

## Paptic's Policy Governance Model

The Policy Governance Model outlines how Paptic company policies are set, updated, reviewed, and approved.

All Paptic policies are based on the company's Code of Conduct. The policies are supported and supplemented with topic-specific guidelines.

Our policies are revised every other year, or more frequently as needed. Our policies are approved by the Board of Directors and signed by the company CEO.

The policies are applicable to all Paptic employees, and to anyone working or acting on behalf of Paptic.

<b>Responsibility</b>	<b>Responsible position</b>
Policy owner	Policy Area Representative
Policy author	Policy Area Representative in collaboration with Communications
Policy review	Management Team
Policy approval	Board of Directors; the Policy signed by CEO
Implementation of the policy	The Policy Owner is responsible for general company-level implementation