

Code of Conduct Scanmast

Scanmast's Code of Conduct describes the approach and the values according to which we work to create value for our customers, employees, suppliers, and other stakeholders. The Code of Conduct provides an overall framework and is supplemented with policies and more detailed procedures and instructions for individual areas.

Employees as well as others who work on our behalf in areas where Scanmast has influence must know and follow the principles in this Code of Conduct. Our fundamental principle is to respect the UN Declaration on Human Rights, the UN Global Compact, and ILO's fundamental conventions (International Labour Organization).

The basis of our Code of Conduct is Scanmast's core values that guide us in everything we do.

OUR CORE VALUES

Our main focus in our daily work is our customers. In order to create strong relationships between us, we have established core values that permeate everything we do. By all employees knowing and working according to these three values, we create a strong and unified value system across the company. Our core values are our ethical compass.

RELIABLE

We deliver top quality in everything we do.

We are trustworthy and always keep our promises.

We have a clear approach that provides added value to the customer.

DRIVEN

We always listen to the customer.

We shall be driven and passionate, but also sympathetic and never pushy.

We see challenges and problems as opportunities to always do better.

We aim to provide the customer with the latest knowledge in everything we do.

GENUINE

With our roots in the Province of Dalarna, we always keep both feet on the ground.

We take pride in our history, which provides the key pillar on which we still stand today.

Our genuine commitment to our customer's success is reflected in our straightforward communication.

EMPLOYEES

Scanmast strives to be a respected and an attractive employer or client. We want a climate of good communication, a pleasant atmosphere, and respect for the individual. Our aim is for employees to feel committed, to know they can influence activities, and to contribute to our positive progress.

We constantly work to:

- Properly utilise the skills of our employees and offer opportunities for development, training, advancement, and preventive health care
- Give our employees the possibility to influence their own work situation
- Make sure employee tasks can be combined with family and hobbies

EMPLOYEE PARTICIPATION

We are each other's work environment and thus we bear a responsibility to positively contribute to it. Everyone is responsible for ensuring a good work environment. We must treat each other with dignity and respect. Refraining from alcohol consumption that risks affecting work and to completely refrain from non-medicinal use of controlled drugs is a matter of course. Scanmast condemns all forms of abusive discrimination and harassment.

DIVERSITY

Scanmast shall give employees equal opportunities regardless of gender, gender identity or expression, ethnicity, religion or other belief, disability, sexual orientation, or age. Scanmast regards equality between women and men as an asset to business and a prerequisite for being able to deliver on the promises we make to all our stakeholders. Gender equality shall always be a natural part of our business, with all employees working together to achieve an equal workplace.

ETHICAL BUSINESS RELATIONS AND ANTI-CORRUPTION

Scanmast's business operations shall be conducted with high standards of integrity and ethics. Our business is based on close and long-term relationships with customers and other partners. Scanmast wants to be perceived as a credible, long-term, and reliable partner, and shall act professionally, honestly, and ethically. Scanmast shall contribute to an open attitude in the dialogue with those who are affected by our operations.

We do not accept corruption or bribery. Scanmast's policy is to always act and inform parties concerned in case of suspicion of corruption. In some cases, this may result in business being delayed, made more difficult, or interrupted. Compared to the damage caused by corruption, these are consequences that we are willing to accept. Any sale, marketing, and purchase of Scanmast's products and services must take place in accordance with relevant laws and regulations in each country. To achieve this, we work according to established procedures for anti-corruption and whistleblowing.

CORPORATE SOCIAL RESPONSIBILITY (CSR)

Scanmast and its partners shall strive to establish good relations in the regions where they operate and take their share of the responsibility for reducing environmental impact and contributing to long-term sustainable development.

Scanmast's social responsibility is based on a voluntary commitment to create a sustainable society by taking into account the effects of Scanmast's activities on customers, suppliers, employees, owners, and the environment.

COMPLIANCE

Scanmast and its partners are responsible for ensuring that their employees read this Code of Conduct and the supplementary policies. Current editions can be found in our operational system as well as on our external website.

Scanmast expects compliance with all Code of Conduct and policy principles and that measures are taken in case of any failure or violation. Scanmast has internal processes for assessing compliance with the Code of Conduct.

This Code of Conduct and the policies are reviewed on a yearly basis.