



OÜ PENTAMET Kassi 3, 12618 Tallinn tel +372 50 59 412; tel.+ faks +372 656 0936 [marko@pentamet.ee](mailto:marko@pentamet.ee)

## CODE OF CONDUCT

### General Policies

- Obey national laws and respect international standards;
- Contribute to the realization of the fundamental principles and rights at work;
- Consult with government, employers' and workers' organizations to ensure that operations are consistent with national development priorities.

### Employment

- Endeavour to increase employment opportunities and standards, taking the employment policies and objectives of governments into account;
- Give priority to the employment, occupational development, promotion and advancement of nationals of the host country;
- Use technologies which generate employment, both directly and indirectly;
- Extend equality of opportunity and treatment in employment;
- Assume a leading role in promoting security of employment, providing reasonable notice of intended changes in operations and avoiding arbitrary dismissal.

### Training

- Provide training for all levels of employees to meet needs of enterprises as well as development policies of the country;
- Participate in programs to encourage skill formation and development;

### Conditions of work and life

- Provide wages, benefits and conditions of work not less favorable than those offered by comparable employers in the country concerned;
- Provide the best possible wages, benefits and conditions of work, within the framework of government policies, to meet basic needs of employees and their families;
- Respect the minimum age for admission to employment;
- Maintain highest standards of safety and health at work;
- Examine the causes of industrial safety and health hazards, provide information on good practice observed in other countries, and effect necessary improvements.

### Industrial Relations

- Observe industrial relations no less favorable than those observed by comparable employers;
- Respect freedom of association and the right to collective bargaining, providing the facilities and information required for meaningful negotiations;
- Support representative employers' organizations;
- Provide for regular consultation on matters of mutual concern;
- Examine the grievances of worker(s), pursuant to an appropriate procedure.
- Work against all forms of corruption, including extortion and bribery.

Pentamet OÜ  
Marko Lillemets  
Development manager