

9. PURSUE A RESPONSIBLE HUMAN RESOURCES POLICY

- Pay your employees according to current agreements and local standards.
- Do not discriminate on the grounds of gender, race, sexual orientation or belief when employing staff and setting salaries.
- Freedom of association and the right to collective bargaining must be maintained.

10. SERVE COMMUNITY INTERESTS

- Create a friendly, service-minded relationship with the local community.

11. PROVIDE A THOROUGH ACCOUNT

- Maintain a careful and updated account of financial, administrative, operational and commercial matters.
- Make a note of the most important routines for accounting administration, operational routines and business transactions and always ensure a copy of these routines is available.
- Offer unrestricted access and your full co-operation to NordiQ's controllers and auditors, both for regular bookkeeping purposes and for audits.

CODE OF CONDUCT

This Code of Conduct describes how we should behave in different circumstances and situations. It is based on the 10 principles laid down in the UN Global Compact, which covers human rights, labour, the environment and anticorruption.

The Code of Conduct applies to all companies and to all employees in the NordiQ Group, regardless of possible local standards. It should guarantee a high level of quality in everything we undertake. Quality should permeate every aspect of our operations.

All employees have individual responsibility for being aware of and complying with the rules and guidelines that ensue from this Code of Conduct. The term 'individual responsibility' also implies responsibility for reporting any infringements of the Code to the Chairman, the CEO, auditor or head of human resources.

In the event of uncertainty regarding interpretation or course of action in a given situation, consult with your immediate superior or the senior management at the company concerned.

Adopted by the NordiQ Board of Directors on January 4, 2018.



CODE OF CONDUCT

NordiQ
clever. together



1. COMPLY WITH THE LAW

- Remain informed about relevant legislation in the country in which you are operating or with which you are doing business. Do not make your own interpretations of the laws and rules and do not try to circumvent them.
- Seek advice from the senior management when local laws and rules conflict with Swedish law, these instructions or generally accepted norms and values.
- If necessary, seek legal advice via the NordiQ head office.

2. RESPECT PREVAILING COMPETITION LEGISLATION

- Never enter into any form of competition-limiting agreements with competitors regarding prices, discounts, quantities, customers, suppliers etc.
- Never co-ordinate NordiQ's actions with those of your competitors.
- Avoid contact or discussions with competitors in matters that are sensitive from a competition point of view. Reject any attempt by our competitors to enter into such discussions.

3. RESPECT LOCAL CUSTOMS AND TRADITIONS

- Remain informed about local customs and traditions in the country in which you are working or with which you do business and observe such customs and traditions as far as possible.
- Be aware of religious, political, social, ethnic and cultural norms and values that could deviate from our Western standards.
- Obtain advice from the senior management if local customs and traditions conflict with Swedish law, these instructions or generally accepted norms and values.
- Learn the local language if you intend staying in a country for more than a year.

4. MAINTAIN HEALTH AND SAFETY

- Always maintain correct health and safety instructions and ensure that effective preventive measures are taken.
- Avoid the use of toxic or hazardous substances, materials and processes.
- Follow carefully instructions and stipulations regarding health, safety and the environment at your workplace.

5. PROTECT THE ENVIRONMENT

- Endeavour to minimise the company's environmental impact by, for example, reducing waste and promoting efficient energy use.
- Observe local environmental regulations or international standards if they are stricter.
- Encourage the development and dissemination of eco-friendly technologies.

6. RESPECT BASIC HUMAN RIGHTS

- Protect your co-workers against violation of their human rights and, if necessary, arrange legal assistance.
- Never accept violation of basic human rights within the NordiQ sphere where you are in a position to exert an influence.
- Never use child labour, prison labour or any other form of forced labour.

7. CONDUCT BUSINESS RESPONSIBLY

- Never be complicit in any form of bribery or corruption. Never hint at, offer or ask for bribes and do not accept or pay bribes. Exceptions are business entertainment and giveaways of a reasonable value.

- Ensure that all payments made by NordiQ, directly or indirectly, now or later, are linked to an order and only pass to the customer's company and no other party, with the exception of legitimate intermediaries.
- Consult with the NordiQ management if there is any doubt regarding the legitimacy of a proposal for payment or service to an individual manager/coworker at a customer or a third party indicated by such a person.
- In the case of employees who draw up purchasing, production or assembly contracts at a third party, the same rules apply although conversely.

8. CHOOSE RELIABLE BUSINESS PARTNERS

- This applies to customers, suppliers, sub-suppliers, agents, representatives and other business partners. NordiQ's definition of "reliable" means a good financial background, a healthy approach to business, a management team with a spotless criminal record, and clear-cut rules of procedure that are in line with NordiQ's Code of Conduct.
- Make a note of all agreements, arrangements and contracts and file these carefully to guarantee continuity.