# CODE

## **OF CONDUCT**

THE GUIDE FOR
THE RIGHT DECISIONS



## INTRODUCTION



MESSAGE FROM THE CEO ARTHUR DE BOK

At Stage Entertainment, we touch the lives of millions around the world with our creativity, hospitality and inspiring productions. We are proud to be a leading creative production company that values and imbeds integrity, respect and honesty in our daily operations.

To ensure that we have the continued trust of one another, our customers, our business partners and our visitors, we need to live our company's principles as described in this Code of Conduct. We have created this code to make explicit the professional and ethical behaviour expected from all of us and those we do business with.

Our vision is to strive for excellence and always exceed our audiences' expectations with our shows, venues and creative development. To achieve this, we combine artistic and creative excellence with sound commercial expertise. Our brand values (outlined on page 7) are about delivering top quality to our audiences, being a leading company, demonstrating entrepreneurial spirit, acting smart and being open minded.

To continue our successful engagement in the world and to make a difference, we must uphold our core values and maintain our excellent reputation. It's a reputation I'm fantastically proud of - and I'm sure you are too. The diverse global stage on which we work is thrilling, but complex, and at times ambiguous. This Code of Conduct aims to be a guide for us all. In addition to the more obvious legal and compliance obligations, your daily activities, language and personal behaviour also have considerable impact on our integrity and reputation. We have therefore endeavoured to incorporate all of these aspects in this code.

One of our greatest assets at Stage Entertainment is our reputation. We're known and respected for our integrity and high ethical standards wherever we do business. Our success as a company is highly dependent on our employees' continuous commitment to doing the right thing and speaking up whenever they see or suspect someone violating our guiding principles. We know it takes many years and much hard work to earn a good reputation, but it can all be destroyed in an instant by carelessness or misconduct. Therefore, we should be aware of the collective responsibility we bear in this respect.

We all have the right and responsibility to protect our company from improper conduct that threatens our operations, reputation and future growth. I trust you find the principles outlined in this document useful. If you would like additional information or have any questions, please ask your line manager or HR representative.

Arthur de Bok CEO Stage Entertainment

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# **OUR**



#### **OUR CODE OF CONDUCT**

The Code of Conduct describes Stage Entertainment's integrity principles in four areas:

- 1. Business with integrity
- 2. Commitment to customers
- 3. Responsible employer
- **4.** Ethical and diligent employees

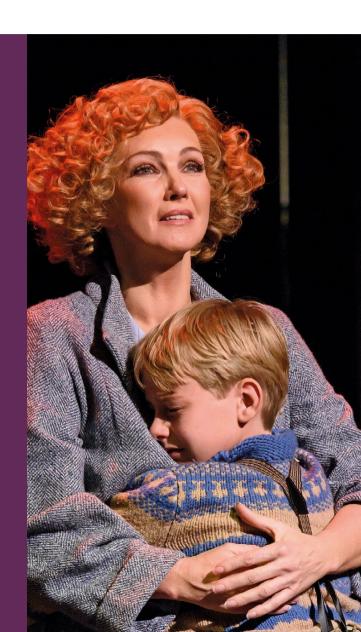
Every person who works at the Stage Entertainment group of companies or acts on behalf of the companies is expected to adhere to the principles described in the Code of Conduct. This includes permanent employees, temporary employees and contractors working internally and externally.

As an employee, contractor or agent of Stage Entertainment, you are obliged to:

- Act with integrity and care;
- Comply with all applicable laws and regulations;
- Be familiar with and adhere to Stage Entertainment policies and standards;
- Share concerns about any conduct that violates Stage Entertainment policies and standards.

All references to 'We' in this document refer to employees, contractors and agents of Stage Entertainment. All references to 'Company' in this document refer to Stage Entertainment.

The code is intended to provide guidance in how to act ethically in all situations related to our business activities. If you have any questions or seek clarity, please consult your line manager or HR representative.





# **OUR**



#### **OUR MISSION AND VALUES**

#### **MISSION**

Since its founding in 1998, Stage Entertainment has earned a reputation as a first-class theatrical production company focusing on Europe. The key mission has always been to bring people together by telling stories and providing exceptional experiences through world-class live entertainment and to touch hearts and create memories that last a lifetime.

