

# Code of Conduct

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# Standards for Firesafe's global operations

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**We at Firesafe** are fully aware of our social responsibility. Our goal is to contribute to a safer and more fireproof society and we do this by combining sound business methods with a clear responsibility for society and the environment. To clarify this for our suppliers, our own employees and our partners, we at Firesafe have adopted a code of conduct. The guidelines are based on internationally recognized requirements regarding human rights, workers' rights and ethical and environmental requirements.

We help our customers take total responsibility for their fire protection. At the same time, we strive to have a positive impact on the promotion of human rights, workers' rights, animal welfare and environmental protection both within our group and in relation to our suppliers.

Firesafe's suppliers and subcontractors are expected to act in accordance with our code of conduct. In the event of any deviation, we expect measures to be taken in order to rectify the situation.



# Firesafe works for a safer society

We contribute to saving lives and property through  
our work for a safer and more fireproof society.

## Our values

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**We are professional.** We are to act decently and correctly in our relations with customers and other business contacts, and to show respect for the professional skill of others. We keep our promises and take responsibility for the work we perform. Our work is to be documented and traceable.

**We are competent.** We are to have the knowledge, experience, commitment and capability to perform good work for our customers. We are to be a leading knowledge centre in the field of fire safety, and will constantly strive to reinforce and develop our skill. We share our knowledge with others.

**We are devoted.** We are to demonstrate to customers, suppliers, public authorities and other contacts that our knowledge and experience are important. We save lives and protect valuables. By performing to the best of our ability, we generate security and lasting values for our employees, customers, owners and society in general.



# Caring for people

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## **Equality and diversity**

Firesafe's most important asset is our workforce. We are to be a good, professional workplace with an inclusive work environment. All our employees should therefore behave with respect and integrity in relations with everyone they come into contact with through their work. Everyone is required to contribute to establishing a working community free from discrimination on account of religion, skin colour, gender, sexual orientation, age, nationality, ethnic origin or disability. Firesafe takes a zero tolerance approach to disrespectful behaviour, bullying, discrimination, harassment and unwanted sexual attention.

## **Human dignity, reputation and trust**

Firesafe employees must not at any time behave in a manner that infringes on human dignity or may otherwise risk having a negative impact on Firesafe's reputation and trust.

## **Working conditions**

Firesafe recognises fundamental human rights, and does not tolerate any kind of child labour or forced labour. We only allow working hours, wages and working conditions that accord with national and local legislation and the relevant ILO conventions.

## **A secure workplace**

We care about our employees and about the people who are affected by the work we perform in our projects. Our aim is to be a pioneering company in the areas of health, safety and the environment, and we work continuously towards our goal of a zero-incident work environment. In Sweden, Firesafe is certified in accordance with the OHSAS 18001 standard. Our operations in other countries are run in line with this standard, even though they may not be officially certified. Firesafe operations in all countries feature a clear HSE policy and stated HSE goals.





# Integrity

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## **Conflict of interest**

Employees of Firesafe must not be involved in issues or enter into agreements that risk disrupting or harming Firesafe's interests or that may generate inappropriate benefits for themselves. This also applies in circumstances where the employee's impartiality can be questioned, if the employee, the employee's family or others with whom he / she has close ties may have a financial interest in the relationship with Firesafe.

Firesafe employees should avoid relationships or agreements that may affect their actions or judgment and create doubts about their impartiality, and it is not permitted to provide inappropriate benefits to other companies, organizations or individuals.

## **Gifts, bribery and corruption**

Employees of Firesafe shall not accept gifts or other personal benefits that may affect their privacy, which may be harmful to themselves or to Firesafe. This also applies to close relatives (family or persons close to the employee) if the benefit depends on the employment relationship.

Gifts and other compensation in the form of entertainment, dinners, special events, etc. may only be accepted if they are of lesser value and size and if time and place are not inappropriate.

It is not permitted to accept gifts given or offered

- in the form of money (or something that can be easily exchanged for money)
  - in the form of private services or benefits
  - with conditions attached
  - with the expectation of repayment in kind
- or which may influence a negotiation or offer situation



Under no circumstances should gifts put the company or the employee in a position that would be negative for the company if it were to become known.

Travel, accommodation and / or courses offered and paid for by suppliers must be approved by the immediate supervisor. Activities that can be described as representation must not be of such a nature that it affects a decision-making process. In the event of representation or attention from suppliers or partners, the next manager must be informed in advance.



# Taking care of our business

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## **Quality**

Our goal is to deliver quality in all the work we do, and we are committed to improving our operations on an ongoing basis. We work closely with our stakeholders in order to be able to deliver products and services that exceed their expectations. Faults and defects in projects are dealt with in accordance with our contractual obligations. In Sweden, Firesafe is certified in accordance with the ISO 9001:2015 standard. Our operations in other countries are run in line with this standard, even though they are not officially certified. In all countries, Firesafe operates a clear quality policy with stated goals and work methodology.

