

# Sound Company Culture & Ethics

This policy constitutes Nets' statutory policy requirement, cf. the executive Order nr. 691 of 25<sup>th</sup> June 2020 on Sound corporate culture and the Danish FSA's guidance no. 9319 dated May 26<sup>th</sup> 2020.

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# Letter from our CEO



"Acting with responsibility and in an ethical manner is both the right thing to do and the right way to do business. I take great pride in the work we do here at Nets, and the way that we reach our goals without compromising our values.

As we move towards reaching those goals, it is important to remember that the way that we act towards our co-workers and how we support each other in fulfilling our respective duties are as important as that final objective.

With this in mind, I ask for your support in our commitment, to continue to build on our culture of decency, accountability, and integrity.

This includes speaking up if you see anything inappropriate, unethical, or unlawful.

Please take the time to study our Policy on Sound Company Culture, and integrate it into everything you do here at Nets. Our reputation depends on it.

#### Scope

Nets' ethical policy applies to the management, employees, and contract workers of all Nets' entities, and it is mandatory to comply with it.

Management at all levels is responsible for ensuring adequate understanding of the policy and lead by example within their respective departments.

Lars Erik

Managers must take all reports of misconduct seriously and ensure that reports go through appropriate channels, if deemed relevant.

All employees and contract workers are responsible for observing this policy and reporting any discrepancies via the channels listed below.

# Voice from Board of directors



The Policy on Sound Company Culture is the cornerstone of Nets' ethics and compliance system, setting forth the principles of behaviour and business ethics that guide our organisation. We are immensely proud of Nets' culture of compliance, which is deeply rooted in values such as honesty, decency, trust, and personal accountability.

This Policy is not just a set of rules but a reflection of our commitment to maintaining the highest standards of integrity in all our actions. It serves as a comprehensive guide for all employees, helping them navigate ethical dilemmas and make decisions that align with our core values.

Together, we can uphold the principles that make Nets a trusted and respected leader in our industry.

#### **Board of Directors:**

Gianluca Ventura

(Chair)

Francesco Maria Gaini

(Vice Chair)

Maria Bardram

Alexandre Francesco Bove

Alessia Carnevale

Frank Asger Olsen

Christian Lilloe Salvesen

Beate Fjeld Ulleland

Yaeli Zargarov Friis



#### **Nets values**

It is imperative that management, employees, and contract workers all live the values of the Nexi Group, and that these values lie at the core of everything we do. They define the overall framework for how we ensure a sound company culture in Nets.

The values below are set out by the Nexi Group, on the foundation: "Building on our Cultural Foundations, our Values and Behaviors will help us to come together as One Nexi and create the future fundament for how we act and work together and what we aspire to be as a company.

Having a strong foundation and being united as One Nexi, will support us to deliver on our promises to our customers and addressing the business challenges we meet in a strong and united way. Nets has adopted these values:

### Winning with our

Energy, together: We bring energy, commitment and resilience to succeed, and we win together. We take personal ownership for everything we do to go above and beyond for our customers and our colleagues. We commit to achieve great results together, building on everyone's strengths, and we recognize and

### Enjoy the richness of diversity:

We are big believers that an inclusive culture of diverse personalities is what powers us to drive strong results.

We value everyone's uniqueness and we continuously seek and listen to different perspectives. We enjoy and promote an inclusive culture where everyone feels at their best and can make a personal impact. We are One Nexi, united in our differences, with passion for winning together as a team.

#### Driving excellence for our customers, always:

Passion for our customers is at the heart of everything we do.

We always put our customers first by anticipating and listening to their needs.

With a customercentric mindset and a can-do attitude, we always take action to strive for excellent customer experience.

