

Dokumentnamn	Uppförandekoden - Code of conduct	Dokumentnr	5.3.5	Flik	5
Framtagen av	Alicia Jäderland	Utgåva	2	Ersätter	1
Fastställd av	Linda Fransson	Datum	23-09-07	Sida	

CODE OF CONDUCT

Gnosjo Automatsvarvning's code of conduct summarize our overall guidelines, rules and values for how we should act and behave in our business. The Code of Conduct applies to all employees and business partners. We expect all employees and business partners to behave and represent the company in the best possible way in terms of professionalism, business acumen and trust in the environment and to comply with ethical requirements in their professional practice.

Our Code of Conduct based on:

- ISO 14001, ISO 9001 and IAFT 16949
- The UN Global Compact – 10 principles
- Universal Declaration of Human Rights
- Sustainable Development Goals
- Swedish legislation
- Systematic Work Environment Management

Compliance with laws

The Code of Conduct does not replace Swedish legislation and we must always comply with legal requirements, rules and regulations. If there is a conflict between the Code of Conduct and the law, the law shall prevail. However, if the Code of Conduct sets a higher standard than existing legislation, the Code of Conduct shall apply. We expect the same from our business partners.

Compliance with code

In connection with the employment, the employees be informed about company's Code of Conduct and is also published on the company's intranet. We follow up annually so the organization complies with the Code of Conduct. It is the responsibility of each employee to ensure that they understand and comply with the content of the Code of Conduct and related documents.

The Code of Conduct take up our overall guidelines, rules and values for how we work, behave, act and prevent. For more information read respective policies, they are published on our website and intranet.

The Code of Conduct must be reviewed by management and approved once a year.

Business ethics

To uphold our business ethics we will never act in violation of applicable competition laws, for example by abusing a dominant position, engaging in illegal industry cooperation for example through cartelization, or being involved in counterfeiting of goods.

Bribery and corruption

All forms of corrupt behavior, bribery and corruption are strictly prohibited. Neither Gnosjo Automatsvarvning nor any company or person acting on behalf of Gnosjo Automatsvarvning may grant, offer or facilitate payments, gifts or other benefits that may affect or be perceived to affect a business decision or a public authority's decision.

Dokumentnamn	Uppförandekoden - Code of conduct	Dokumentnr	5.3.5	Flik	5
Framtagen av	Alicia Jäderland	Utgåva	2	Ersätter	1
Fastställd av	Linda Fransson	Datum	23-09-07	Sida	

We don't apply any specific value limits for what is considered permissible in terms of gifts, hospitality or other benefits. If anyone suspects a violation, the CEO be informed immediately and start an investigation. A report can be made in writing or orally.

Tax and money laundering

We comply with the laws and regulations in Sweden regarding taxes and money laundering. It is prohibited in any form to support, accept or facilitate violations of tax or money laundering whether it is an employee, manager or consultant.

Conflicts of interest

Conflicts of interest between Gnosjo Automatsvarvning and its business partners shall be avoided. Gnosjo Automatsvarvning's interests always take precedence over personal ones. Employees should not put themselves or the company in any form of conflict of interest. Conflicts of interest can mean corrupt behavior, therefore it is important to know how to manage and avoid conflicts of interest. In case of suspicion the CEO should be contacted immediately.

An example of a conflict of interest is when there is a risk that an employee's private interests interfere or could interfere with the interest of the company.

Safety/Integrity

It is important for us to protect and manage information in accordance with legal requirements.

We conduct our work with consideration of confidentiality and we ensure that no unauthorized persons or companies can access confidential information either internally or from our suppliers.

Human rights

For us, it is a matter of course to follow and respect the human rights. We follow the UN Universal Declaration of Human Rights. We expect the same from our business partners. Employment contracts, employment terms and remuneration

The company's working hours shall comply with Swedish legislation. We apply collective agreements. Salaries shall be paid regularly. All employees should have a written and legally binding employment contract.

Employees on parental leave should not be dismissed or threatened with dismissal and should be able to return to their previous employment benefits and conditions.

Child labor and forced labor

No form of child- or forced labor may occur, we support and comply with UN convention on the rights of the child and Swedish legislation.

Freedom of association and collective bargaining

We respect the employees right to build and join the trade unions they wish and to bargain collectively. No employee shall risk harassment or reprisals because of freedom of association and collective bargaining.

