

## Hydnum Code of Conduct

### Ethical Principles

We comply with the below mentioned ethical principles in all our operations. We are committed to UN Global Compact corporate responsibility initiative and its principles in the areas of human rights, labour, environment and anti-corruption. We also expect that our suppliers and business partners comply with these principles.

#### **Human rights and working conditions**

We are committed to respecting internationally recognized human rights in all our operations and promoting them in practice. We do not tolerate human rights violations in any form.

##### Discrimination

We treat everyone with dignity and respect. We do not tolerate any form of discrimination based on gender, age, religion, social background, disability, ethnic origin, nationality, union membership, sexual orientation, marital status, pregnancy, disease, or other condition that could give rise to discrimination.

Equality, non-discrimination and fairness are key principles in recruitment, compensation, career progress and other personnel matters at Hydnum. We promote direct, open and constructive dialogue on all matters at work and encourage employees to raise questions, suggest improvements and bring up any grievances.

##### Harassment

We are committed to a workplace free of harassment and we foster a social environment with respect for the individual. We do not tolerate physical or psychological punishment or allow verbal, physical or sexual harassment or abuse.

We all share responsibility for creating and maintaining a good working atmosphere. A fair and well-functioning workplace is created through mutual trust, respect for individuals, willingness to help and a straightforward team spirit. Bullying at work, discrimination and other forms of inappropriate behavior are unacceptable.

##### Forced or compulsory labour

We do not tolerate any form of forced labour.

##### Child labour and young workers

We do not tolerate any form of child labour. Young workers under 18 years do not work overtime or at night and are not exposed to work that is likely to harm their physical or mental health, safety, morals or development.

### Wages, benefits and working hours

We respect and comply with applicable labour laws. We act according to collective bargaining agreements, which are agreed by the unions and include e.g. rules for wages, benefits and working and resting hours. We respect the right to regular workday breaks and paid annual, sick and parental leave.

### Freedom of association and collective bargaining

We respect the freedom of association and employees' right to organize professionally. Joining or not joining a trade union or similar organization is a personal decision. Party politics are kept out of the workplace.

## **Health and safety**

We actively ensure safe working conditions.

### Health and safety hazard prevention

We have a process to identify and evaluate health and safety risks and to eliminate them. We take care of occupational health and safety according to jointly agreed principles and actions required by the law. We provide our employees appropriate personal protective equipment, machine and safety equipment as well as instructions on proper use.

### Emergency preparedness

We have emergency preparedness procedure in place in order to identify and assess potential emergency situations. Emergency plan, including employee notification and evacuation procedures and employee training and evacuation drills, is implemented. Fire safety is regularly controlled and approved by local authorities.

### Accidents and near accidents

Our target is to prevent all accidents from happening.

We have a process to report, investigate and take action to all accidents, near-accidents and unsafe situations.

### Workplace ergonomics

We pay attention to and develop workplace ergonomics, including working position, repetitive movements, physical load and lifting positions.

### Health and safety committee

We continuously improve health and safety in workplace. We have health and safety committee with employee representation to manage health and safety issues.

## **Environment**

Our environmental system is certified according to ISO14001:2015 and is continuously monitored. Main objective of the system is to reduce the load towards environment, reduce emissions, waste and other potential harm for water and climate.

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### Resource efficiency and energy consumption

We monitor and implement actions to reduce the use of energy and raw materials. The energy used at Hydnum originates mostly from fossil free energy sources. We strive to use only recyclable packing material.

### Emissions and waste management

We monitor and implement actions to reduce emissions to air. We reduce emissions through energy efficient solutions and by adopting renewable and low-carbon energy sources. We have a systematic waste handling management for hazardous and non-hazardous waste. Oils, chemicals, batteries and other hazardous waste is kept separated from other waste and handled to avoid leakage into air, water or soil. Waste is sorted, so it can be re-used or recycled.

### Chemicals

We have procedures to handle, store and dispose chemicals in a safe way to minimize negative impact on people and the environment. Employees working with chemicals have always updated and accessible instructions and training regarding risk handling and emergency preparedness. Our environmental system covers environmental risks relevant to our operations and risk precautions.

We have Safety Data Sheets for all chemical products used in our facilities. We comply with customer requirements on chemical substances which must not be used and on chemical substances with limited use.

### Reporting of part material composition

We report substances used in products into International Material Data System (IMDS) according to customer specifications.

### **Ethics**

We operate ethically and comply with the law in all our activities.

### Confidential information and data privacy

We comply with the law and with contractual terms in processing and protecting sensitive data. Sensitive data includes trade secrets and personal data of employees, former employees, customers, suppliers and other persons concerned and is strictly confidential.

### Bribery and corruption

We do not tolerate bribery or corruption in any form. We do not offer or pay bribes or illegal payments to authorities or anyone else to secure our business and its development. We do not advise, incite or entice anyone to accept or offer bribes directly or indirectly.

### Competition and antitrust

We comply with the applicable competition and antitrust laws in all our activities. We do not participate in activities that are aimed at or potentially lead to restricting or impeding effective and fair competition.

### Conflict of interest

We do business in an open and transparent way and personal interests or relationships do not influence our decision making.

### Gifts, hospitality and invitations

We do not offer our business partners any inappropriate benefits in form of gifts, hospitality or invitations to unduly influence them. Neither do we accept such benefits. We always comply with guidelines issued by public authorities.

### Money laundering

We conduct business relationships with business partners of whose integrity we are convinced. We ensure that the applicable legal money laundering and terrorism financing provisions are not breached.

### Responsible sourcing of raw materials

We are committed to responsible supply chain management. Our products do not contain tantalum, tin, tungsten, gold or cobalt and we do not source these minerals.

### Reporting misconduct

We have a channel for reporting any suspected breach or unethical conduct. It allows concerns related to business ethics, human rights or the environment to be raised anonymously, confidentially and without fear of retaliation. The report can be made anonymously thorough first whistle -channel.