

# Code of Conduct

Inducont Staff Services AB

# 2015



Inducont has adopted the Code as a minimum level of our cooperation with customers and subcontractors regarding business practices, environmental and social responsibility. In the absence of rules, we follow our Code of Conduct and adopted policies and practices in the company. This is a part of our thought-out strategy to become a company to rely on existing business practices, environmental principles and social responsibility to our employees.

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### **1 Business Principle**

Cooperation with customers and suppliers shall be performed explicitly so that the requirements at the agreed arrangement can be met. Agreements/contracts with customers and suppliers regarding the nature and scope must be clear. All information concerning the business is treated as confidential information. Customers, suppliers and the public should be handled with professionalism and unfair advantages should not be given to anyone. Conversely, we do not accept improper gifts or payments to our staff that could affect their way of making decisions in business.

### **2 Environmental Principles**

All relevant environmental laws and regulations in the country should be observed. The precautionary principle should be applied so that the risks to the surrounding environment are minimized. Contracted companies will endeavour to use as environmentally friendly technologies as possible and conserve raw materials and energy. Preventive efforts should be conducted to limit pollutant emissions and takes into account the natural and cultural values. Chemicals must be properly labelled and handled in a safe manner. Substitution shall be applied to products that are acceptable from an environmental and a health aspect. Dangerous goods should be handled and transported safely. Waste should be stored and handled safely. As far as possible, the waste is collected separately to promote recycling of materials.

### **3 Social Principles**

Internationally developed agreements of human rights and with good working conditions shall be followed. Child or forced labour is not accepted. All workers should have a contract in which working hours and wages within the contract is specified. Salary including other benefits will equal or exceed the local national required minima. All employees should have the freedom to belong to or work for organization that protects their interests as employees. Employees shall have the right to collectively negotiate their salaries. Discrimination is not accepted. Equality, diversity and equal treatment should always be valid regardless of race, nationality, age, marital status, sex, caste, sexual orientation, trade union affiliation, political opinion or religion. Production premises should have fire-fighting equipment, evacuation alarms, emergency exits and first aid kit easily accessible and well signed up. Workers should be informed of the risk in their work, have access to personal protective equipment where necessary and receive training in how the equipment should be handled properly. The work environment shall comply with applicable laws and regulations on occupational safety regarding lighting, noise, radiation, sanitation, ventilations, vibration etc. No employees should have to work in an environment where the health or life is at risk. Dangerous products/materials should be stored in a secure location, information about the operation must be available and work should be performed under safe conditions. Machinery and other equipment should be safe to use and properly maintained so that the risk of illness and injury is minimized. Employees shall have received the necessary training for the machine/equipment before work can commence.