Dokumentnamn	Uppförandekoden - Code of conduct	Dokumentnr	5.3.5	Flik	5
Framtagen av	Alicia Jäderland	Utgåva	2	Ersätter	1
Fastställd av	Linda Fransson	Datum	23-09-07	Sida	

Diversity and equality

We value diversity and equality among our employees. For us, the equal value of human beings is a matter of course. It is important that our employees are happy and that we have good working environment. All interactions between employees, whether they are leaders or equal colleagues should also be conducted with respect, responsibility and consideration for each other, which creates our success. A workplace with diversity constitutes an attractive employer for both current and potential employees. All employees must be given the opportunity to develop in their work.

Discrimination and harassment

We have zero tolerance for discrimination, differential treatment, bullying or harassment in our workplace on the grounds of gender, transgender identity or expression, ethnicity, religion or other beliefs, disability, sexual orientation or age. Nor should anyone be discriminated against or harassed because of political opinion or social or ethnic origin. If an employee reports a breach of zero tolerance, he or she should not risk retaliation (penalty, sanctions) or any other similar sanction. This includes all employees but also trainees and consultants. If someone has been exposed or has been exposed, it must be reported immediately to the immediate manager, the CEO or to the occupational health service Vastbo who takes it further.

Alcohol- and drugs

Gnosjo Automatsvarvning has zero tolerance for alcohol and other drugs. No employee may be under the influence of alcohol or illegal drugs during the work. The use of alcohol and other drugs can be a problem for the individual employee as well as for colleagues and the company.

If illegal drugs are suspected has the company in consultation with the occupational health service right to carry out drug tests. Employees who have substance abuse problems should be supported by the employer and occupational health services to enable them to do their job. Reasons for dismissal if the person misuses the support and rehabilitation offered. To be affected by alcohol or illegal drugs can lead to legal measure for employment labor law including termination of employment or dismiss.

If any employee or business partner suspects that someone is affected by alcohol or drugs during the work the CEO should be contacted immediately.

Work environment and health

Gnosjo Automatsvarvning offers its employees a safe working environment. Through continuous improvements, education and information ill-health shall be prevented. The company strictly follows Swedish legislation and collective agreements.

Hazardous materials and equipment must be stored and handled in accordance with Swedish legislation.

All employees should be informed annually on safety measures such as emergency exits, fire extinguishers, first aid equipment and other life-saving measures.

Every three year the employees implementing CPR (cardiopulmonary resuscitation) education to learn about life-saving interventions. Every third year the employees receive fire traning and also there are regular exercises and briefings about fire safety.

Dokumentnamn	Uppförandekoden - Code of conduct	Dokumentnr	5.3.5	Flik	5
Framtagen av	Alicia Jäderland	Utgåva	2	Ersätter	1
Fastställd av	Linda Fransson	Datum	23-09-07	Sida	

Quality- and environment management

Quality and environmental work is our top priority. We are transparent about our quality and environmental work to employees and other stakeholders. We comply with statutory environmental requirements in Sweden. We conduct active work to continuously reduce the company's direct and indirect environmental impact. Our suppliers are expected to operate in line with our environmental policy. We work to continuously improve our operations. We are certified according to the quality management system ISO 9001, the quality management system for the automotive industry IATF 16949 and the environmental management system 14001.

Gnosjo Automatsvarvning works actively with innovations to secure the future of the business.

Society engagement

We actively cooperate with schools and universities by offering internships, study visits, scholarships etc. We have also represented board members in various educational activities. We have cooperated with research institutes and various business networks both local, regional and national. We support and sponsor various community associations.

Reporting on misconduct

If an employee or business partner suspects that a violation of this code has taken place, the CEO (Linda Fransson) must be informed immediately, which can be done both orally and in writing. A report can also be made anonymously to the occupational health service, which will take it further with the CEO. In these cases, we make individual assessments of what has happened and then assess the possible consequences for the individual.

Violation of the code can lead to legal measures for employment law including termination of employment or dismissal. However, we always strive to offer a supportive climate where employees should feel that they can report cases of suspected violations in confidence. A report should be made without the employee risking retaliation (punishment, sanctions) or any other similar sanction.

Contact information:

Email: Linda@svarvning.nu

The occupational health service Vastbo:

A report can be made on the website:

<https://www.foretagshalsan.se/sv/kontakt/kontakta-mig/>

Telephone number: 0371-390020

Alternatively directly to the occupational health service when they are on site at Gnosjo Automatsvarvning.

The report should be treated as strict confidentiality and the original shall be archived with CEO.