#### Shaping payments through our Competence:

With a passion for learning and improving, we continuously grow our expertise to deliver for our customers with quality. We relentlessly develop best in class PayTech competences and capabilities to deliver simple, reliable and secure solutions for the benefit of our customers and societv. We are eager to experiment in order to shape payments and bring relevant innovation to market



### **Conduct Standards**



#### 1 Ethical and professional conduct standards

As mandated by the Danish Executive Order on Sound corporate culture, this Policy is based on Nets' business model, organisational structure, the payment services provided by Nets and the risk of Nets not being compliant with financial regulation, anti-money laundering regulation and the risk of Nets being misused for money laundering and terrorist financing.

Taking the above into consideration, the Board intends this Policy to set out the overall principles for a sound company culture by (amongst others):

- Identifying risk areas that might prove to be obstacles to a sound company culture
- Providing principles and a non-exhaustive list of examples of acceptable and unacceptable behavior and methods to promote open communication for each identified risk area
- Promoting risk awareness by making it obligatory for each new employee to receive and familiarise themselves with this Policy and through the training principles in Nets' Compliance Policy
- Establishing a control environment to ensure focus is kept on ensuring a sound company culture



### 1.1. Anti-money laundering, counter-terrorism financing, and avoiding tax evasion



Providing payment services across borders, Nets is committed to do our part in preventing and averting all types of financial crime, cf. Nets' Anti-Money Laundering and Counter-Terrorism Financing Policy.

Given the material importance to the Danish payment systems, Nets has implemented a strong policy framework to identify, mitigate and monitor risks relating to the complex financial regulation that Nets is subject to.

Nets relies on and requires its employees, managers and contract workers to adhere to this policy framework and recognise the importance of complying with financial regulation.

Failure to comply with rules designed to prevent financial crime is unacceptable. For example, it is unacceptable to:

- Disregard and/or violate a rule in the regulation or in the internal procedures designed to prevent and avert financial crime, e.g. not performing KYC on a customer when required to do so,
- Cover-up any activity (e.g. a mistake) which has resulted in a violation of a rule in the regulation or the internal procedures designed to prevent and avert financial crime, e.g. not making your manager aware of not having performed KYC on a customer when you were required to do so,
- Compel others to disregard and/or violate or cover up an activity resulting in the violation of a rule in the regulation or the internal procedures designed to prevent and avert financial crime, e.g. telling your colleague not to make their manager aware of not having performed KYC on a customer when they were required to do so

#### Guidelines for preventing financial crime

- You should familiarise yourself with the rules and policy framework relating to Nets' handling of AML, CTF and other relevant obligations pursuant to the financial regulation. The level of detail depends on your daily work. If you are in doubt as to whether you have the necessary knowledge and tools, you should ask your immediate manager.
- If you make a mistake or have a suspicion that you participate in an activity (even unintentionally), that might go against any of the measures designed to prevent and avert

financial crime, you should share your concerns with your immediate manager. In doubt, always address this issue with your immediate manager. We know that it is human to make mistakes or may be uncertain on whether something is right or wrong. You should never try to cover up a mistake or take any unnecessary risks. Remember instead that we are committed to finding a solution together and learning from our mistakes

 If you experience any unusual or suspicious customer transactions or behavior during the course of your daily work, you should share your concerns with your immediate man- ager. In doubt, always address this issue with your immediate manager.

Contact point: Nets Compliance



#### 1.2. Anti-bribery and corruption

Nets has zero tolerance towards bribery and corruption and condemns it in all its forms. It is our objective to counter and avoid bribery and corruption, both actively and passively, cf. Nets' Anti-Bribery and Corruption Policy.

#### Guidelines for combatting corruption.

- We encourage employees to speak up about any suspected abuse of power, nepotism or bribery, including improper offers of payments to or from employees or organisations.
- We do not accept facilitation payments of any kind nor accept any other offering with the purpose of obtaining or retaining improper advantage.

#### Contact point: Nets Compliance

#### 1.3. Gifts and hospitality



As gifts and hospitality may amount to bribery and/or create a conflict of interest, there are certain guidelines that must be followed to protect Nets' integrity. Specific guidance on what gifts/invitations may be permissible can be found in Nets' Anti-Bribery and Corruption Policy. Reference should also be made to Nets' Conflicts of Interest Policy where relevant.

