you don't like. They will listen and will try to solve the issue.



## **A comfortable work environment**

We allow employees to work remotely, choose their tools and set up their workspace. We trust their skills. We want to give them a greater degree of autonomy and independence so that they can achieve both project and personal goals.

# **Ethically Conducting Business**

## **Anti-bribery policy**

Bribery means a financial or other inducement or reward for an action which is illegal, unethical, a breach of trust or improper in any way.

We do not tolerate any form of bribery and never offer, give, request or accept bribe. Bribery includes giving anything (even of low value) to influence a third party to perform their job improperly or to influence their decision, or as a reward for doing any of the above.

Our support of charities, organisations or event participation always has legitimate and transparent intentions and should not be considered a form of bribery.

We educate ourselves with applicable regulations and laws such as the UK Bribery Act (UKBA) and US Foreign Corrupt Practices Act (FCPA).

Future Processing is committed to complying with all applicable laws and regulations, including the UK Bribery Act and US Foreign Corrupt Practices Act. To ensure compliance, we have established comprehensive anti-bribery and anti-corruption policies that outline our zero-tolerance approach to bribery and corruption. We regularly review and update these policies to ensure they remain current and effective.

By establishing these policies and processes, Future Processing is committed to maintaining the highest standards of ethical conduct and to preventing bribery and corruption in all of our business dealings. We are committed to transparency, integrity, and honesty in all of our operations and interactions, and we will continue to uphold these values in everything we do.

## **Conflict of interest policy**

Conflict of interest is a situation where our private interests intersect with Future Processing's business. We always put our company's business interests first and think objectively in any given situation.

Conflict of interest may or may not be connected with money. It may arise from personal relationships with other people or businesses.



Any conflict of interest may hurt the reputation of our company therefore, any misconduct needs to be reported to: [whistleblowers@future-processing.com](mailto:whistleblowers@future-processing.com)

## **Anti-slavery policy**

Modern slavery is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain.

Future Processing has a zero-tolerance approach to modern slavery, and we are committed to acting ethically and with integrity in all our business dealings and relationships. We respect people's right to work freely, their right to equal opportunity, freedom of association, and collective bargaining. Our working practices respect and uphold all human rights.

## **Data Privacy and Security**

Data privacy of our clients and employees and security of our IT infrastructure are at the core for our business to be successful.

We are responsible for the maintenance of privacy of the assets that our clients and employees share with us, such as confidential and personal information. The privacy policy at Future Processing is compliant with ISO 27001.

Confidential information includes all material non-public information that might be of use to competitors or harmful to Future Processing or its clients, suppliers or partners if disclosed.

## **Approach to People**

People stand at the core of our values. We care deeply about the success and well-being of our people. We believe in equal rights and opportunities for everyone, no matter their gender, race, sexual orientation or their beliefs.

Wellbeing and a comfortable work environment are vital for the success of Future Processing. We want everyone to feel comfortable and safe to express themselves no matter the individual differences.

Bullying, discrimination or harassment at work are not acceptable and must be reported at: [head.people@future-processing.com](mailto:head.people@future-processing.com).



## Approach to Clients

At Future Processing, we value our clients and are committed to building strong, long-lasting relationships based on mutual trust, respect, and transparency. Our approach to clients is guided by the following principles:

- Understanding client needs
- Transparency and honesty
- Quality and excellence
- Confidentiality and data privacy
- Compliance with laws and regulations

Our success is tied to the success of our clients. We are dedicated to providing exceptional service, maintaining high standards of data privacy and security, and complying with all applicable laws and regulations. We welcome feedback and suggestions from our customers on how we can better serve their needs. We regularly ask our customers for feedback in the NPS survey.

## Reporting any misconduct

For each sector of our Code of Conduct we have an assigned person who oversees the process and necessary procedures for implementation of the respective policy:

**Ethically Conducting Business** – Managing Director:

[managing.director@future-processing.com](mailto:managing.director@future-processing.com)

**Data Privacy and Security** – Data Protection Officer:

[gdpr@future-processing.com](mailto:gdpr@future-processing.com)

**Approach to People** – Head of People:

[head.people@future-processing.com](mailto:head.people@future-processing.com)

We understand that it may take courage to speak up about any misbehavior with regards to the Code of Conduct, for this purpose we have created an anonymous email address: **[managing.director@future-processing.com](mailto:managing.director@future-processing.com)** which allows any of our stakeholders to report safely any misconduct.