

Code of Conduct

The principles that guide how we work together, serve customers and represent Arzotec.



OUR COMMITMENT

At Arzotec ApS, we want everyone to feel safe, respected and motivated. This Code of Conduct sets out the behaviour we expect as a team, both within our workplace and in our relationships with customers and partners.

Everyday conduct



01 Respect and inclusion

- Treat everyone with dignity, regardless of gender, age, ethnicity, religion, sexual orientation, disability or background.
- Help create a workplace where all voices are heard and valued.

02 Integrity at work

- Be punctual, meet commitments and deliver quality work.
- Communicate honestly with colleagues, customers and partners. Avoid gossip and disrespectful language.

03 Working together

- Support one another, listen actively and disagree respectfully.
- Take responsibility for your actions and welcome constructive feedback.

04 Data protection

- Handle confidential information with care and comply with applicable GDPR requirements.
- Protect customer data and internal information from unauthorised access or misuse.

05 Company resources

- Use Arzotec tools and equipment responsibly and for work related purposes.
- Respect shared spaces, tools and technology.

Protecting our workplace

Our standards matter most when a concern arises. The expectations below apply to everyone representing Arzotec.

06 Unacceptable conduct

The following behaviour is not tolerated and may lead to disciplinary action:

- Bullying, discrimination or harassment
- Violent or threatening behaviour
- Substance abuse during work hours
- Dishonesty or fraud

07 Breaches and consequences

A breach of this Code may result in a verbal or written warning, temporary suspension, or termination of employment. The response depends on the severity and context of the breach.

08 Reporting concerns

If you experience or witness misconduct, report it to your manager or HR. Reports will be handled confidentially and taken seriously.

SPEAK UP

A healthy, safe and professional workplace depends on each of us. Treat others with respect, protect the information entrusted to us, and raise concerns when something is wrong.