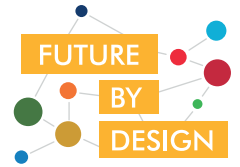


REDESIGNING TOMORROW



CODE OF CONDUCT

AS OF JANUARY 2020

INTRODUCTION

This document outlines the Future by Design Code of Conduct Principles for human rights, ethics, labour, health and safety, environment and related management systems.

It describes who we are, where we want to go, and the values that characterise our company. We are committed to redesigning tomorrow so that we can build together a world where everybody can thrive.

The Future by Design is a multidisciplinary studio specialised in sustainable development and visual communication. We specialise in providing creative services to the international and intergovernmental organisations, including civil society organisations, public authorities and companies, who work in the area of innovation and sustainable development. To reach our goals, we work with brilliant and creative people committed to demonstrating that a sustainable future is not only possible but necessary. The studio is a limited liability company, based in Novi Sad, Serbia, with an advisory team based in New Delhi (India), Istanbul (Turkey) and Tbilisi (Georgia).

Through our Code of Conduct, we express our intent to advance the broader development goals of the United Nations, particularly the Sustainable Development Goals (SDGs) within our sphere of influence. We are committed to making the UN Supplier Conduct and UN Global Compact Principles part of the strategy, culture and day-to-day operations of our company, and to our projects.

GUIDELINES FOR PARTNERS, SUPPLIERS AND EMPLOYEES

We create value by having a people-centred approach. Future by Design appreciates its partners, suppliers and employees' shared commitment to acting with integrity.

Together, we can act consistently with our statements below:

- Our business philosophy is to put people first while balancing social, environmental and financial considerations
- We strive to provide novel innovations in our products and processes to the benefit of our partners and stakeholders
- We offer equal opportunities for our team members to realise their potential
- We set ambitious goals and strive for excellence
- We never compromise on quality and business ethics

OUR VALUES

Advancing SDGs is deeply embedded in our values, which are the essence of our company's identity. Our shared values and beliefs influence the work that we do, and the impact we hope to achieve. All team members take pride in personally supporting and developing in each of the set values. These values are also an integral part of the framework we use to recruit people, develop them, and assess and reward their performance. Our value culture ensures a collective identity throughout the studio across national boundaries, management hierarchies and cultural differences.

Our core values are fully aligned with the ten principles of the United Nations Global Compact and UN Women's Empowerment Principles with respect to human rights, labour, environment and anti-corruption.



WE UNDERSTAND THE PRESSING GLOBAL ISSUES

Our team is proud to bring together international experts in the area of sustainable development and visual communication. This enables us to design the most inspirational stories due to true understanding on what it actually takes to make this happen.



SOCIAL RESPONSIBILITY IS THE CORE OF OUR BUSINESS

Everything we deliver is in compliance with United Nations Global Principles of Social and Environmental Sustainability, but we go beyond that. Every year we reach out to eminent social and environmental innovators and organizations and deliver pro-bono services helping them raise visibility and funding for their critically needed work.



WOMEN EMPOWERMENT IS HOW WE DELIVER BETTER

We understand that achieving the Sustainable Development Goals by 2030 requires ensuring gender equality, but many businesses lag behind. That is why we strongly promote women empowerment in our studio and women's talents, skills, experience and energies are the key driving force behind our work.



WE ARE STRONGER THROUGH DIVERSITY AND EQUAL OPPORTUNITIES

We are a team of multidisciplinary experts combining different skills to serve clients that innovate for a more sustainable future. We are committed to achieving workforce diversity in terms of expertise, gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to collaborate with us.



HUMAN AND LABOR RIGHTS

Operate in an environmentally responsible and efficient manner to minimise adverse impacts on the environment. Encourage conservation of natural resources, to avoid the use of hazardous materials where possible and to engage in activities and with stakeholders, such as its workforce and communities, to promote reuse and recycle programmes.

EMERGENCY PREPAREDNESS AND RESPONSE

Identify and assess emergencies in the workplace and any company-provided living quarters and work to minimise their potential impact by implementing emergency plans and response procedures.

NON-DISCRIMINATION AND FAIR TREATMENT

Mandatory compliance with all applicable employment laws and regulations and securing a workplace free of harassment and discrimination. No discrimination against individuals based on race, colour, age, gender, sexual orientation, ethnicity, disability, religion, political affiliation, union membership, marital status or other reasons prohibited by law.

WAGES, BENEFITS AND WORKING HOURS

Pay workers according to applicable wage laws, including minimum wages and mandated benefits, including Social Security. Communicate to the worker the basis on which they are being compensated on time, including times and rates for overtime, as dictated by local law and stakeholder relevant policy. Any wage deductions should be reasonable, clearly understood by the workers, and allowed by applicable law. Provide appropriate rest periods, adequate days or time off from work and honour applicable laws and agreements regarding maximum working hours.

HEALTH AND SAFETY

Provide a safe and healthy working environment. Comply with all applicable health and safety laws and regulations.

FREELY CHOSEN EMPLOYMENT

No use of forced, bonded or indentured labour or involuntary prison labour.

PREVENTION OF SEXUAL EXPLOITATION OR ABUSE

Provide a workplace free of harsh and inhumane treatment (including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of workers) and free of threats of any such treatment.

Sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, will constitute the sexual exploitation and abuse of such person. Take all appropriate measures to prohibit our employees from exchanging any money, goods, services, or other things of value, for sexual favours or activities or from engaging in any sexual activities that are exploitive or degrading to any person. This provision constitutes an essential term of our Code of Conduct and any breach of this provision will entitle Future by Design to terminate the Contract immediately upon notice, without any liability for termination charges or any other liability of any kind.

At Future by Design, we take all appropriate measures to prevent sexual exploitation or abuse of anyone by our employees. We require each employee to successfully obtain a certificate in training "Prevention of Sexual Exploitation and Abuse" issued by the UN System Staff College.

WORKER PROTECTION

Protect workers from overexposure to chemical, biological, physical hazards and physically demanding tasks and conditions (such as extreme heat or cold) in the workplace and any company-provided living quarters.

CHILD LABOUR AND YOUNG WORKERS

No use of child labour. The employment of young workers below the age of 18 shall not occur.



ETHICAL CONDUCT

Ethically conduct business and act with integrity.

ANTI-BRIBERY, KICKBACKS, UNLAWFUL PAYMENTS AND OTHER CORRUPT PRACTICES

Do not pay bribes or provide anything of value, directly or indirectly through a third party, to a government or public official, political party or private person to gain an improper advantage, to win or retain business, to improperly influence the act or decision of that person or organisation, or to illegally influence the action of any individual, customer, company or company representative. Keep accurate and transparent records that reflect actual transactions and payments. Do not accept bribes or participate in other illegal inducements in business or government relationships.

CONFLICTS OF INTEREST

Disclose any perceived or actual conflicts of interest. Future by Design will review any apparent or actual conflicts, and if a conflict of interest is permitted, this decision must be documented. A conflict of interest arises when personal interests or activities influence, or appear to influence, the ability to act in the best, objective interests of Future by Design. Disclose to Future by Design if a Future by Design employee or professional contracted by Future by Design may have a benefit of any kind in the supplier's business or any current economic ties with the supplier.

FAIR COMPETITION AND ANTITRUST

Conduct business consistent with fair and vigorous competition and in compliance with all applicable anti-trust laws. Employ fair business practices, including accurate and truthful advertising.

ZERO-TOLERANCE POLICY TOWARDS UNETHICAL BEHAVIOUR

All employees are encouraged to report concerns or illegal activities in the workplace without the threat of reprisal, intimidation or harassment. Suppliers shall investigate and take corrective action if needed. Partners, suppliers and employees may report concerns to Future by Design confidentially and anonymously by writing directly to the Future by Design Chief Executive Officer at mirjana.milic@futurebydesign.studio on matters related to Future by Design's business relationship with the organization or business in question.

DATA PRIVACY

Operate in a manner that is consistent with applicable data protection laws, including privacy and security protections that are appropriate to the sensitivity of the personal information collected or otherwise processed on behalf of Future by Design. Have appropriate organisational structures and procedures to ensure the protection of personal information against accidental, unauthorised or unlawful loss, destruction, alteration, disclosure, use or access. This includes policies and procedures to address technical and organisational security as well as confirmation of compliance with these requirements. Comply with laws that govern cross-border data transmissions.



ENVIRONMENT

Operate in an environmentally responsible and efficient manner to minimise adverse impacts on the environment. Encourage conservation of natural resources, to avoid the use of hazardous materials where possible and to engage in activities and with stakeholders, such as its workforce and communities, to promote reuse and recycle programmes.

NON-DISCRIMINATION AND FAIR TREATMENT

Encourage putting systems in place to ensure the safe handling, movement, storage, recycling, reuse or management of waste, air emissions and wastewater discharges. Appropriately manage, control and treat any waste, wastewater or emissions with the potential to adversely impact human or environmental health, before releasing into the environment.

WASTE AND EMISSIONS

No use of child labour. The employment of young workers below the age of 18 shall not occur.

ADHERENCE TO APPLICABLE LAWS, REGULATIONS & SUPPLIER CODE

Comply with the laws, rules, regulations and industry and local standards applicable to operations, and this Code of Conduct. Obtain all required environmental permits, licences, information registrations and restrictions, and follow their operational and reporting requirements.

ENVIRONMENTAL EFFICIENCY

Take measures to conserve energy, reduce water consumption in areas of water stress or scarcity and strive to measure and report its operational greenhouse gas emissions periodically.



MANAGEMENT SYSTEMS

Use management systems to facilitate continual improvement and compliance with the expectations of this Code of Conduct.

COMMITMENT AND ACCOUNTABILITY

Demonstrate commitment to the concepts described in this document by allocating appropriate resources.

TRAINING AND COMPETENCY

Strive to have a training programme that achieves an appropriate level of knowledge, skills and abilities in management and workers to address these expectations.

COMMUNICATION


Put in place adequate systems to communicate this Code of Conduct to partners, suppliers and employees.

RISK MANAGEMENT


Put mechanisms in place to determine and manage risks in areas addressed by this Code of Conduct.

CONTINUAL IMPROVEMENT

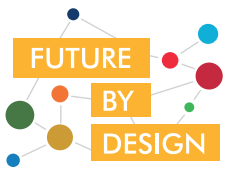
Continually improve on the elements of this Code of Conduct by setting performance objectives, executing implementation plans and taking necessary corrective actions for deficiencies identified by internal or external assessments, inspections and management reviews.



We support public accountability and transparency and therefore commit to report on our progress on a biannual level. This is a correct version of the Future by Design Code of Conduct edition 1, that is available on Future by Design website (www.futurebydesign.studio) at all times.



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www.futurebydesign.studio