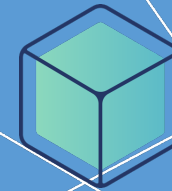


CU-BIT
DIGITAL AGENCY

CODE OF CONDUCT

AS A CU-BIT DIGITAL AGENCY

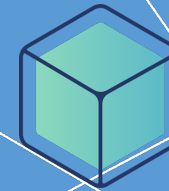
- staff will receive communications and training on the Code of Conduct
- staff will be required to annually review and affirm the Code of Conduct
- leadership will provide guidance on this Code of Conduct as challenges are observed or encountered
- leadership will review and revise the Code of Conduct as needed in response to any incidents or as technology changes



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AS IT PROFESSIONALS

- We have access to user's electronic information, some of which may be personal and confidential
- We require access to user's electronic information in order to develop, test, implement and support the Company or Client's applications, systems and networks and to ensure they run properly; to protect against threats such as attacks, malware, and viruses; to protect the integrity and security of information; to help support business continuity; and to help deal with threats to campus safety and the safety of individuals
- It is part of our job to help protect all user's electronic information from unauthorized access



CU-BIT
DIGITAL AGENCY

AS IT PROFESSIONALS

- We only obtain the information we need to perform our job or which we have been directed to obtain by proper legal authorities
- We only use the information gathered for the purpose for which it was obtained, properly protect the information while in our possession, and dispose of it properly once it is no longer needed for business purposes
- We will not peruse or examine user's electronic information for any purpose other than to address a specific issue
- We understand any failure to meet the Code of Conduct is considered a violation of trust



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OUR CULTURE AND VALUES



CU-BIT
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The CU-BIT Code of Conduct (the “Code”) serves as a guide for all employees for conducting business ethically around the world. Each of us is responsible for knowing and upholding the principles outlined in our Code. Our core ethical values—**honesty**, **respect**, and **fairness**—are at the heart of this document and are part of the “CU-BIT Way” of doing business.

HONESTY

It comes down to credibility: can and should people inside and outside the Company believe us?

No one wants to work with, take advice, or buy products from someone who misrepresents the facts.

RESPECT

All people deserve respect, and so do ideas. Respect is about dignity, acceptance, empathy, and compassion. Spirited disagreement, challenge, and even conflict drive positive progress when paired with respect, but are destructive when they are not.

FAIRNESS

What seems fair to one person might not feel fair to others. Being fair requires thinking about all of those involved in or affected by a decision. Being fair requires considering all of the circumstances people deal with. Unequal application of the rules is unfair, as is excluding people or their ideas due to their individual characteristics.

Our Code cannot cover every possible issue we face in our work, but we should use the Code and our core ethical values as tools to help us exercise good ethical judgment when faced with a tough decision. Before taking an action, we should always be confident that it complies with our Code and is aligned with our core ethical values.



WHAT ARE OUR RESPONSIBILITIES?

Each of us at CU-BIT is responsible for reading, understanding, and complying with both the letter and the spirit of our Code. Specifically, individuals are expected to:

- Comply with applicable laws and regulations and our Code
- Ask for guidance from your manager or other appropriate contact
- Speak up to report actual or potential violations of applicable laws and regulations or our Code
- Cooperate with internal investigations, audits, accounting reviews, and other similar inquiries

WHAT IS LEADER RESPONSIBILITIES?

- Communicate your personal support for our core ethical values and purpose and be clear that you expect actions that are consistent with them
- Help your team understand CU-BIT expectations for ethical conduct and how to apply applicable laws, regulations, and our Code
- Serve as an example to your team of what it means to act with integrity and in compliance with applicable laws and regulations

SPEAKING UP AT CU-BIT



As an employee of CU-BIT, it's your responsibility to speak up if you become aware of any suspected potential or actual violations of law or our Code of Conduct. We are counting on you to report these things so that we can investigate and address them. At CU-BIT, we take seriously all good faith reports of observed or suspected misconduct, whoever is involved, and we investigate all compliance allegations following established standards and guidelines.

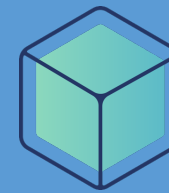
CU-BIT employees may ask questions, raise concerns or report instances of observed or suspected misconduct, including non-compliance with our Code of Conduct, by contacting any of the following:

1. Your supervisor
2. Company director
3. Report anonymously via email info@cu-bit.com

DISCIPLINARY ACTION

Violations of applicable laws, regulations or our Code may result in disciplinary action against those involved, up to and including termination of employment.

Any potential conflict of interest or fraud in any business category should be immediately reported to company director.



CU-BIT
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EMBRACING DIVERSITY, EQUITY, AND INCLUSION

Diversity promotes a range of thoughts, ideas, and experiences. With our diverse community at CU-BIT, we are able to creatively and effectively grow, solve problems and innovate.

We can contribute and do our best work only when we feel comfortable, safe, included, and able to be our true selves. We promote an inclusive culture where we instill a sense of belonging, understand personal situations, value differences, and treat everyone with fairness, dignity, and respect. This also includes all our business partners worldwide.

KEEPING THE WORKPLACE SAFE, HEALTHY, AND SECURE



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CU-BIT is committed to provide a safe, healthy, and secure workplace for our employees, contractors, visitors, and others with whom we interact in the course of business. We prioritize health, safety, and security ahead of business objectives and take steps to eliminate or avoid unsafe conditions and to protect our operations, property, assets, and reputation.

We foster a workplace culture that promotes our employees' physical, mental, and social well-being.

