

# Code of Conduct

*Our Code of Conduct are applied to all our employees and describes how we at Enerco should behave – towards each other, our customers, and our suppliers. It is based on our common values of responsibility, respect, innovation and success, and describes the demands we place on ourselves and on the world around us. With a wise and responsible behavior, we can make a difference together.*



# The Code of Conduct

The Code of Conduct is based on Enerco's core values and is a guidance in our daily work. Our Code of Conduct is largely based on international standards that Enerco has committed to, such as the UN Global Compact and its ten principles. These fundamental values are applied in human rights, labor law, environment, and anti- corruption. The Code of Conduct also complies with ILO:s conventions for human rights in working life.

*The Code of Conduct applies to everyone in the Enerco Group*; individual employees, the Board of Directors and management and are part of the terms of employment. The content of the code shall be respected and followed.

*The Code of Conduct shall be respected* and followed of our customers, suppliers, co-workers, and other stakeholders. When concluding agreements with customers, suppliers, contractors, and consultants, Enerco ensures that these agreements will be followed in line with the Code of Conduct.

*The Code of Conduct is applied together* with our costumer's code. Since we work in close collaboration together with our costumers, and often in the costumers' own premises and sometimes also in the costumer's IT system, it is very important that our employees also follow the costumers code of conduct, safety instructions and other rules of conduct. If the customers have not informed any instructions, Enerco's employees are responsible to request these. If Enerco's, and the customer's, code of conduct differs, Enerco's employees must always use the rules that are most restrictive.

## Our Core Values leads the way

Responsibility, respect, innovation, and success are concepts that pervade Enerco as a company and trademark. The core values describe what we stand for, what we want to achieve and how we want to be perceived of the world around us.



### We take responsibility for:

- Safety, Health and Environment (SHE)
- Quality and Professionalism in everything we do.



### We show respect:

- For each other and for everyone we meet on daily basis.



### Innovation:

- We are committed and proactive.
- We are innovative and want to improve.



### We create success:

- For our customers, for ourselves and for Enerco.

## We take responsibility for

### – Safety, Health and Environment

We aspire to be an organization that fits all by creating good working conditions and working methods, together with a pleasant working place. We always put safety first, and our main priority is to come home in the same condition as before by working safely. We operate for a non alcoholic and drug free workplace, and we work preventively to reduce the risks of all types of abuse among our employees.

## – Quality and Professionalism in everything we do

We are professional in everything we do, from handling equipment to monitoring against our customers. In order to build strong partnerships, **it is important that we have a constant dialogue with our customers and follow up on the results**, after completing assignments. It is together and in close collaboration with our customers that we can make a real difference.

## We show respect

### – For each other and for everyone we meet on daily basis

The equal value of every person is a matter of course. Enerco shall be a professional and welcoming workplace that is characterized by respect, integrity, and tolerance. No one who works within our group, or together with us, shall be subjected to harassment or discrimination on the basis of gender, gender identity, ethnicity, beliefs, disabilities, sexual orientation, or age. **Enerco has zero tolerance for all forms of abusive discrimination, harassment, bullying and discrimination and rejects views that are contrary to our principles and values.**

## Innovation:

### – We are committed and proactive. We are innovative and want to improve

**We constantly question and challenge our processes and working methods**, and always try to find improvements and efficiencies in our own, but also our customers working methods. **We monitor changes and developments in our surroundings and industry.**

## We create success

### – For our customers, for ourselves and for Enerco

By constantly contributing knowledge and experience, we believe that each employee can influence Enerco's success and development. Our management is based on the conviction that a manager is an employee as anyone else, but with the extra task of achieving the result through others by good leadership. Through clear expectations, goals, focus, responsibility and trust in the employees, our leaders create security and opportunities for others to perform and develop. Always with a big heart and commitment.

### As an employee I am

- Responsibility
- A communicative team player
- Honest, flexible and innovative
- Customer focused
- Aware of my behavior and how it can affect others.
- I never express myself or make a jest in a way that can be perceived as offensive or degrading.
- I contribute to an environment that is none hostile, violent, menacing or bullied.

### As a manager I am

- Confidence- inspiring
- Reliant
- Communicative
- Team builder
- Developing
- Visionary and strategic. I show the direction **and makes people want to follow.**

# Business ethics and principles

Enerco has a clear goal when it comes to business ethics and business principles. We have zero tolerance for corruption, bribery, disloyal anti-competitive actions, harassment, or any unnecessary environmental effect. **We comply with the laws, rules and regulations that apply in the markets in which we operate, and we require our business partners to act accordingly.**

## Corruption

Enerco and our employees may never provide gifts, benefits, or other unauthorized compensation in relation to customers, suppliers, authority, or other decision-makers for the purpose of obtaining or retaining business.

Enerco employees may also not accept gifts, benefits, or other types of rewards from customers, suppliers or other stakeholders that could affect the business decisions. Leaving or receiving gifts and benefits of minor value may be accepted in some cases. **In case of any uncertainty, our employees should always consult the nearest manager.**

## Trademark

Our employees are the face of our company. Our brand is loaded with promises about who we are, how we act and what we deliver, and our goal is to always live up to the expectations that we and the outside world have on us. When we drive vehicles with the Enerco logo or move around the community with the company's profile clothing, we always represent the company, even if it happens in our free time. This means that even then we must follow the Code of Conduct and act according to the guidelines and policies that exist in the company.

## Social media and Photography

In the case of private use of social media, Enerco employees have the same freedom of expression as other private individuals on social media, however, the line between the private and the professional can be blurred. Therefore, all Enerco employees have a responsibility not to use social media privately in a way that can be perceived as being a spokesperson for Enerco. Even if an employee expresses himself as a private individual, one sometimes needs to take a professional responsibility as the individual's opinions, by the outside world, can be perceived as Enercos.

- Customers, suppliers, or colleagues shall never be quoted without approval.
- Prohibition of photography at our customers shall be respected in every situation. Our employees are liable of getting informed about valid regulations.
- Images taken at customers business need to be approved of both customer and Enerco before publishing.
- Copyright laws and other legislation regarding images and other material shall always be followed, and our employees are personally responsible for the content they publish as a private individual.

# Compliance

The principles of the Code of Conduct are continuously followed up as a natural part in the organization. An employee that feels uncertain about application in their day-to-day work can be guided by their manager.

If employees within Enerco not acting according to the code of conduct, this should be reported to nearest manager or to the department of human resources. **If a business partner repeatedly or seriously violates the Code of Conduct** the business collaboration will be ended.

# Establishment and Update

The Code of Conduct is established of Enerco's management team and shall be continuously and, if necessary revised.

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Hofors 2021-02-08

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