



## **CODE OF CONDUCT**

This Code of Conduct (the “**Code**”) sets out the standards defining how the PlanIT Xite team and their affiliates, subsidiaries, parent companies and/or entities under common majority control (“**PlanIT Xite**” and/or the “**Company**”) operates every day and everywhere, and governs the Company’s professional relationships with its clients, suppliers, stakeholders and each other. It ensures that PlanIT Xite maintains the highest levels of professional conduct and underpins the reputation and trust PlanIT Xite commands. The rules of the Code are binding on each of the Company’s managers, employees, consultants, contractors and agents, regardless of location.

The Code is based, inter alia, on the requirements of law, regulations, norms and international rules of conduct. It consolidates rules and regulations relating to various levels of the Company’s activities and is intended to be a basic statement of principles and standards, distinguishing between what is appropriate and allowed and what is inappropriate and forbidden in all levels of action. The Code should be examined within the framework of the policies, customs and requirements of the law. It should be clear that the absence of a policy, or specific corporate provision covering a particular case, does not absolve from the responsibility to act ethically in those circumstances.

## **COMPANY’S MISSION AND VALUES**

*PlanIT Xite’s mission is to be a growing and profitable company, with a unique and significant contribution to society, which researches, develops, manufactures and delivers systems at the forefront of technology, to all its customers.*

- **Boldness, innovation and professional excellence**
  - Creating an organizational environment that will support audacity and innovation with a long-term vision, utilizing the best talents of individuals and groups, in all levels of the organization and in all areas of activity - organizational and business.
  - Encouraging employees to deepen their professional level and expand their areas of expertise, to provide a basis for increasing their audacity, while reducing the level of risk.
  - Being open to unconventional ideas and creating a tolerant environment for those who go against the mainstream.
  - We will show understanding towards errors derived from risk-taking, as an important part of the learning process, while drawing lessons in an open and factual manner and applying them wisely and courageously.

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- **Commitment to customers**

- Loyalty and commitment to customers will be a key component that will be expressed in striving to provide our customers with optimal value in solutions, products and services, while following rules that will preserve the Company's core assets and its economic resilience.
- We will work on building a long-term relationship with our clients based on training, integrity, mutual respect and understanding their needs.

- **Commitment to employees**

- We will strive to foster a value system and a work environment that will give each of the Company's employees a sense of home and enable him to utilize his talents, feel satisfaction and pleasure in his work, and feel pride in his affiliation with PlanIT Xite.
- We will build a system of mutual commitment between the Company and its employees based on trust, openness, integrity and striving for achievements, while striving for stability and a long-term relationship.
- Promotion and remuneration will express personal and group achievements, considering the company's economic resilience and its compliance with the goals.
- Promotion and reward will express individual and group achievements, considering the company's economic resilience and its goals achievements.

- **Determination and striving to meet goals**

- The competitive environment will be a motivating factor for individual and group achievement.
- We will encourage behavior characterized by perseverance, determination, and the uncompromised striving to meet challenging goals, in all areas of the Company's activities, while ensuring professional ethics, informed management of resources and coexistence of a wide range of objectives.

- **A unified PlanIT Xite**

- Teamwork at all levels of the Company, including close cooperation between departments, forms the basis for realizing the Company's main objectives.
- We will encourage cooperation at all levels of the Company, through reward and evaluation systems that will give weight to the contribution of managers and employees, to the success of teamwork and to the success of their colleagues.
- We will have openness and transparency between the departments and foster a spirit of shared responsibility at all levels of the Company.

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- We will establish uniform standards and symbols, which will serve as a single organizational identity, which will express shared responsibility, humility, quality and aesthetics, without harming the centrality of the individual employee and fostering the pride of the department to which he belongs.

## **ESSENCE OF THE CODE OF CONDUCT**

*The Code condemns corruption in all its forms. The Code further expresses the Company's commitment to employees and the preservation of human dignity, especially its life and health, the preservation of the environment and commitment to the community.*

### **• Bribery, Corruption, Money Laundering**

- PlanIT Xite takes a zero-tolerance approach to the making or receiving of bribes or corrupt payments in any form and PlanIT Xite upholds all laws relevant to countering bribery and corruption in all the jurisdictions in which it operates. As a matter of top priority, PlanIT Xite adheres strictly to the anti-corruption conventions of the Organization for Economic Co-operation and Development (OECD).
- The Company is committed to detect, manage and mitigate the risks associated with money laundering and the financing of terrorism. The Company strives to comply with all applicable requirements under the legislations in force in the jurisdictions in which it operates, to prevent the use of the financial system for the purpose of money laundering and terrorist financing.
- The Company's policy is to ensure that the identities of all new and existing customers are verified to a reasonable level of certainty.
- The Company's financial activities and transactions are carried out via renowned banks with excellent reputations which have their own strict internal anti money laundering policies and regulations in place.

### **• Benefits, gifts and conflicts of interest**

- The Company conducts its business in a responsible and fair manner, so that all its actions are carried out according to the law and proper business etiquette in Israel and abroad.
- All employees of the Company are required to behave honestly, reliably and fairly, including with its affiliates, customers and suppliers.
- The Company's interests require that its employees refrain from situations or actions for which a conflict of interest may arise between the best interests of the company and their personal best interests.

