

CODE OF CONDUCT

Established: 2024-05-07

FÖLJ MED TILL

SKEPPSVIKEN

BYGG | FASTIGHET

INTRODUCTION

Our Code of Conduct is based on our values and provides guidance on how our managers, employees and suppliers should act and make correct decisions on a day-to-day level.

Our managers have an overarching responsibility to practise their leadership in accordance with our Code of Conduct so that a culture is created in which our Code of Conduct is valued and complied with.

We want to be a competitive, fair, respectful and trusted partner to our customers, our existing and future colleagues, our suppliers and other stakeholders. To us, it is therefore important to work in a committed way to ensure that our business will be sustainable, in terms of the planet, our society, our fellow human beings and our stakeholders.

This means that all of us must take the time to read and understand the Code, apply it consistently and ask if anything

appears unclear.

We are proud of our company and we know that, by following our Code of Conduct uncompromisingly, we can continue to be a business that works in a responsible and sustainable way.

We have chosen to divide our Code of Conduct into three areas that show what we wish to have an effect through our Code of Conduct and our work on sustainability.

- OUR BUSINESS RELATIONS

- OUR ENVIRONMENT

- OUR FELLOW HUMAN BEINGS

Our important base is our core values.

OUR CORE VALUES

All our decisions, both major and minor, are filtered through our core values. They summarise what we stand for and are an important tool in our working day.



Customer focus

A central concept in all situations. By listening carefully, we can cater for the customers' needs and develop relationships. Our experience tells us that, the longer relationship, the more satisfied customer.



Commitment

Constant learning allows us to grow. We make fast decisions, but never at the expense of quality. With us, you are involved and have an influence by actively taking part in discussions and projects.



Personality

We respect each other's opinions and achieve our goals through cooperation. Everyone who works at Skeppsviken has their feet on the ground, says what they think and does what they say. With us, you can be yourself!



Innovation

We question old habits and constantly look for new solutions. We act quickly if the circumstances change. We listen more than we talk. Knowledge and experience are there to be shared.

OUR BUSINESS RELATIONS

We have a responsibility to ensure that a sustainable society is enshrined in our business and governance, and that we create the right conditions to conduct a healthy business. We see sustainability as part of our business strategy and, by allowing it to be a part of our decisions, we can work actively on sustainability.

Good business ethics

- We protect business-critical information and personal data
- We do not support unhealthy competition and want to contribute to a healthy construction industry
- We do not accept corruption or bribes
- We work to counteract financial crime and criminality

Sustainable governance

- We comply with applicable laws and regulations
- We comply with the Swedish

Construction Federation's Code of Conduct and the Built Environment sector's Ethical Rules

- We have a management system that is compliant with ISO 9001, ISO 14001 and ISO 45001
- We follow the guidelines of the UN's Global Compact
- We identify and manage conflicts of interest and sensitive situations that may affect our objectivity or client relationships.
- We do not tolerate trading with, or inappropriate disclosure of inside information.
- We diligently adhere to the import restrictions, sanctions, and laws applicable in Sweden and EU.



OUR ENVIRONMENT

We have a responsibility and incentive to contribute to the public good and to a better world for the current and future generations.

Responsibility for our environment

- We protect and care for the climate and environment
- We work with our customers and suppliers to press forward the development of environmentally sound products and solutions
- We work to reduce the negative impact of the business on the environment

Contributing to our society

- We actively work to generate interest in and educate new employees in the industry
- We promote physical activity, inclusion and meetings between people
- We take responsibility for our construction jobs so that they contribute to positive societal development



THE GLOBAL GOALS
For Sustainable Development



MATERIAL

ENERGY

TRANSPORT

WASTE

OUR FELLOW HUMAN BEINGS

We have a responsibility to ensure that the working terms and conditions in our workplaces help to secure a good work environment. When we feel good and safe, we can develop and feel commitment to our work.



Safeguarding human rights

- We respect the fact that all human beings are born free and have the same value and rights
- We do not accept child labour
- We do not accept forced or bonded labour – modern slave labour
- We respect everyone’s right to organise themselves into an employees’ organisation of their choice. Employee representatives must be given the opportunity to carry out their jobs
- We respect freedom of speech and employees’ right to freedom of association
- Everyone is entitled to reasonable terms of employment, which must never fall short of those of national or local legislation

Safeguarding health and safety

- We strive to ensure that no-one will be injured or affected by ill-health in our workplaces
- We strive to be role models, and to respect and show consideration to others
- We comply with and respect our protective rules and standard of conduct that apply in the workplace
- We report anomalies and risks in our work environment and act quickly to prevent risks from developing

- We examine, monitor and collaborate in our work environment in order to create safe and secure workplaces

Inclusive and developing workplaces

- We must be an attractive workplace, where our employees and partners are comfortable and able to develop
- We need to have workplaces that are inclusive and accepting, with good dialogue
- We do not accept any form of threatening or offensive behaviour, bullying, harassment, unwanted sexual approaches or unlawful discrimination
- We strive to offer everyone the same opportunities, irrespective of ethnicity, nationality, religion or beliefs, gender, sexual orientation, gender identity or expression, age, disability, marital status or family situation, or any other personal attributes
- We offer development opportunities that will help our employees to gain sustainable development for the individual, team and business
- We are committed to compliance with applicable wage, hour, and overtime laws and regulations, and we do not tolerate discrimination against any individual in our employment or hiring practices

WHISTLE BLOWING

If there is a suspicion of anything that breaches the Code of Conduct or legislation, this shall be reported. Initially, such suspicions must be reported to the immediate manager. If, for various reasons, this is not appropriate, there is an option to report the matter anonymously via Skeppsviken's whistle-blower function.

[SKEPPSVIKEN.SE/VISSELBLASNING](https://skeppsviken.se/visselblasning)

Skeppsviken will not tolerate any form of reprisals resulting from an employee or other person reporting suspected or actual actions that violate this Code of Conduct.

Actions that violate the Code of Conduct will lead to remedial measures being taken.

If i cannot find the answer in our Code of Conduct?

Our Code of Conduct cannot describe every situation that arises. If you are not sure what is right, you can ask yourselves the questions below.

- Is it against the law?
- Is it unethical?
- Could it damage Skeppsviken's or our customer's reputation?
- Would I be ashamed if it reached the media or my colleagues?

If you have answered Yes to any of the above questions, have a talk with your immediate manager about how to deal with the situation.

As a manager, you can also contact the Swedish Construction Federation's ethics coach for advice and support on matters relating to business ethics.

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What is modern slave labour?

Forced labour is any work or service that people are forced to do against their will, under the threat of punishment and where the person did not voluntarily apply.

Human trafficking includes the recruitment, housing or transportation of people under exploitative conditions using violence, deception or coercion, and by forcing them to work against their will.