

# CODE OF CONDUCT

## PURPOSE

Solkompaniet strives to have the industry's most satisfied customers, the highest employee commitment, and a sustainable and profitable growth. Our vision for sustainability is to be an industry leader in climate action and sustainability and take clear financial and social responsibility. To be a sustainable business means working in several dimensions. It means producing sustainable products, to do responsible purchasing and minimizing environmental footprint.

### **Solkompaniet Code of Conduct is based on:**

- UN Universal Declaration of Human Rights and related UN conventions
- ILO core conventions on the principles of international business and social policy
- OECD guidelines for international companies
- UN Global Compact
- ISO 14001 and 9001

The code of conduct complements other documents that we use in our daily work. Some of these are listed further below.

## VALUES

Our core values – Open, Driven and Together - guide us in our daily work. Our core values and our code of conduct, which summarizes our overall guidelines on how to act responsibly, are a framework for how we behave in our daily operations.

## SCOPE/EXTENT

The code of conduct applies to all employees within the Solkompaniet Group and all our suppliers and business partners. The code of conduct is used when evaluating business partners and suppliers.

## COMPLIANCE

The Code of Conduct does not replace laws or legislation and Solkompaniet must always comply with the legal requirements and regulations that exist in the countries in which we operate. We place the same demands on our suppliers and business partners. If the code of conduct and legislation were to conflict with each other, it is legislation that takes precedence. If the code of conduct sets a higher standard than existing legislation, however, the code of conduct applies.

## ALLOCATION OF RESPONSIBILITIES

The CEO of Solkompaniet has the overall responsibility for the implementation and compliance of Solkompaniet Code of conduct. The head of each department are responsible for the implementation and compliance in each department.

It is the responsibility of each employee and supplier to ensure that they understand and follow the content of the code of conduct and the associated documents. The responsible manager is also responsible for ensuring, in connection with annual supplier and employee dialogues, that suppliers and employees are updated on current policies. We continuously monitor that our

business complies with our commitments in the code of conduct. The code of conduct is part of the introduction for new employees.

## **REPORTING MISCONDUCT**

If you or your employees find that Solkompaniet does not act in accordance with the code of conduct or that a business partner of Solkompaniet do not meet the standard set in the code of conduct, we encourage you to report this in our [whistle blowing channel](#) or by contacting the responsible boss or CEO.

## **ENSURING COMPLIANCE BY SUPPLIERS**

By approving Solkompaniet code of conduct, the supplier is to comply according to the code of conduct. Solkompaniet and customers of Solkompaniet have the right to monitor and control that the code of conduct is complied with through inspections, or in other ways. A supplier signing an agreement with Solkompaniet shall be responsible for implementing and following up that Solkompaniet code of conduct is complied with in all applicable parts.

## **BUSINESS ETHICS**

Solkompaniet's actions must in all situations, regardless of country or market, be characterized by responsibility and respect for customers, suppliers, business partners and the local communities in which we operate. Ethical behaviour and good business practice are of crucial importance for our development and profitability. We will convince our business partners only with commercial arguments. The goal is to develop long-term stable business relationships where Solkompaniet is considered a responsible and professional partner.

## **FAIR COMPETITION**

We never enter into agreements or arrangements - neither expressed, implied, oral nor written - that relate to issues of pricing, discounts, promotions, offers, terms of sale or area of sales, with a competitor. We do not exchange sensitive market information with our competitors, either directly or through industry organizations, suppliers, or customers.

## **BRIBERY**

Bribery and any other form of corrupt conduct are strictly forbidden. Neither Solkompaniet as a company nor anyone acting on behalf of Solkompaniet may grant, offer, or promote payments, gifts or other benefits that may affect or be perceived to affect the objectivity of a business decision or an official decision. Correspondingly, neither Solkompaniet as a company nor anyone acting on behalf of Solkompaniet may accept, receive, or request gifts or other benefits.

## **CONFLICTS OF INTEREST**

Conflicts of interest between Solkompaniet and its business partners shall be avoided. Examples of conflicts of interest are, personal financial interests, purchases from family members or close friends. When using staff discount, a neutral party/colleague always handles the terms of the deal. We always put Solkompaniet's interests before personal ones.

## **Human rights and working conditions**

We actively work to ensure that employees are treated fairly, equally and with respect. We also ensure that we are not involved in human rights violations.

## **CHILD LABOUR**

Every child must be protected from being financially exploited and from performing work that may be harmful to the child's physical or mental health or adversely affect the child's opportunity for education. In this context, a child is a person who is younger than 15 years. If relevant national legislation prescribes a higher age, it is that age that applies. Solkompaniet does not accept child labour and expects the same from its business partners. Solkompaniet partners are expected to work together to achieve a satisfactory solution that improves the situation for the individual child.