## **The company's possessions**

The company's property and possessions must always be treated responsibly and in connection with the work assignment as agreed.

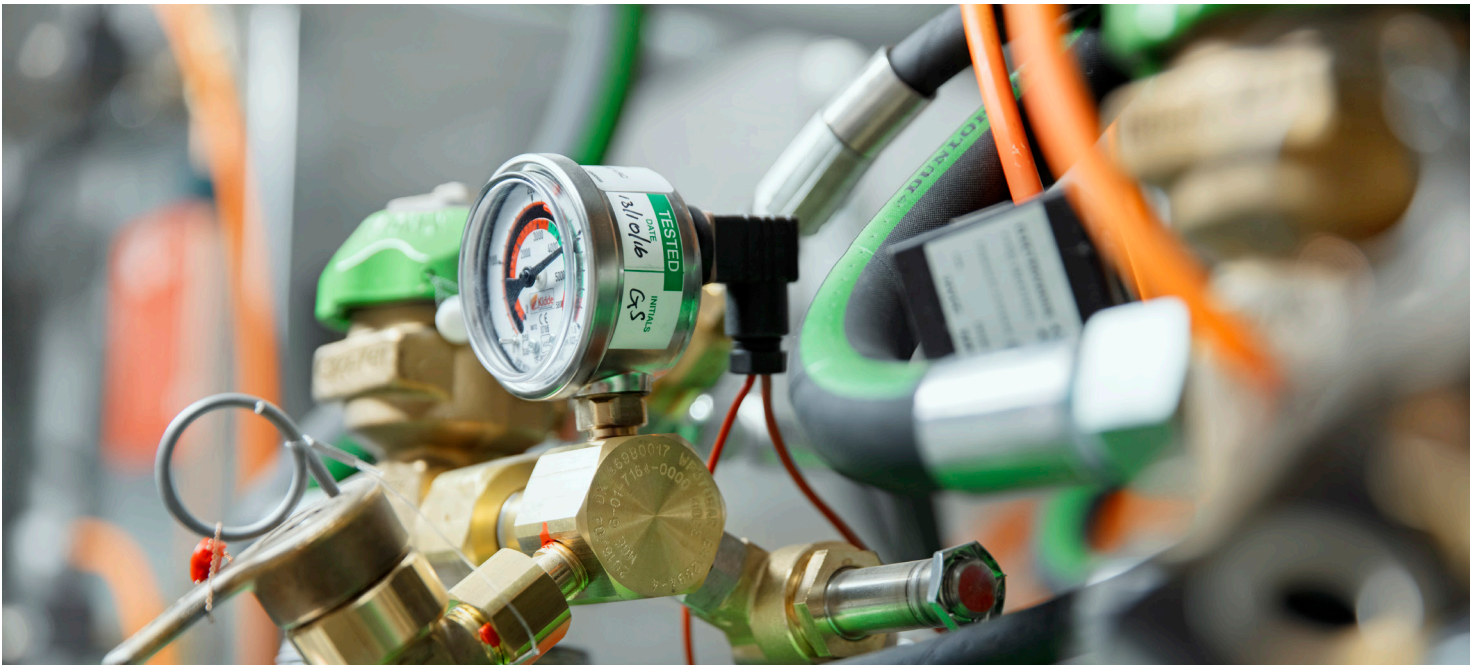
## **Confidentiality**

We respect confidential information that applies to Firesafe and our stakeholders. All Firesafe employees have a duty to maintain confidentiality. Information and knowledge about commercial or private conditions acquired in connection with the working relationship must be treated as confidential.

## **Relations with the media**

In order to ensure uniform communication with external players, all enquiries from the media, the general public, etc. are to be referred to the CEO. Firesafe employees are not to use their position or standing in the company to promote their personal opinions in the media, discussion groups, news fora and the like.





### **Guidelines for whistleblowing in Firesafe**

A person who in a work-related context discovers violations of regulations must be able to report misconduct in a safe, secure manner and at the same time be protected against retaliation. Firesafe's routines for whistleblowing follow EU regulations and national law.



# Caring for the environment

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## **Environmental policy**

Firesafe has a responsibility to look after the environment. We work actively to improve the environmental results in our business, projects, products and services. We seek to use as little packaging as possible for our products, and take a conscious position on aspects such as travel – where, for example, we strive to minimise the use of air travel. We have clear driving regulations for our work vehicles and measure this parameter on a yearly basis. We assess the option of replacing our work vehicles with electric vehicles on an ongoing basis, and take a conscious position on the Euroclass in which our vehicles are categorised.

In all countries, Firesafe applies a clear environmental policy with defined environmental aspects and environmental goals. All employees are required to complete a course of training in environmental issues. Firesafe Norway and Firesafe Sweden are certified in accordance with the ISO 14001:2015 standard, and operations in the other countries are run in line with this standard. In Norway, Firesafe is also certified according to the Grønt Punkt (Green Dot Norway) standard.

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