### **OUR VALUES**

#### **Passion**

We are passionate about creating and achieving only the best. Our drive and energy inspire others around us. Our passion is testament of our engagement with our colleagues, our audiences and business partners and of our dedication to deliver only the best.

#### Respect

At Stage Entertainment we acknowledge and appreciate the different roles and perspectives each of us represent. We respect each other's differences and contributions. Every individual is important and has a role that matters. From our colleagues at our offices and venues, to our colleagues in production and creative development. Our company is divers by design because diversity is at the heart of our business.

### Responsibility

At Stage Entertainment we embrace the opportunity to contribute. Which means we all have clear roles and tasks and act accordingly. We help each other to perform to the best of our ability. We are ONE company. Together we celebrate successes and learn from failures.

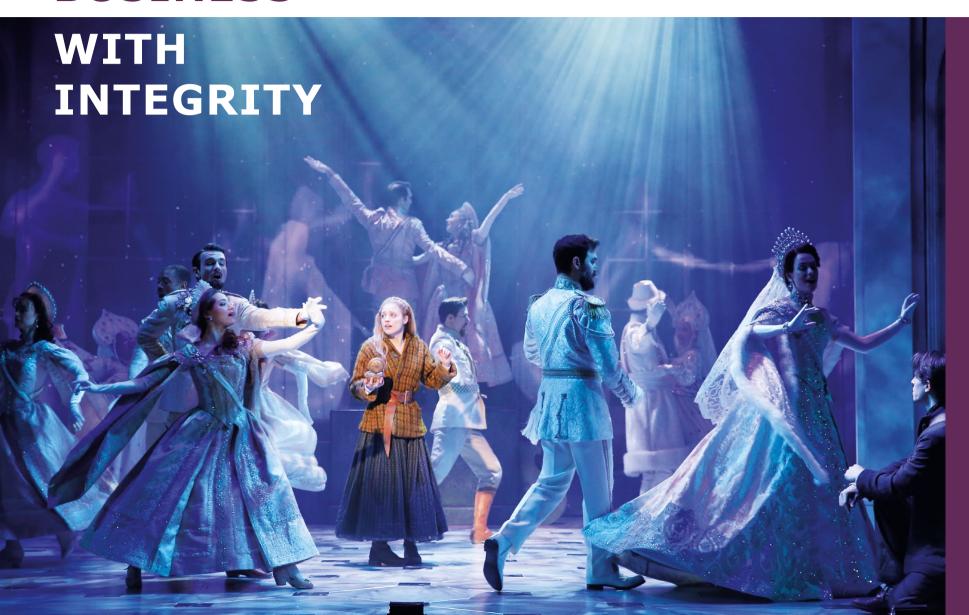
## Challenge

We ask questions and welcome conversation as it help us to improve and innovate. We rely on each other to find answers and solutions. As such, we actively invite others to share new and different perspectives. We are each other's biggest challengers and loudest supporters.





# **BUSINESS**



#### **BUSINESS WITH INTEGRITY**

#### **Compliance with laws**

We comply with the laws and regulations in every country in which we operate.

### **Fair competition**

We support free and open competition. We make our business decisions free from arrangements with competitors or suppliers that restrict competition, such as arrangements on pricing, rebates, quantities, clients or suppliers, explicit or implied. We follow arm's length principles when doing transactions with related parties.

### **Intellectual property**

We request proper permission to use, copy or distribute the rights of legally protected works of others.

### **Preventing corruption**

We do business honestly, without engaging in corrupt practices such as bribery, kickbacks or other wrongdoing, directly or via third parties. This means, for example, that we do not give, solicit or receive anything of value for the purpose of encouraging improper activities or gaining improper advantage.

#### **Contributions and donations**

We do not make contributions or donations to political parties, political organizations or individual politicians. We do not use company time, property, equipment or funds to conduct or promote personal political activities.

## Reputable business partners

We work with reputable business partners. We expect our business partners to adhere to similar ethical and integrity principles.

