

## **Hentec Group Code of Conduct**

Our values – **community, social responsibility, honesty, sustainability and quality awareness** – are the guiding principles at the heart of everything we do. Through this code of conduct, we commit ourselves to acting responsibly and according to our values in all our business decisions. This code of conduct applies to all Hentec employees, regardless of their position. Every employee is individually responsible for complying with this code of conduct.

### **1. Legislation and regulations**

We obey national and international laws, regulations and commonly accepted policies. We lean on the best available professionals in ambiguous situations.

### **2. Fair competition**

Fair competition in the market contributes to the development of the industry and safeguards the interests of all parties in the long term.

We promote fair competition and free markets and strictly forbid any arrangements or discussions on prices, price levels, market shares, split of market areas or any other comparable actions with competitors.

Any attempts of our competitors towards us must be rejected and must be reported to the Managing Director.

### **3. Prevention of corrupt practices, bribery and money laundering**

Corruption is the abuse of one's power for one's own personal gain or benefit. Hentec rejects and forbids all forms of corruption. We do not pay bribes or any other illegal fees to improve, acquire or maintain business. Neither do we by illegal means acquire regulatory decisions or services beneficial to ourselves. We do not accept presents exceeding the normal hospitality from business partners.

All our employees are forbidden from granting or accepting personal benefits exceeding the normal hospitality when dealing with our stakeholders. "Normal hospitality" comprises gifts of minimal value (< 30 euros), or invitations to a business dinner within an appropriate frame. In all cases of doubt that a gift /invitation may exceed the level of normal hospitality, the Managing Director has to be asked for a decision.

We refuse to attend money laundering or to support it in all of our business areas in any conditions worldwide.

### **4. Human rights**

We support and conform to the proclaimed universal declarations of human rights by the UN. As an employer we accept the fundamental rights of employees defined by ILO

(the International Labor Organization). These fundamental rights contain the freedom of association, trade union rights, contract negotiation rights, forbiddance of forced labor and the equal possibilities and treatment of the employees. In addition, Hentec respects diversity, fair compensations, occupational health and safety, environmental awareness and participation in the community.

Hentec aims at contributing to these matters for the welfare of itself and its stakeholders. We neither use child labor nor transact with subcontractors or suppliers using child labor. We do not accept forced, offensive or insulting behavior or abuse.

## **5. Equality and equal treatment**

We select our employees based on their knowledge and competence. We do neither accept nor perform any kind of discrimination based on for example race, nationality, religion, disability, gender, sexual preferences, professional organization or political commitment when recruiting, hiring, educating, promoting, firing or organizing pension. We respect our employees' different cultural backgrounds, knowledge, capacity, education and experience.

## **6. Occupational health and safety**

We are striving to offer a safe, healthy and well-maintained work environment. We strive to prevent accidents and injuries by operating instructions and operations that reduce the risks in the work environment.

## **7. Environmental protection**

We are striving to reduce the consumption of raw-materials and energy and to minimize the amount of waste and emissions, also in our own business. We put effort into reducing our carbon footprint.

## **8. Expectations of suppliers**

We imply that our suppliers and subcontractors pursue similar, ethical and sustainable principles.

**Hentec Oy Ab**

**Hentec Norge AS & Hentec Sverige AB**

Ulf Haga  
Managing Director