## **FORCED LABOUR**

No form of forced labour or work linked to any form of punishment are to occur.

## **FREEDOM OF ASSOCIATION AND COLLECTIVE AGREEMENT**

Employees' right to choose to organize in trade unions and negotiate collectively or individually in accordance with local laws is respected. No employee shall risk harassment or retaliation for exercising these rights.

## **TERMS OF EMPLOYMENT**

National legislation must be complied with, regarding employment contracts, terms of employment, salary, and benefits.

## **DISCRIMINATION, HARASSMENTS AND DIVERSITY**

Diversity and gender equality are promoted and valued. All forms of discrimination, harassment and abusive treatment are dissociated. The basis of our view of every human is respect for each person's unique and equal value. Solkompaniet shall work to ensure that active measures are taken to achieve equal rights and opportunities in working life, regardless of gender, gender expression, ethnicity, religion or other belief, disability, sexual orientation, or age, and to counteract discrimination on these grounds.

## **DRUG ABUSE**

To create safe and secure workplaces, it is necessary to take measures to prevent and prevent negative consequences of harmful use. Solkompaniet has zero tolerance for alcohol and other drugs during working hours and does not allow people under the influence of alcohol or drugs to stay at the company's workplaces. The purpose is to prevent ill health, accidents, harmful use and to enable support and rehabilitation if necessary.

## **CONSUMER AND CUSTOMER DEMAND**

Solkompaniet supports and encourages sustainable innovations to meet customer demand. Solkompaniet guarantees that the company's products and services meet appropriate safety requirements.

## **RESPONSIBLE MINERAL EXTRACTION**

We must comply with applicable laws and regulations regarding handling of conflict minerals. Conflict minerals are minerals from high-risk areas and conflict-affected areas, the use of which

directly or indirectly contributes to the financing of armed groups that are expected to commit serious human rights violations. Goods delivered to Solkompaniet must comply with the requirements of applicable laws and regulations on conflict minerals.

## **HEALTH AND SAFETY**

We conducted structured work for a safe and healthy work environment. Risks that can lead to accidents or deteriorating health must be managed immediately.

## **WORKING ENVIRONMENT**

The way we continuously address and develop our working environment is based on national legislation in the countries where we operate. For Solkompaniet, a safe working environment means, for example, that offices and workplaces are kept clean and that machines used in production are safe, and that instructions on personal protective and work equipment are complied with.

## **SECURITY**

Our order of priority is Safety - Quality - Productivity, in that order. All personnel have appropriate training to perform their assigned work tasks. Hazardous materials and equipment must be stored, handled, and transported in accordance with current legislation. Emergency exits must be clearly marked. Exits must not be blocked and must be well lit. All workers must be informed about safety measures, such as emergency exits, fire extinguishers, first aid equipment and so on.

## **ENVIRONMENT AND QUALITY**

Solkompaniet works actively to reduce the environmental impact of our operations, with a focus on products, transport, energy use and waste. Solkompaniet pays respect to quality and the environment throughout our entire business. Solkompaniet must live up to statutory environmental requirements that apply in each country of operation.

Solkompaniet has environmental- and quality- management systems and recommends its business partners to also use environmental- and quality- management systems. Solkompaniet encourages development and innovation of environmentally friendly, sustainable products and technologies. The expectations of all stakeholders are considered in the quality and environmental issues. This means that the dialogue with customers, suppliers and other partners is a source of continuous improvements.

## **OTHER GOVERNING POLICY DOCUMENT**

As stated in the introduction to the code of conduct, Solkompaniet works with several important documents that address the areas described in our code of conduct. We have chosen to list these here to facilitate orientation.

<b>Document/Resource</b>	<b>Description</b>	<b>Aimed primarily at</b>
<b>Management system</b>	How we work, quality- and environment management	Employees and subcontractors
<b>Work environment Policy</b>	How we ensure a safe work environment	Employees and subcontractors
<b>Alcohol and Drug Policy</b>	How we work to prevent alcohol and / or drugs in our workplaces	Employees and subcontractors
<b>Object/project -adapted quality plan</b>	Ensures the quality of individual projects	Customer/Client, Employees and subcontractors
<b>Work environment plan</b>	Ensures the work environment in individual projects	Customer/Client, Employees and subcontractors
<b>Personnel handbook</b>	Together with current collective/union agreements and laws ensure that all employees know their rights and obligations	Employees
<b>ELIA</b>	Routine and web-based / app tool for improvements, incident report and work accidents	Employees and subcontractors

## **SIGNATURE**

I have read the Code of Conduct and undertake to act in accordance with it.

Company
City and date
Signatur
Name clarification