



# Code of Conduct

Every individual employed with CAMELOT commits to follow our principles regarding labor practices and human rights, anti-bribery and corruption, a sustainable behavior towards the environment, and responsible procurement. Acting according to the Code of Conduct also means respecting CAMELOT's core values and implementing them in daily interactions at work.

**CAMELOT Policy**  
2023

# Code of Conduct

With this code of conduct, CAMELOT expressly acknowledges the social responsibility in the context of our entrepreneurial activities and thus creates secure guidelines for all actions. The focus is on fair, responsible and transparent practices in dealings with colleagues, customers, business partners and the public.

To do this, CAMELOT must know the core values, act accordingly and comply with applicable laws and regulations. CAMELOT strives to ensure that all those involved in our processes are guided by these contents and behave accordingly.

The Management Board and every single employee, have committed themselves to the code of conduct.

## #WeAreCAMELOT



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Four core values are at the heart of CAMELOTs professional work, our interaction with our clients, colleagues, business partners, and communities.

- ▶ Quality
- ▶ Innovation
- ▶ People
- ▶ Responsibility

## 01 | Core Values

### Quality

The practical experience of CAMELOTs industry insiders combined with deep functional and technical expertise leads to high quality. We are delivering sustainable solutions and manageable transformation for maximal customer value.

### Innovation

CAMELOT combines diversity of competencies in cross-functional teamwork, which build the foundation to innovating and delivering business value and best solutions for our customers.

### People

CAMELOT is performance-oriented and collaborates in high-performance teams. We act with integrity and tolerance, respect individuals and are compassionate and supportive to our company employees.

### Responsibility

CAMELOT is committed to integrating responsible business practices into all activities. This includes all three pillars of social, environmental and economical responsibility.



To support the practical implementation of our core values in our daily work, the five principles of respect, support, diversity, collaboration and value orientation provide further guidance.

## 02 | How We Work

### Respect

CAMELOT encourages appreciation and tolerance:

- Patterns of behavior that are characterized by hierarchy or discrimination are unacceptable
- All colleagues are to be treated with the same respect, regardless of rank or department
- You are still encouraged to discuss and confront, just keep it respectful

### Diversity

Variety as well as individual growth are needed for success:

- Promote cross-team input, combining business, technological and cultural know-how as the base for innovation
- Assess different personalities, consulting styles and work approaches
- Regardless of consulting styles or work approaches, keep it professional

### Value Orientation

We have high expectations regarding the quality of our work:

- Take the big picture in account by pointing out gaps, risks and chances to help the customer
- Keep all things you do and deliver professional and be recognized as a trusted advisor by taking care of the customer, even beyond the project
- Remember you are not alone! You have a team to work with and not have to be available for 24 hours 7 days a week

### Support

We are kind and willing to help others:

- Share knowledge across all levels and help others if requested
- Create a pleasant working environment in the office and at the customer site
- Take personal situations into account and find optimal solutions

### Collaboration

Many minds are better than one: Work as a Team!

- Always work together, towards the same targets, prescribing different treatments depending on company affiliation
- Listen to each other, providing meaningful feedback and learning from it
- Discuss concerns, questions and ideas, listening to and trusting in our experts



## 03 | Code of Conduct

In addition to our core values and the basic guidelines for daily interactions at work, CAMELOT has developed a set of principles that are part of our code of conduct. They reflect the content of the corporate policies and are binding for all employees.

At CAMELOT, we thus commit to the following principles in order to ensure a trusting and respectful working atmosphere for all colleagues, business partners, customers or any other party we are in contact with.

### Confidentiality & Safety

CAMELOT stands for a trustworthy and safe working atmosphere:

- We only access systems and networks we are explicitly allowed to access
- We use and access CAMELOT property respectfully
- We respect data privacy and security of CAMELOT, other employees, clients and other parties we are interacting with
- We do not share access to codes and passwords to anyone other than the individual to whom the access is assigned
- We ensure highest Information security – including the protection against malicious threats or attacks and protecting third-party data that is used within the business from any threats of malicious activities like hacking.
- We align our operations with the ISO 27000 standards.

