

# NORDIC BIM GROUP CODE OF CONDUCT

## PREAMBLE

As employee, each of us contributes significantly to the public image of Nordic BIM Group (hereinafter „NBG“), through our appearance, conduct and actions. All of us are jointly responsible for ensuring that NBG, lives up to its Nordic social responsibilities. Our strategy as well as our day-to-day operations are based on high ethical and legal principles.

This Code of Conduct provides a framework of standards which apply to every employee of NBG (hereinafter „employee“), regardless of her or his position. The Code of Conduct specifies how employees should deal with the ethical and legal requirements in running the business and shapes the way in which we interact with our business partners, employees, shareholders and the public.

This Code of Conduct constitutes the minimum standard of behavior for all employees of NBG and must be complied with by all employees.

## BASIS FOR THE CODE

NBG target is to develop and produce for its customers environmentally advanced solutions and services that fulfil essential requirements, such as low emissions and high efficiency.

NBG is committed to carrying out its business in a sustainable way. To promote the long-term interests of NBG and its stakeholders, the company strives to maintain the highest legal and ethical standards in all its business practices. Every employee act as an ambassador for NBG and therefore, each employee is expected to act responsibly and with integrity and honesty, and to comply with this code and its underlying policies and instructions.

## **FOR OUR COLLEAGUES**

We strive to be a place where people can achieve personal and professional success and bring their authentic selves to work. We rely on each other to act ethically and inclusively.

### **DISCRIMINATION**

Equality and diversity shall be promoted in remuneration plans, recruitment processes, promotions, trainings, and parental leave. All forms of discrimination are prohibited, on grounds such as ethnicity, gender, sexual orientation, marital, social, parental status, religion, political grounds, nationality, disability, age or union affiliation.

### **HARASSMENT AND ABUSE**

All employees shall be treated with dignity and respect. Nobody shall be subject to corporal punishment, unlawful detentions, physical, sexual, psychological, or verbal harassment or abuse.

### **HEALTH AND SAFETY**

In NBG we are committed to the health, safety, and wellbeing of our employees, customers, and partners by applying high standards of occupational health and safety.

We follow all health and safety protocols recommended by local, state, and health authorities.

### **ENVIRONMENT AND PROTECTION OF NATURAL RESOURCES**

In their work, employees must consider natural resources and ensure that their activities are as environmentally friendly as possible. When selecting suppliers, advertising materials or other external services, employees should give due consideration to ecological, ethical, and social as well as economic aspects.

## **ANTI-CORRUPTION**

### **BRIBERY AND GIFTS**

NBG does not tolerate any form of corruption, bribery, or other unlawful granting of advantage.

### **CONFLICT OF INTERESTS**

Your decisions as a NBG employee should be in the best interest of our company. Every employee must separate her / his private interests from the interests of NBG.

## **COMPETITION**

As with all other legislation, any violation of competition laws is strictly forbidden.

Our employees are not authorized to discuss business-related, potentially competition-restricting topics with competitors.

Employee shall not enter a financial or any other relationship with a party that creates or gives the appearance of a conflict of interest. Such situations must be disclosed and approved by NBG.

## **CONFIDENTIALITY**

Business and industrial secrets must be kept confidential; this also applies to other types of information which NBG, its contracting partners or customers have, or may have, an interest in keeping confidential.

## **DATA PROTECTION AND IT SECURITY**

Employees and business partners have the informal right of self-determination, which must be upheld; all employees must comply with each and every one of the provisions and regulations pertaining to data protection and privacy.

## **IMPLEMENTATION OF COMPLIANCE RULES**

Every individual employee is responsible for complying with this Code of Conduct.

No employee shall derive any disadvantage at the company from her / his compliance with the above principles.

Employees are required to report any violations of the Code of Conduct. In such instances, employees are initially advised to consult their manager or contact [compliance@nordicbim.com](mailto:compliance@nordicbim.com).