#### **Books and records**

Our books and records are true and fair and in accordance with good business practices, applicable local and international accounting standards and laws.

## **Corporate responsibility**

We are committed to the community and to the careful use of environmental resources. We support various good-citizenship initiatives aimed at improving quality of life. We invest in environmentally friendly technical solutions and actively comply with environmental regulations.



## **COMMITMENT**



#### **COMMITMENT TO CUSTOMERS**

#### **Productions**

We aim to be open minded and reflect a breadth and diversity of opinions in our productions. We are sensitive to social and cultural traditions in individual countries.

### **Hospitality**

We strive to ensure that every visitor is warmly welcomed and receives the highest level of service and live entertainment. We value our customers' opinions, and we invite them to share their experiences. Our customers' experience is our key deliverable.

## Safety and security

We are committed to ensuring that our visitors are safe and secure. In all our operations, we adhere to safety and security standards in accordance with regulations and internal policies.

#### **Customer choice**

We strive to offer tickets to our shows in a wide variety of seat and price categories and in a wide variety of offline and online sales channels, allowing our theatre visitors to choose the options that best fit their personal preferences.

#### **Promotion**

In promotion and sales, we are honest and keep the promises we make.

### **Protecting personal information**

We respect and protect the confidentiality of information entrusted to us. We control and process information in accordance with applicable laws.





# **RESPONSIBLE**



#### **RESPONSIBLE EMPLOYER**

## **Health and safety**

We aim to provide a safe and healthy work environment to prevent accidents and injury. We look after the physical and emotional wellbeing of employees and staff at all our locations.

### Respect

We aim to provide a work environment free of (sexual) harassment, intimidation, and hostile or offensive behaviour — verbal or physical. We do not tolerate such behaviour and strive to create a workplace based on mutual respect and understanding.

#### **Minors**

We look after and protect the physical and emotional wellbeing of minors who participate in our shows. At all Stage Entertainment locations, we strive to provide safe environments for minors that meet the highest standards.

## **Diversity and inclusion**

We provide equal opportunities for all employees and those applying for employment. We embrace our cultural diversity and see this as a strength of our organization. We respect one another and do not discriminate because of race, gender, age, sexual orientation, religion or socio-economic status. We strive for an inclusive environment.

## **Professional development**

We nurture talent in all areas of our business. We work towards developing human potential by enabling our employees to expand their capabilities, knowledge and skills through on the job experience and training.

#### Fair reward

We recognize our employees' contributions to the company through fair financial compensation, professional attention and respect.





## **ETHICAL**



#### ETHICAL AND DILIGENT EMPLOYEES

#### **Health and safety**

We follow safety and security standards in accordance with internal policies and regulations. We act with care and use good judgment to prevent accidents and injuries. We do not use and are never under the influence of alcohol, drugs or any other intoxicating substances during working hours, on-call or standby duty. We inform our line manager if use of medications might impact work safety.

### **Dignity and respect**

We respect human rights, cultural diversity and differences of opinion. We strongly condemn and <u>do not tolerate</u> discrimination, intimidation, (sexual) harassment or violence in the workplace.

## Using and protecting company assets

We use company assets and resources responsibly and with care, and safeguard them against theft, loss, waste or abuse. Company assets are for business purposes only; they are not to be used for personal benefit unless specifically allowed.

## **Using and protecting information**

Information is an asset, and we protect the confidentiality of company information. We access and share it only for business needs or legal reasons. We do not use company information for private benefit. We do not access, process or store company data on private devices (e.g. private tablet) or via private applications (e.g. private email), unless explicitly allowed.

#### **Personal information**

We respect and protect the confidentiality of personal information of colleagues and business partners, such as contact information, health information, photos, employment performance and compensation. We access or share personal information only for business needs or legal reasons.

### **Communication with third parties**

Only authorized individuals are allowed to communicate with the public, media, authorities, analysts or other third parties on behalf of Stage Entertainment about matters concerning Stage Entertainment. We always refer inquiries by third parties

or authorities to authorized individuals. Social media involves communicating with the public; therefore, only authorized individuals can communicate on behalf of Stage Entertainment via social media.

