

Ethical Guidelines

Tana Copenhagen Aps will at all times demonstrate the highest levels of integrity, truthfulness and honesty in order to uphold both personal and corporate reputations. Regardless the partners and where we may operate, Tana will conduct its business within the corridor of ethical principles outlined in this document. Tana also acknowledges the principles in the UN Global Compact, which are reflected below.

Human Rights

Tana embraces and complies with international convention on human rights. Tana is committed to avoid complicity in human rights abuses in our operations and in our assignment-related activities with special attention to vulnerable groups, including women, children, indigenous peoples and migrants. Any behavior or act violating human rights will not be tolerated.

Labor Condition

Tana is committed to treat all consultants, staffs and partners with dignity and respect with equal opportunities regardless of race, religion, gender, political and sexual orientation, maternity, marital status, family status, disability, age, or nationality. Tana offers a safe and healthy working environment and Tana will not tolerate any form of harassment, violence, intimidation, abuse of power, bullying as well as forced and/or child labor in relation to our operations and in our assignment-related activities.

Environment

Tana will take into account environmental aspects and the need to protect it and, when relevant, minimize the impact of its operation have on it. Tana put into consideration our environmental footprint when travelling in connection with our work. This implies that Tana will aim at taking the most direct route and avoid unnecessary travel activities.

Anti Corruption and Bribery

Tana does not allow any form of direct or indirect offer, payment, solicitation or acceptance of bribery and corruption. Any consultants, staffs and partners found and proven to be involved in any kind of corrupt practice will immediately receive termination of employee status or contract and may well have committed a criminal act, which could lead to prosecution. Tana is committed to not act corruptly in any of our dealings with other parties in relation to our service. Tana will also ensure that any third party acting on our behalf upholds the same principle against corruption.

We operate based on the basis of the following ethical values:

- 1. HONESTY.** It is our objective to conduct and communicate our activities in an honest, truthful, properly told and well-presented manner. Tana will not seek to gain anything from misrepresentations, overstatements, partial truths, selective omissions or other forms of false communication. Clients should be given factual information about prices, schedules, service and other terms of business. Consultants, staffs and partners also deserve to be treated fairly, honestly and in accordance with agreed terms.
- 2. LOYALTY.** Tana aims to maintain loyal and mutually beneficial relationship with all of our consultants, staffs, partners and clients without compromising our ethical values.
- 3. FAIRNESS.** Tana is committed to not take unfair advantage through abusing arbitrary power, manipulation, and concealment, abuse of privileged information, misrepresentative communication, or any other unfair-dealing practice.



4. RESPECTS FOR OTHERS. Tana put high respect on human dignity, personal autonomy, privacy and human rights. All consultants, staffs and partners regardless of their colour, race, religion, marital status, sexual orientation, disability or age should be treated fairly and honestly with both respect and dignity.

5. COMPLIANCE. Tana will seek to comply with all international, national and local legislation related to all business activities. Tana will strive to follow the best practice in corporate governance. Tana will meet tax obligations. And Tana will not make any financial contributions or offer support to any political party.

6. COMMITMENT TO EXCELLENCE. Tana does not compromise on delivering high quality service. We therefore strive to stay well informed and prepared as well as continuously enhance our capacity in order to increase our proficiency in all areas of responsibility.

7. ACCOUNTABILITY. Tana has the obligation to fulfill our duties and accept responsibility for the consequences of our actions, be they positive or negative. We will cooperate and answerable to anyone particularly our clients and partners regarding our operations.

Any consultants, staffs or partners who violate our ethical standards will be subject to disciplinary action which can include verbal warning, written warning, suspension or termination of employment/contract.