

Basis of all our actions

Code of Conduct Swiss Post

SWISS POST

Objective and binding force

This Code of Conduct describes the expectations placed on employees of Swiss Post and its subsidiaries.

Together with the core values – reliable, value-enhancing, sustainable – it constitutes the principal set of instructions for employee conduct.

Responsibility and respect

All employees assume responsibility for their actions and conduct towards others, society and the environment.

Their conduct towards all stakeholder groups, such as colleagues, customers, suppliers, partners, owners and the public, must be respectful, professional and non-discriminatory at all times.

Integrity and due diligence

All employees strive to act with integrity. Their action should be geared to the core values and the corporate objectives. If they find themselves in a conflict of interest, they should disclose this openly and work to achieve a solution in the interest of Swiss Post.

Employees cannot be bribed and will not promise any unjustified advantages to third parties. They treat the data and information, know-how, and material and intellectual property of Swiss Post with care.

Laws and regulations

All employees must act lawfully. They are familiar with and respect the internal regulations of Swiss Post and adhere to them both when dealing with each other and in performing their tasks in respect of third parties.

When dealing with customers and competitors, the employees must act in the interests of Swiss Post and respect the statutory and internal regulations at all times.

Violations and consequences

All employees must report violations of this Code of Conduct or any suspected violations to their line manager or anonymously via the external website www.post-courage.ch.

In the event of violations, employees will bear any consequences stipulated by the law and specifically by labour law.

If they have questions about this Code of Conduct, employees may consult their line manager or the responsible HR office.

Issued by the Board of Directors
on 20 December 2011