#### Contact point: Nets Compliance

#### 1.4. Conflicts of interest



Acting with integrity matters for all employees in Nets. As employees, we must protect our integrity by identifying and mitigating all potential conflicts of interest. A conflict of interest may arise where an employee has competing interests or competing loyalties to secure one outcome at the expense of another.

#### Guidelines to avoid conflict of interest.

Disclosure is mandatory. Having a conflict of interest is not necessarily a violation of this Policy but failing to disclose it is. If in doubt, always address this issue with your immediate manager. The following, non-exhaustive, list reflects potential situations that pose a conflict of interest or are likely to do so:

- Doing business with, or hiring, someone with close personal relations
- Close personal relationship between Nets' co-workers where there is a reporting relationship or where an actual or perceived conflict of interest could exist
- A close personal relation with a Nets' competitor
- The offering of a gift or the like to you, a family member, or a close friend, by any Nets' customer, business partner, vendor, or third party
- Doing anything that either competes with or appears to compete with or is otherwise contrary to Nets' interest.

Further guidance on how to identify and address conflicts of interest may be found in Nets' Conflict of Interest Policy.

#### Contact point: Nets Compliance

#### 1.5. Data protection and confidentiality



The right to privacy is a human right, Nets is committed to safeguard the personal, private and confidential information that we process. This is safeguarded by Nets' compliance with the provisions of the General Data Protection Regulation (GDPR), the Data Protection Pol- icy, as well as the Nets Group Security Framework.

Specific guidance on how to assure an adequate level of protection of these rights can be

found in the Nets Data Protection Policy.

#### Contact point: Nets' Data Protection Officer (for security: Head of Security Governance).

#### 1.6. Human rights and respect



Both in respect to the nature of our business and our presence across Europe, we are committed to protect and respect human rights and are thus a signatory of the UN Global Compact. We promote an anti-discrimination behavior, ensuring that our colleagues have equal opportunities for promoting their careers in the company, regardless of their nationality, ethnicity, disability, age, gender, sexual orientation, religion, or belief, cf. Nets' Diversity Policy and Nets Human and Labor Rights Policy.

#### Guidelines to promote human rights

- We recruit, hire, train, and promote qualified people regardless of nationality, ethnicity, disability, age, gender, sexual orientation, religion, or belief
- We treat each other with respect
- We speak up if we witness unlawful discrimination, harassment, retaliation, and human rights abuses
- We assess and engage with suppliers.

#### Contact point: Group HR and Procurement (regarding supplier relations)

#### 1.7. Competition law compliance



We conduct all of our business in an honest and ethical manner and comply with any applicable law, rule, and regulation subject to the jurisdiction of competition authorities in all the countries in which we operate. We are committed to acting professionally and compliant in all our business dealings and relationships wherever we operate and implementing and enforcing effective systems to counter anti-competitive behavior, see Nets' Competition Compliance Policy.

#### Non-exhaustive guidelines to safeguard competition law compliance

• You must not discuss nor exchange confidential commercial matters with competitors



- If you are involved in sales and/or strategy, you must not access information from colleagues assisting competitors to the business area in which you work
- Divergence from approved sales templates need to be preapproved by Commercial Law.
- Cooperation with companies competing in one or more areas may be possible, but not without close alignment and preapproval from by Competition Law.

#### Contact point: Competition Law, Nets Compliance

1.8. Political activities



Nets seeks to engage in deliberations with external stakeholders to provide a common understanding of adequate framework conditions supporting a prosperous and innovative payments industry, cf. Nets' Anti-Bribery and Corruption Policy.

