

Code of Conduct

The long-term success of KTI Sverige AB (KTI) depends on the business being run in a sustainable way. This means good economic sustainability which does not waste our resources, consideration for the environment and social engagement. A basic requirement within the company is to comply with international conventions and national laws. The Code of Conduct is based on the UN Global Compact. The Code of Conduct applies to all staff within the company and guides the company in its dealings with employees, customers, suppliers and other partners.

1. Economic and financial aspects

KTI should create sustainable economic value by running the business in a healthy way. It is therefore important for us to act in an ethical manner with regard to finance in our daily operations.

Corporate governance

KTI should apply responsible business methods characterised by high moral standards and good business practice, where we take responsibility for our actions and show consideration and loyalty to those concerned. All of our marketing and contact with customers should be honest and not promise anything that does not reflect reality.

Financial reporting

KTI reports all its financial transactions according to Swedish accounting practice and follows International Financial Reporting Standards (IFRS). The reporting should be open and give a true picture of the group. Employees should not enter or remove information from the company's accounts that deliberately conceals or distorts the true nature of a financial or non-financial transaction or a result.

Taxes

KTI should comply with the applicable tax laws and regulations. If tax law does not provide clear direction, openness and accuracy should guide the group's actions.

Corruption, bribes and gifts

KTI's staff may not demand or accept any improper benefits, or offer or give improper benefits to anyone else, for personal gain unless this complies with international and Swedish law and accepted common business practice. If an employee has any doubts about a gift or benefit, they should refer to their manager for an opinion.

Healthy competition

KTI supports free and fair competition in an open market. We comply with international and Swedish law in this area.

Conflicts of interest

Business decisions should always be taken in the best interests of the company. Employees may not use their position or influence for any purpose other than to promote KTI's interests. Private interests must never influence decision-making. If conflicts of interest do arise, or might arise, employees should report this to their manager or the manager's superior.

Political engagement

KTI maintains a neutral position in party political matters. KTI does not lend its name to political parties or individual political candidates.

Quality and service

Every customer contact should be marked by a friendly approach and professionalism. Our services should be of a quality that meets people's expectations regarding standards and service.

Business partners

KTI always aims to use business partners who share our principles and conform to our Code of Conduct.

2. Social aspects

All employees, customers and other stakeholders should act and be treated in an ethical manner.

Discrimination and equal treatment, harassment

No employee, customer or other partner should be discriminated against on grounds of ethnic affiliation, origin, disability, gender, sexual orientation, trade union membership, political opinions, parentage or age. Nobody should be subjected to or threatened with physical, religious, sexual, psychological or verbal bullying or harassment.

Human rights

KTI supports and respects the protection of fundamental human rights, particularly the rights of children, and should ensure that the company does not contribute to any violation of these rights. We should not use forced or slave labour or other forms of involuntary labour. Nobody should need to provide a declaration or original proof of identity in order to start work. Children or minors below the minimum age for work under national law, or fifteen (15) years, whichever is higher, may not be employed. Minors under eighteen (18) years of age may not engage in hazardous or strenuous work or work evening shifts.

Working hours and pay

KTI aims to comply with the applicable laws, agreements and industry standards regarding working hours and pay. All employees should have a contract stating their conditions of employment. Everyone is entitled to equal pay for the same work, and regular paid holiday.

Health and safety

KTI should provide a safe and healthy working environment for its staff. We should strive to anticipate and prevent accidents and injuries at work. We should always safeguard the rights to privacy and integrity of people visiting or working for us. The processing of personal data will be treated as confidential and we will prevent unauthorised access to this data.

Safety

The safety of our employees, customers and assets is important to KTI, and we work actively to minimise risks in our operations and to anyone present on our premises. We practise zero tolerance towards crime and violence. We regard human trafficking as a particularly serious crime.

Freedom of association

The right to freedom of association and collective bargaining should be respected for all employees.

Accessibility

KTI strives to make our company as accessible as possible to employees, whatever their needs.

Diversity

KTI views diversity as an asset, and we strive to create a dynamic and modern workplace. KTI should appreciate every employee's skills. We are convinced that employees with different backgrounds, interests and personalities contribute to a more effective and sustainable business.

3. Environmental aspects

KTI works actively on environmental matters. We should always strive to reduce the adverse environmental impact of our operations and our services.

Energy

We should make conscious choices when we procure energy, and prioritise renewable energy. We should reduce our energy consumption all the time.

Chemicals

We should always strive to reduce our use of chemicals and choose the cleaning agents/fluids that produce the least environmental impact.

Transport and travel

When choosing a means of transport, we should prioritise the option that affects the environment the least. Company cars and vans owned by KTI should be powered by alternative fuels where possible.

Environmentally harmful substances

KTI should avoid environmentally harmful substances in chemicals and in its operations as far as possible. As far as possible, the choice of chemicals, materials and equipment should be based on the criteria that they should be sustainable, manufactured from renewable raw materials, resource-efficient, easy to use and maintain, **recyclable and easy to dismantle**.

Endangered species

Products that we purchase should never be made from endangered animals and plants. We strive to use only materials which do not affect endangered species in their production.

Waste management

KTI should strive to limit the amount of waste produced and enable effective recycling of this waste. This should be achieved by sorting the waste at source and by limiting the amount of hazardous waste, packaging, disposable items and unnecessary material.

4. Compliance and monitoring

KTI's staff should comply with the Code of Conduct, and any actions in violation of the Code of Conduct will not be tolerated. We want our suppliers to respect and comply with the Code of Conduct.

There will be constant monitoring of the Code of Conduct.

5. Reporting of breaches of the Code of Conduct

If you discover a departure from or a breach of the Code of Conduct in our operations, associated with our services or by any of our partners or suppliers, this should be reported immediately to the MD or the sustainability manager at KTI. You can report in writing or by telephone. KTI undertakes to ensure that sufficient resources are deployed to investigate all reports. KTI will not tolerate any harassment or bullying, and will take steps to protect all those who report their suspicions in good faith.

6 november 2015



Arim Özboyaci

MD
KTI Sverige AB