

Policy on Political activities

1. General

Ordina wants to be independent in its business operations. This is why Ordina is not involved in political parties or any other organisations that advocate the interests of political parties other than in the context of the aforementioned business operations. Nor does Ordina support political parties, financially or otherwise.

Your personal political preferences are a private matter and any involvement in political activities is in a private capacity. It is important to keep your personal political interests and professional interests separate. This policy document aims to help you do that.

2. Political activities

- You are obviously free to lend your **personal** support to political parties. If you do so, make clear that it is in a private capacity. Avoid giving the impression that you are representing Ordina. For instance, when participating in such activities refrain from using your Ordina email account or any materials that could be associated with Ordina.

***Example:** You are an active member of a political party. The political party wants to provide an IT training course for a group of politicians of various political colours. Your political party asks for your help in providing the IT training.*

***Question:** Is it okay to lend that cooperation?*

***Answer:** Yes. This is your personal contribution to your political party. It is, however important that it is clear to the participants in the IT training that you are lending your cooperation in a private capacity. If the fact that you work for Ordina comes up, you should mention that you are providing the training in a private capacity.*

***NB:** you should refrain from using Ordina materials or facilities in the training, as that could suggest that Ordina is somehow involved in the training course.*

- You are not allowed to support political parties or participate in political activities on the basis of your position within Ordina – in other words, in your capacity as an Ordina employee. The situation is less clear-cut if political parties organise events with a business objective related to Ordina's area of expertise. In that case, you will need permission from your manager to participate in your capacity as an Ordina employee.

***Example:** The research centre of a national political party is organising a symposium about automation in the healthcare sector. You are invited to give a presentation about Quli at that symposium.*

***Question:** Can your manager give you permission to give that presentation?*

***Answer:** Although the symposium is organised by the research centre of a political party, it is related to a business subject that is within Ordina's area of expertise. There is no evidence that the symposium has a political purpose. If there are no other objections, your manager can grant you permission to give the presentation.*

Always remain cautious in your statements at these kinds of occasions. Confine yourself to comments about the area of expertise and refrain from making political statements.

- In business contacts, refrain from making statements about your personal political preferences or involvements.

- Ensure that the objectivity of your business decisions is not hindered or diminished by your personal political views (see also the 'Policy on the prevention of conflicts of interest').

3. Do you have questions or doubts?

If you have any questions or doubts about what to do in certain situations, you should always contact your manager or the Compliance Officer.

In the event of non-compliance with this Policy on 'Political activities', Ordina may take disciplinary measures.

This Policy on Political activities was compiled in conjunction with:

- Policy on the prevention of conflicts of interest