We prohibit economic contributions or donations to political parties but do accept that organisations of which we are a member, for example, make financial contributions to political objectives on their own behalf, cf. Nets' Anti-Bribery and Corruption Policy

#### Guidelines for engagement in political activities

- Nets has signed up for the EU Transparency Register
- Making economic contributions or donations to political parties is prohibited.
- All dialogues with NGOs, business organisations, government administrations, political parties, elected officials, and EU-institutions on political issues must be coordinated through and executed by Group Communications

#### Contact point: Group Communications

#### 1.9. Sponsorships and donations



At Nets, we believe that we can create the most value for society through strategic partnerships with our stakeholders. As such, we refrain from making sponsorships and donations which are not in accordance with our values, business objectives, or CSR strategy. We do not make donations for any purpose whatsoever with a view to obtaining an unfair commercial advantage, cf. Nets' CSR Policy and Nets Anti-Bribery and Corruption policy.



#### Guidelines for creating value through sponsorships and donations

- All sponsorships are aligned with Nets' corporate values as well as business and marketing objectives and have a clear business supporting purpose. Any sponsorships must be approved by the immediate manager.
- All donations are aligned with Nets corporate values and Nets' CSR strategy and must be coordinated through Group Communications.

#### Contact point: Group Communications

#### 1.10. External communication



It is essential to us that all communication on behalf of Nets is conducted professionally, respectfully, politely, and with integrity. Communicating consistent and accurate information to any external audience is vital to our reputation and our obligation to protect assets and personal data.

#### Guidelines to ensure professional communication

- Only employees responsible for communicating in the media are allowed to make statements on behalf of Nets
- All Nets employees are expected to demonstrate professionalism in their interactions with customers, suppliers, and business partners
- You must never share confidential information about Nets, customers, and/or colleagues in social media
- When active on Social media, act in accordance with Nets' Social Media guidelines.

Contact point: Group Communications.

#### 2. Handling ethical dilemmas

If you find yourself in an ethical dilemma, you should ask yourself:

• Is it legal?

If the answer is not an unequivocal YES, you must refrain from the action. Furthermore, you



should inform your immediate manager if anyone else is involved in an illegal action.

• Is it fair?

Would you consider the action to be fair, if you were put yourself in the other person's place? if NO, you must refrain from the action or seek guidance from your immediate manager.

• How does it make me feel?

If the action goes against your gut feeling of what is right and wrong or makes you uncomfortable, you must refrain from the action or seek guidance from your immediate manager.

#### 3. How we ensure implementation of this Policy



#### 3.1. Awareness and training

It is a crucial aspect of having a sound company culture that management, employees and contract workers are familiar with the risks involved with Nets' business as a payment institution. Therefore, management has set forth the following principles for promoting risk aware- ness:

- Awareness of this Policy: New employees and contract workers shall receive a copy of this Policy when they are first employed as part of the newcomer's package and are required to familiarise themselves with it.
- Training in this Policy: Employee and contract workers training in, and awareness of the Policy will happen during the on-boarding of new employees and on a continuous basis in accordance with the training principles in Nets' Compliance Policy.
- Awareness of and training in relevant legislation and other policies: Employees and contract workers will on a continuous basis be trained in and made aware of risks relevant for their position in accordance with the training principles in Nets' Compliance Policy (including with respect to security risks, anti-money and counter-terrorism risks, etc.)
- Governance model and internal control framework: Nets' governance model and internal control framework supports the promotion of risk awareness and is designed to detect and mitigate risks. Risk reporting and internal controls ensure management's attention and keeps everyone focused and attentive to risks.

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#### 3.2. Speak up!

Freedom of speech is a natural part of our working environment. In general, we always encourage employees to communicate with their immediate manager regarding behavior or actions that may damage Nets' image and reputation or that could conflict with the law or with Nets' Policy for Sound Company Culture.

You will not be met with any negative consequences if you speak up about any suspicions about unlawful or inappropriate behavior.

3.3. What channels can I use?



We encourage you to primarily reach out to your immediate manager, your national safety representative, a union representative, either of the topic specific contact points, and/or Group Communications.

However, if for any reason you feel uncomfortable raising your concerns with any of the above channels, we encourage you to make use of the Whistleblower-mechanism, which is an independent and anonymous channel for all employees, management, contract workers, and third-party associates.