### Ethical Standards

Legal and ethical standards should be a matter of course and are therefore part of our company's identity:

- We do not tolerate violations of human rights or ILO labor standards and obey to all relevant laws and conventions
- We treat each other fairly, with dignity and respect
- We ensure accurate financial recording
- We avoid actual and potential conflicts of interest
- We avoid the improper giving and receiving of gifts
- We report observed violations of legal and ethical standards
- We separate personal political activities from CAMELOT's business
- We deal honestly and fairly with clients, customers, suppliers, and financial partners and ensure a fair competition
- We do not accept and will not make any form of facilitation payments of any nature
- We support donating to charities – whether through services, knowledge, time, or direct financial contributions in a legal and ethically correct manner
- We report any suspected or actual event of illegal, unethical or inappropriate event

## Anti-discrimination & Harassment

CAMELOTs policy for a respectful and trustworthy work environment builds the basis for the following principles. The policy includes both our commitment to respecting and valuing our diverse workforce as well as processes and measures which ensure the effective implementation of this commitment.

We specifically commit to the following:

- We do not tolerate any kind of discrimination, mobbing, stalking, sexual harassment or violence
- We mutually respect the personality of the other person(s)
- We offer direct and immediate help to those affected and support them in resolving any issues that arise
- We recognize our own responsibility for a positive internal working atmosphere
- We frequently foster awareness by attending discussions and trainings

Ensuring confidentiality and privacy of data is of highest priority. The information given will not be disclosed to anyone, including the management team, without the permission by the person concerned.

## Sustainable Behavior

While conducting our business, sustainability aspects and efforts are of huge importance:

- CAMELOT, wherever possible, supports a precautionary approach to environmental matters and undertakes initiatives to promote greater environmental responsibility. This extends specifically to:
- Promoting hybrid project delivery to avoid emissions from travel
- Responsible travel behavior especially considering our short distance flight regulations
- Turning off screens and power switches if not in use
- Using air condition and heating in a reasonable manner
- Avoiding waste of water at office facilities
- Separating waste according to the local office guidelines
- Attending further training and information opportunities for further education on sustainability topics



*We focus on fair, responsible and transparent practices in the interaction with colleagues, customers, business partners and the public.*

## 04 | Policies

With the four policies on Labor Practices & Human Rights, Anti-bribery & Corruption, Environment and Procurement as well as the Supplier Code of Conduct, CAMELOT further extend the content outlined in the code of conduct. The policies are thought to provide more details on how CAMELOT ensures to drive responsible and respectful business practices together with all its employees and business partners.

### Labor Practices & Human Rights

CAMELOT is committed to ensuring the firm complies with its legal duty to ensure the health & safety of its partners, employees, visitors to our places of business and others directly affected by relevant activities under the firm's control. CAMELOT undertakes to assist its employees and contractors to comply with their legal obligations and operate in a culture of safety first.

### Anti-bribery & Corruption

CAMELOT is committed to conducting business in an ethical and honest manner and to implementing and enforcing systems that ensure bribery is prevented. CAMELOT has zero-tolerance for bribery and corrupt activities. We are committed to acting professionally, fairly, and with integrity in all business dealing and relationships, wherever in the country we operate.

### Supplier Code of Conduct

In our Supplier Code of Conduct, we list the standards to which we hold our suppliers accountable. We expect our supplier to diligently follow all laws of the jurisdiction in which they are providing their services for CAMELOT. Suppliers must respect generally accepted ethical, social, and environmental standards at all times.

### Environment

Given that our living space, the earth, is finite and our global consumption of natural resources has grown exponentially in the past century, humanity is at a turning point within a global climate crisis. The question of how we can better manage our natural resources and shift to sustainable business models is an existential one for CAMELOT. To address these challenges, CAMELOT is committed to fostering awareness and strengthening its sustainability efforts among its employees, customers, suppliers, and other stakeholders.

### Procurement

To provide services to our clients, CAMELOT itself relies on a range of suppliers. They deliver office supplies, travel solutions, or consulting services, to name a few examples. Our procurement policy aims to give CAMELOT employees guidance and direction when selecting and managing suppliers. A special focus is put on social and environmental issues. As a thought-leading value chain management consultancy, environmental issues are always at the foundation of our advice. Consequently, we want to hold our own operations to the same standards.





This policy and the related targets are reviewed annually, the next review will take place in Q4 2023. This policy applies to all CAMELOT office sites and all CAMELOT employees. The CSR Council is responsible for the content of the policy and the implementation of the principles contained therein as well as for the annual reviewing process.

The CAMELOT Code of Conduct becomes effective on the day of its signing in its most recent version. It may not form the basis for any individual claims or claims by third parties.



Steffen Joswig, Managing Partner,  
Camelot ITLab



Jochen Knorz, Managing Partner,  
Camelot ITLab



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A handwritten signature in black ink that reads "Jorma Gall".

Jorma Gall, Managing Partner,  
Camelot Management Consultants

A handwritten signature in black ink that reads "Libor Kotlik".

Libor Kotlik, Managing Partner,  
Camelot Management Consultants



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