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- Employees are strictly prohibited from using inside information for personal benefit.
- **Market, sales and customers**
  - The Company handles the relationships with its customers and business partners through its authorized employees, with fairness, transparency, integrity and trust.
  - Participation in tenders will be fair and in accordance with the laws.
  - The negotiations will be appropriate, reliable and fair.
  - The Company is careful to accurately formulate its contracts and proposals and is careful to fulfill its undertakings in these contracts and proposals.
  - In any contact with entities abroad, the Company is careful to respect the laws and customs of the country with which the relationship exists.
- **Relationships with suppliers and competitors**
  - The decision-making process regarding procurement, sale and contact with the Company's suppliers is carried out in accordance with the law, the Company's procedures and in accordance with the rules of fairness.
  - The Company directs its actions and business toward competitors and partners in an honest and fair manner while preserving the rights of all parties.
  - The Company uses legal means to promote its products, to collect competitive information or for any other purpose.
- **Preservation of assets**
  - The Company's assets are used by employees for the Company's business purposes, exclusively. It attaches great importance to the efficient management of equipment and maintaining its integrity.
  - The Company ensures the proper use of the computer and its information to prevent dangerous situations for the company from a business and security point of view and the violation of individual rights or third-party rights.
  - The Company requires its employees to be careful and prudent in the use and safeguard of its information and intellectual property assets and that of others and to act in accordance with the procedures and guidelines in this regard.
  - The Company maintains the proper use of assets of customers and suppliers.

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## **FOSTERING A PROPER WORK ENVIRONMENT**

*The Company maintains a healthy, safe and productive work environment without discrimination whatsoever, intimidation or harassment*

- **Non-discrimination.**
  - The Company employs employees based on their skills, education, suitability to the requirements of the position and without any discrimination whatsoever and for appropriate salaries.
  - The promotion, evaluation and reward of employees is determined by the appointed managers and according to the achievements of the employees without inquiries, discrimination, and prejudice.
  - The managers and employees operate in their area of responsibility and authority only, and their decisions will be in the best professional and business judgment and in the best way for the Company.
  - The Company is careful to protect the privacy of its employees and those who come with it in working relationships.
- **Prevention of sexual harassment**
  - The Company takes a zero-tolerance approach with regard to sexual harassment in the workplace, in compliance with the strict provisions of the Israeli Prevention of Sexual Harassment Law.
  - The Company will take harsh disciplinary action in accordance with the law against any victimization of an employee who is complaining or the alleged harasser that may result from a complaint.
- **International Environmental Law Principles**
  - International environmental law principles are supported and respected within the Company. The Company supports a precautionary approach to environmental risks, it strives to undertake initiatives to promote environmental responsibility and to encourage the development and diffusion of environmentally friendly technologies.



## **CONTRIBUTIONS AND SOCIAL RESPONSIBILITY**

*PlanIT Xite attributes great importance to being involved in the communities where it acts, inter alia, by making contributions in reasonable amounts for worthy public causes.*

- The Company's contributions are given without any consideration and are always subject to the prior approval of the Company's compliance officer.
- The Company is committed to the highest standards of integrity and to acting responsibly and ethically in all countries in which it operates in accordance with internationally accepted labor and social responsibility principles.
- The Company seeks to make a positive and sustainable contribution to the communities in which PlanIT Xite conducts its business, in particular through recruiting, training and offering equal opportunities to local individuals.
- The Company's employees are instructed to bring to the attention of PlanIT Xite's management whenever they are made aware of relevant projects within PlanIT Xite's scope of business which contain elements of social contributions and/or giving back to the communities where PlanIT Xite operates.

## **HUMAN RIGHTS AND LABOUR CONDITIONS**

*PlanIT Xite respects internationally recognized human rights. This means an undertaking to not cause, contribute to, or, through PlanIT Xite's operations, be linked to negative effects on human rights.*

### **• Forced labor**

- PlanIT Xite does not accept the use of forced labor or other forms of involuntary labor, including bonded workers, illegal workers, or other non-paid workers. PlanIT Xite complies with applicable laws and international standards regarding forced labor.

### **• Child labor**

- PlanIT Xite does not accept the use of child labor and complies with applicable laws and international standards regarding child labor.
- PlanIT Xite follows the ILO-definition of child labor, which is work that deprives children of their childhood, their potential and their dignity, and that is harmful to physical and mental development.

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## **IMPLEMENTATION**

*PlanIT Xite monitors compliance with the Code through routine, periodic reporting and auditing of the Company's operations on all group level.*

- If violations of the Code or any other internal policies or laws and regulations are detected, employees know that they are to raise these concerns with their direct manager, or other appropriate superior.
- All concerns related to the Code may be submitted anonymously and will be investigated by PlanIT Xite's management.
- No reprisal of any kind is tolerated against complainants acting in good faith. Any violation of the Code may result in disciplinary action or other applicable consequences.
- This Code will be published on the Company's website, where it may be updated from time to time.

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