Keep in mind

Put safety first

Know and follow
emergency response
procedures

Report risks, hazards,
injuries, and unsafe
behaviors

Never work under the influence
of alcohol, drugs, or other
substances

Never bring weapons to work

HEALTH AND SAFETY EMERGENCY ACTION PLAN



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SEVERE WEATHER

- If outdoors, seek shelter
- Monitor local weather
- Do not pull the fire alarm
- Close any open windows or doors
- Stay away from windows or doors



MEDICAL EMERGENCY

- CALL 112
- Provide name, location and type of emergency
- If needed, stay on the phone for instructions
- Have someone meet first responders outside on the street if possible
- Trigger Medical event on company alarm system if possible



FIRE EVACUATION

- Activate nearest fire alarm
- Assist persons with disabilities
- Proceed to nearest exit, use stairs not elevator
- Meet at designated assembly area in front of building
 - CALL 112
- Provide name, location and type of emergency

WELLBEING AT CU-BIT



At CU-BIT we believe that productivity of every employee increases by providing a healthy work environment. What are we doing to increase physical and mental health:

- Providing a flexible working hours. Employee can start to work between 08:00h and 10:00h.
- Providing flexibility on place of work. Office visit is mandatory 3 days per week at employee's choice
- In case of urgent personal need, employee can stop working at any moment and sign out of work place to resolve private situation
- Lifiable electric table is available to almost every employee to spend part of the day standing up
- supplemental health insurance is available to every employee
- Insurance against accidents or death is available for every employee 0-24h
- Regular short 5min breaks are promoted to reduce mental health risk next to office in our "green garden area"

PREVENTING BRIBERY AND CORRUPTION



We do not bribe anyone, anywhere, for any reason. Period.

- CU-BIT prohibits bribery and corruption
- We must never attempt, or appear to attempt, to improperly influence or impact the professional objectivity of Government Officials, Private Individuals, or any other third parties with whom we do business
- We always apply good judgment and moderation when giving or receiving anything of value
- We keep accurate books and records of our business transactions

HIRING PROCESS



The hiring process at CU-BIT typically involves several stages to ensure that the company selects candidates who align with its values and have the skills necessary for the respective positions. Here's a general overview of the typical hiring process for new employees:

- The process usually begins with candidates submitting their applications through the company's official website or other designated online platforms
- Candidates are typically required to upload their resumes and provide relevant information about their education and work experience
- HR managers review submitted resumes to assess candidates' qualifications, skills, and experiences
- This initial screening helps narrow down the pool of applicants

HIRING PROCESS



Typical hiring process consists of 6 steps:

- 1. Assessment Tests:** Depending on the position, candidates may be required to complete online assessments. These assessments could include aptitude tests, personality assessments, or job-specific tests to evaluate the candidates suitability for the role
- 2. Initial Interview:** Shortlisted candidates are usually contacted for an initial interview. This interview may be conducted over the phone or through a video conferencing platform. The purpose is to discuss the candidate's background, experiences, and motivations, and to assess their fit for the company culture
- 3. Second Interview:** Successful candidates from the initial interview stage may be invited for a second round of interviews. These interviews are often more in-depth and may involve meeting with other team members. Questions may focus on the candidate's technical skills, problem-solving abilities
- 4. Reference Checks:** CU-BIT typically conducts reference checks to verify the information provided by candidates. This step involves contacting previous employers or other references to gather insights into the candidate's work history and performance. In case of need, candidate needs to provide contact person in previous company he/she worked for
- 5. Job Offer:** Candidates who successfully navigate the interview and reference check stages may receive a formal job offer. The offer includes details about the position, salary, benefits, and other relevant terms of employment
- 6. Onboarding:** Once a candidate accepts the job offer, they go through the onboarding process. This includes orientation, paperwork completion, and training to familiarize new employees with the company's policies, culture, project details, and introduction with CU-BIT clients

It is recommended that every candidate introduces himself with CU-BIT Work regulations document available on our website https://cu-bit.com/upload/pravilnik_o_radu.pdf



GO GREEN



Reducing environmental footprints and conserving resource should be a way of doing any business. Everyone plays their part, and so is CU-BIT.

What are we doing to reduce environmental footprint:

- CU-BIT has it's own office recycling spot where every employee is obliged to separate his/hers daily waste per type:
 - Paper
 - Glass
 - Plastic
 - Metal
 - Batteries
 - Bio waste

- More than **90%** of office waste in CU-BIT is successfully separated for recycle process which is huge success
- CU-BIT employees are using electric energy created by solar panels on the roof of our company
- We are using 100% of entire renewable electric energy we produce for our daily office work, cooling and heating, however this is only 52% of electric energy we consume.
- Our goal is to produce 90% of electric energy we consume from renewable energy sources, by year 2026.
- All electronic devices in CU-BIT have energy categorization of A or better energy grade as per EU norms
- Offices are having energy isolation certificate category B as per EU norms
- CU-BIT is promoting public transportation for all employees to decrease CO2 emissions, by financing tickets of public transportation services
- Every employee who is using bicycle has a reserved parking place next to office
- In case where our employees are using electric bicycle or scooter, free charging is ensured at cost of CU-BIT

Energija		Hladnjak
Proizvođač Tip / model	LOGO ABC 123	I II
Manja potrošnja energije	A	III
A		
B		
C		
D		
E		
F		
G		
Veća potrošnja energije		IV
Potrošnja energije kWh/god (Na temelju normalnih radnih uslova za 24 h)	XYZ	V
Štazna potrošnja energije u radu i u stanju mirovanja		VI
Prostor za svjetlo namenske, f	XYZ	VII
Prostor za zvučnu namenske, f	XYZ	VIII
	XXXX	VIII
Razina buke (dB(A) re 1 pW)	XZ	IX
Daljnji podaci su navedeni u priložoj dokumentaciji proizvoda		
HN EN 153 Pravilnik o označavanju energetske učinkovitosti		