#### Conflict of interest

We avoid situations of perceived or actual conflict of interest by referring the situation to a line manager prior to taking any decision. Conflict of interest is a situation in which personal interests or relationships could interfere with one's obligation to act in the best interest of the company. This includes transactions with related parties or decisions which might benefit related parties. Related parties are partners, family members, friends and other persons and entities with whom we have personal or financial interests. We are conscious and transparent about close, non-professional relationships.

#### Pressure

If we feel that tasks or goals create pressure that could lead to a breach of principles of corporate conduct, we always discuss the situation with our line manager or HR manager.

#### ETHICAL AND DILIGENT EMPLOYEES

## Outside employment and other activities

Outside employment and other activities should not conflict with our duties and responsibilities, nor should they conflict with the Company's interests. We ask the Company for prior approval of any (potentially) conflicting personal activities.

#### Gifts, favours and hospitality

We do not give or accept gifts, favours or hospitality if they could create a sense of obligation, compromise professional judgment or give the appearance of doing so. We are transparent about giving and accepting gifts and hospitality by disclosing these to our line manager. For giving or accepting gifts or hospitality exceeding the amount 100 EUR per person we obtain approval from the CEO. We never give or accept money.

#### **Business travel and events**

We travel to and participate in business events only for legitimate business purposes and only when relevant for our work activities or role. We incur only necessary costs and we choose reasonable transport, lodging and other expenses (in accordance with the applicable travel policy).

### **Visiting performances**

We use tickets for performances only for professional and business relationship purposes. We obtain tickets in a transparent manner by disclosing the purpose and invited visitors. In case of previews and opening nights, company management will communicate internal invitations to persons who have appropriate reasons to attend the event.

### **Internal policies**

Internal policies are in the best interest of everyone. We know and understand the policies and follow them to help ensure safety, security and quality.





## **ADHERING TO**



#### ADHERING TO THE CODE OF CONDUCT AND OTHER COMPANY POLICIES

Stage Entertainment employees know and understand the Code of Conduct and other company policies and adhere to them when performing their work duties. The Code of Conduct must be read in conjunction with related company policies that provide more detail on certain matters. We treat breaches of policies or misconduct as serious disciplinary issues for which individuals will be held accountable. Measures include reprimand, suspension, dismissal and/or legal action.

If you observe or suspect a breach of the Code of Conduct, you can report the concern via the Navex Integrity Hotline. If you are an employee, we encourage you to discuss the concern with your Confidential Counselor before making a report.

You will not be criticized or penalized for speaking up in good faith. The Company views reprisals or victimization against anyone reporting suspicions of wrongdoing as a serious disciplinary matter.

## Employees can confidentially discuss a concern with the Confidential Counselor:

#### **Mariette van Beers**

Internal Confidential Counsellor

Phone: +31 20 3052 440

E-mail: vertrouwenspersoon-nl@stage-

entertainment.com

#### **Henk Weber**

External Confidential Counsellor

Phone: +31 611 511 579

E-mail: h.weber@humancapitalcare.nl

## You can report a concern via the Navex Integrity Hotline:



## By phone:

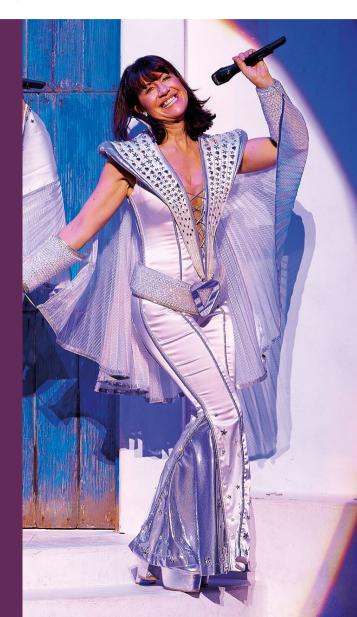
0800 022 9604



## By website:

www.stageentertainment.ethicspoint .com

For additional information, please refer to our Speak Up Policy.



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