

# Code of conduct

The code of conduct establishes the responsibility of Sura Magnets, the company, and the employees to ensure that the business is conducted in a responsible manner in accordance with laws and regulations. The code of conduct applies to all employees regardless of position and everyone should be familiar with it.

The code of conduct is followed up via the personnel handbook and our policies found in the management system. It deals with terms of employment and working conditions, our business and our environment including EHS.

The code of conduct is based on principles developed within the framework of the UN's Global compact. It is continuously followed up as a natural part of our operations through the personnel handbook and our policies, which can be downloaded from the management system.

## Human rights

- We respect and support international Human Rights
- We work to have a workplace free from harassment, violations, and discrimination

### Practice Legally/Employment Law

- We respect every employee's right and freedom to collective agreement and choice of associations
- We do not accept any form of forced labour.
- We comply with laws, agreements and industry standards regarding working hours, compensation, and employment contracts
- We do not accept child labour
- We must promote safety, health and well-being of our employees

### Environment

- We must work to reduce the environmental impact and take initiatives for greater environmental awareness.
- We must encourage the development of environmentally friendly technology

### Anti-corruption

- Sura Magnets have zero tolerance for corruption and bribery. We treat our business partners fairly.
- We work actively to prevent bribery and money laundering. We respect intellectual property rights such as pattens, trademarks and copyright
- Sura Magnets opposes industrial espionage, illegal information gathering, illegal and unnecessary storage of personal data.
- Gifts and entertainment offered or received must be moderate and characterized by openness and constitute a natural and useful part of the work. They must be of reasonable value and not offered/received too often. Furthermore, no contracts or agreements regarding favors or benefits of any kind in exchange for gifts are accepted
- Personnel who suspect violations of our policies and procedures are obliged to report to their manager or the CEO. No one must be punished for bringing up inconvenient facts, so-called whistleblower (whistleblowing). Everyone also has the right to report violations of policy and procedures anonymously. This can be done by putting a letter in the HR manager's physical mailbox.
- Code of Conduct for Suppliers (I-12 Social Responsibility Code) reflects the company's code of conduct and describes what Sura Magnets expects from the company's suppliers concerning employment and working conditions, ethical business principles and environmental management.