

As a leading Nordic installation company that operates through our subsidiaries, Instalco has a responsibility to ensure that not only our group, but also our partners **operates in a way that promotes sustainable development**. Instalco's code of conduct provides a detailed description of how our suppliers should act in our joint ventures. The code of conduct applies to all stakeholders that Instalco has central agreements with, without any exceptions.

Instalco's code of conduct for suppliers is rooted in UN's Declaration of Human Rights, the Convention on the Rights of the Child, the Convention against Corruption and ILO's eight fundamental Conventions. These make up the foundation of Instalco's values and guide us through our days. In addition to that, Instalco carries a responsibility to ensure that not only our group but also our partners carry out work that adhere to these declarations and thereby promotes sustainable development. Therefore, it is important to Instalco that our suppliers meet these requirements in order to ensure that we use products made under sustainable and responsible conditions.

Who is included in Instalco's code of conduct?

This code of conduct applies to all suppliers that Instalco has central agreements with, namely organizations and their subcontractors that provide products or services to Instalco. Each supplier is expected to follow above-mentioned principles and are to demonstrate that they comply if asked.

We all have a responsibility to take part of, and understand, the content in the code of conduct. Failure to adhere to the code of conduct may result in disciplinary measures, such as immediate termination of a contract.

Instalco's values and business principles

We are guided by distinct values and principles regarding the environment, equal treatment, ethics, morale, and business acumen. Since our suppliers are a crucial component in our installations, we expect that they also should respect and comply with our values.

➤ **Laws and ethics**

At Instalco, we never accept any form of discrimination. A basic requirement for everyone involved with Instalco is to follow current environmental laws, competition policy, labor law, tax law, safety requirements, plus other law or policies that act as frameworks for our operations and are relevant to the individual employee employed within Instalco. Deviations from the above are unacceptable.

Beyond complying with laws and regulations, Instalco takes responsibility to adhere to strict expectations and requirements on good ethics and morale, across all its operations and in all relations. All our employees are expected to take an individual responsibility, not only for oneself, but also to feel responsibility for Instalco's operation. A fraudulent behavior from Instalco or an Instalco coworkers is not tolerated.

Instalco's coworkers shall respect the UN Declaration of Human Rights and follow international agreements regarding child labor.

Instalco has zero tolerance against discrimination, whether it be gender, age, ethnicity, sexual orientation or any kind of disability.

The Instalco Group will never accept an insulting behavior or treatment. Any breaches against general concepts of honor and morale on how to treat others, we take very seriously.

➤ **Conflict of interest**

Instalco's employees' avocations or partnerships among Instalco's customers, suppliers and competitors, or at an independent competitor, are to be reported in written format, and in each case approved by Instalco's CEO. The CEO is to approve the avocation or partnership if it's not an obvious conflict of interest.

➤ **Gifts, bribes, and representation**

Instalco employees or coworkers are to never, indirectly or directly, offer, give or receive gifts, benefits or other types of compensations in unapproved purposes or with a purpose to incorrectly create or keep business if it is deemed to breach appropriate laws, regulations or business practices.

Instalco employees shall follow the code (Code to Prevent Corruption in Business) which The Swedish Anti-Corruption Institute has established and which is a complement to Swedish Law.

➤ **Environment and work environment**

Instalco works to prevent, and to constantly decrease the negative consequences that the company's operation may have on the environment.

Instalco works actively and systematically to maintain a good work environment, in both physical and psychosocial aspects. The overall objective is to reach a safe and healthy work environment which promotes the employees' and the company's development. All Instalco's coworkers are to follow adequate laws and the collective agreement to ensure a healthy work environment. No employee is to be discriminated on the basis of age, gender, religion, sexual orientation, disability, political view, ethnicity or union membership.

Instalco encourages a culture of equal opportunities and diversity where appointments to a position, rewards or personal success depends on the individual's abilities and accomplishments.

➤ **Confidential information and professional secrecy**

Confidential information regarding Instalco, or among a customer regarding for example strategies, processes, systems, contracts, services or other business are to be protected and are not to be exposed in writing nor orally to unauthorized personnel.

Instalco's suppliers are also entitled to prove that they work according to principles, and follow conditions, that are compatible with:

- The labor law, including laws regarding minimum wage, and its protection of social insurance which applies in the country of manufacture.
- UN's Universal Declaration of Human Rights (10 December 1948)
- UN's Convention on the Rights of the Child
 - Article 32: States Parties recognize the right of the child to be protected from economic exploitation and from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.
- UN's Convention against Corruption
- ILO's eight core conventions:
 - Freedom of Association and Protection of the Right to Organise Convention, 1948 (No. 87)
 - Right to Organise and Collective Bargaining Convention, 1949 (No. 98)
 - Forced Labour Convention, 1930 (No. 29) (and its 2014 Protocol)
 - Abolition of Forced Labour Convention, 1957 (No. 105)
 - Minimum Age Convention, 1973 (No. 138)
 - Worst Forms of Child Labour Convention, 1999 (No. 182)
 - Equal Remuneration Convention, 1951 (No. 100)
 - Discrimination (Employment and Occupation) Convention, 1958 (No. 111)

Follow-up

As a supplier you have a duty to provide proof and account for that above set out requirements are complied with if requested by Instalco. The supplier is also obliged to enable Instalco, to either itself, or through a third party, verify on location that set requirements are being followed.

By signing the code of conduct it is hereby attested that the supplier, including its subcontractors, meet above requirements.

Through signing this agreement, Instalco has the right to inspect, or by other means investigate that requirements set out in the code of conduct are being complied with.

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Location/Date

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Company

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Authorized signatory

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Name clarification

Do you have questions about our code of conduct for suppliers or about Instalco's sustainability work? You are welcome to contact each responsible purchaser at Instalco for more information.