

CODE OF CONDUCT

FOR OUR SUPPLIERS

Introduction

The purpose of this Code of Conduct for Suppliers is to provide a business ethics compass for Hemfosa as a business partner, employer, employee and social actor, with the aim of retaining a high level of confidence in Hemfosa among our customers, business partners, employees, owners and with the market.

Hemfosa is reliant on our tenants, tenants' clients, our employees, owners and business partners having confidence in us. It is only by retaining a high level of confidence that Hemfosa can continue to be a successful, long-term partner to governments, municipalities, agencies and companies that pursue tax-financed operations. Hemfosa's Code of Conduct provides a business ethics compass for Hemfosa; the Code sets out clear standards for how we are expected to conduct ourselves as a business partner, employer, employee and social actor.

Who does the Code apply to?

The Code of Conduct applies to all employees at Hemfosa and Hemfosa's Board of Directors. It also applies to part-time employees and individuals engaged by us on the basis of various kinds of temporary contract. The Code of Conduct is also applicable to all contractors, consultants and other business partners operating within our business.

Furthermore, our Code of Conduct applies to joint ventures and other activities in which Hemfosa has an ownership interest.

Our shared responsibility

As an employee, you must be aware of the content of this Code of Conduct and consider how it may be applied to your specific duties. Everyone has a responsibility to lead by example.

Hemfosa's corporate culture

Hemfosa has a sustainable, healthy and inclusive corporate culture.

We do not tolerate any form of disrespectful behaviour, bullying, discrimination, harassment or mistreatment, for example sexual misconduct. Harassment refers to unwanted behaviour that violates an individual's dignity or privacy.

All employees share the same rights and opportunities, and are subject to the same obligations.

Laws, rules and regulations

Hemfosa adheres to the legislation, rules and regulations that are relevant to our operations, and we ask that our business partners conduct themselves correspondingly.

Hemfosa also supports international standards for human rights, working conditions, the environment and anti-corruption. Hemfosa has been a participant of the UN Global Compact since 2016. This means that Hemfosa undertakes to act in accordance with the ten principles of the Global Compact regarding human rights, labour law, the environment and anti-corruption, which are based on the UN Declaration of Human Rights, the ILO Declaration on Fundamental Principles and Rights at Work, the Rio Declaration on Environment and Development, and the UN Convention against Corruption.

Business ethics and business principles

Hemfosa is keen to build long-term, trusting business relationships as a basis for creating value for shareholders, tenants and society with a lasting, sustainable approach.

Hemfosa only engages in such business operations that are compliant with laws, agreements and this Code of Conduct. We only engage in operations that we can openly defend and for which we can provide transparent reporting. We make decisions on the basis of commercial merit, and not based on personal interests or relationships. We do not tolerate bribery, hidden commissions, unlawful or unethical benefits or any other inappropriate rewards.

Hemfosa only engages suppliers or contractors who share and comply with our Code of Conduct.

Employees at Hemfosa exercise caution and restraint and seek assurances that there is a professional element when offering gifts, meals, parties and other forms of hospitality to clients, suppliers, consultants and other external stakeholders. Correspondingly, employees do not accept hospitality or gifts if either go beyond the normal standards of hospitality according to the above.

Nothing of value is given to an employee of a client, supplier or other business partner without first confirming that it is legal and that it is compliant with the stakeholder's own rules and guidelines.

Hemfosa's employees must not in any way take part in a collaboration, or in any other way act in a manner that could be perceived as anti-competitive.

Hemfosa's employees and business partners are aware that the information, documents and systems provided by Hemfosa, or that the individual employee develops based on information provided by Hemfosa, and that are not in the public domain, should be treated as confidential. Hemfosa's employees exercise caution when handling the company's documents and information.

Based on the sustainability strategies in our business plan, we establish goals and activities that are monitored along with other agreed objectives.