You can find the link to the Whistleblower-mechanism on the Intranet.

#### 3.4. Failure to comply with the guidelines in this Policy



It is very important that you comply with the guidelines set out in this Policy.

Failure to comply may lead to serious consequences for Nets, including damage to Nets' image and reputation, sanctions from authorities and/or court cases.

Failure to comply may also lead to consequences relating to your employment.

#### **Evaluation and reporting** 4.



#### 4.1. Responsibilities of the Board of Directors

The Board of Directors is overall responsible for ensuring compatibility between this Policy and Nets' other relevant policies, including the AML/CTF Policy, the Compliance Policy, the



Whistleblowing Policy, the Anti-bribery and Corruption Policy and the CSR policy.

The Board of Directors is responsible for monitoring that the Policy is implemented, adhered to and works as intended. The Board of Directors ensures that this process is documented.

The chairman of the Board of Directors will annually write an account of how Nets has implemented and complied with the Policy. In the account, the chairman will account for the implementation and compliance with the Policy's overall focus areas and the measures that have been implemented to avert any risks that affect Nets' company culture in an adverse direction.

#### 4.2. Responsibilities of the CEO

It is the responsibility of the CEO to ensure implementation of the Policy and that employees adhere to the Policy.

The CEO shall ensure that procedures to implement the Policy are clear, well-documented and transparent. The CEO shall ensure this process is well-documented.

As a minimum, the CEO will one time annually provide adequate reporting on this matter to the Board of Directors. The CEO is ensuring the daily implementation and in supervising the day-to-day compliance of this Policy, including adequate audit trails.

Reporting to the Board of Directors will address completion of training among employees, the amount and gravity of issues raised, and an on-going evaluation of reporting channels.

#### 4.3. Responsibilities of Group Communications

Group Communications advises on policy content and ensures relevant and accurate communication towards external stakeholders.

Group Communications advises managers, employees and contract workers in case of any questions related to:

- Political activities (see Section 4.8)
- Sponsorships and donations (see Section 4.9)
- External communication (see Section 4.10).

#### 4.4. Responsibilities of Compliance

In case of regulatory changes, Compliance will assist with updates to the content of this Policy.



Compliance is responsible for internal control (see Section 8).

Compliance advises managers, employees, and contract workers in case of any questions related to:

- Anti-money laundering, counter -terrorism financing and tax evasion (see Section 4.1)
- Anti-bribery and corruption (see Section 4.2)
- Data protection and confidentiality (see Section 4.5)
- Competition law compliance (see Section 4.6) Group Competition Law.

#### 4.5. Responsibilities of Group HR and Procurement

Group HR advises managers, employees, and contract workers in case of any questions related to:

- Gifts and hospitality (see Section 4.3)
- Conflicts of interests (see Section 4.4)
- Human rights and respect (see Section 4.6).

Procurement advises managers, employees, and contract workers in case of any questions related to:

#### 5. Training and awareness

Compliance & Regulatory provides mandatory and general awareness training to all employees when onboarded and on an annual basis.

#### 6. Monitoring

Internal monitoring must be performed by Compliance according to internal monitoring procedures.

As a part of the second line of defense monitoring Compliance will need to have access to relevant information, including (but not limited to) copies of the chairman's annual account and the CEO's annual report to the Board of Directors.

#### 7. Record Keeping

All documents related to reports must be retained in accordance with applicable laws, regulations and other Nets Policies and procedures.

#### 8. Information flows and internal reporting

The executive management and Board of Directors of Nets Denmark A/S shall be informed of the number of cases in scope of the whistleblowing scheme, reported though the reference period as a minimum on an annual basis. If there are any trends in the nature of the cases, this shall be included in the report. This reporting is shared with Group Compliance of Nexi SpA as per the defined information flows in the Group Compliance Management Guideline (GL-010).

#### 9. Review

This policy is managed and updated at least annually by Compliance and presented to the Board of directors for approval.

#### 10. Implementation

This Policy shall be implemented within three months from publishing.