

OKQ8 Scandinavia Code of Conduct – Partners

This code of conduct applies to suppliers, retailers, agents and other partners ('Partners') of OK-Q8 AB and its subsidiaries from time to time ('OKQ8 Scandinavia').

OKQ8 Scandinavia wishes to act as an example to inspire others. A high degree of integrity and ethical behaviour are thus key to OKQ8 Scandinavia's business. OKQ8 Scandinavia's business has environmental and social effects both locally and globally. We are constantly striving to minimise negative effects by as far as possible contributing to and taking responsibility for sustainable development.

In order to ensure confidence in us as a company it is of utmost importance that anyone doing business with OKQ8 Scandinavia share our values.

We thus expect our Partners to meet the same stringent ethical, social and environmental requirements that we apply to our own business. In order to convey a joint ambition and vision OKQ8 Scandinavia has developed this code of conduct.

The principles of the code of conduct are based on the United Nations Global Compact's ten principles, and represent a number of core values in the areas of human rights, workers' conditions, the environment and anti-corruption. The ten principles are based on the UN Declaration of Human Rights, the ILO fundamental conventions on human rights at the workplace, the Rio Declaration and the United Nations Convention against Corruption.

The code of conduct can be adjusted by OKQ8 Scandinavia unilaterally and without any prior communication.

Compliance with law

OKQ8 Scandinavia only does business with companies whose business activities are lawful and whose assets have lawful origins.

All Partners of OKQ8 Scandinavia are expected to comply with the laws and regulations that apply in the markets in which they operate.

Focus areas

Human rights

OKQ8 Scandinavia believes that all companies have a responsibility to respect human rights and not violate the rights of others. We thus expect our Partners to support and respect the protection of internationally recognised human rights within the sphere they can influence, and

to ensure that their own company is not involved in any violation of human rights.

Working conditions and work environment

It is important to OKQ8 Scandinavia that workers' rights are respected. We thus expect our Partners to maintain international and national working-condition standards and work actively on equality and diversity issues.

Safe and secure work environment – Our Partners are expected to maintain a safe and secure work environment for their employees.

Zero tolerance of discrimination – Our Partners are expected to maintain a work environment free from discrimination and harassment on grounds of gender, transgender identity or expression, ethnic affiliation, religion or other belief, disability, sexual orientation or age.

Right to freedom of association and collective negotiation – Our Partners are expected to ensure that the right to freedom of association and collective negotiation is respected and upheld.

Zero tolerance of child labour and forced labour – Our Partners are expected to oppose and actively seek to prevent the use of all types of child labour, forced labour, human trafficking and other forms of involuntary work.

Environment

The environmental impact of the supply chain can be serious, especially where national environmental legislation is weak and the demand for natural resources is high. We thus expect our Partners to perform systematic environmental work and be well informed regarding their business's environmental impact.

Our Partners are expected to take the initiative as regards promoting greater environmental responsibility and encouraging development of environmentally sound technologies.

Business ethics and anti-corruption

Business ethics and compliance are of great importance to OKQ8 Scandinavia's long-term work. Good business ethics are key to all OKQ8 Scandinavia's business areas. Our Partners are expected to comply with international and national laws and regulations within their respective business areas.

Zero tolerance of corruption – In order to minimise supply-chain risks we expect our Partners to actively seek to prevent all forms of corruption, including blackmail and the offering or acceptance of bribes. OKQ8

Scandinavia applies zero tolerance of all forms of undue influence on the part of its employees. Correspondingly, our Partners are expected to apply this zero tolerance and not request or accept gifts, remuneration, benefits etc. from employees of OKQ8 Scandinavia or others, or offer or pass on gifts, remuneration, benefits etc. to employees of OKQ8 Scandinavia or others, if such action might constitute a breach of the law or otherwise affect the recipient's professional judgement.

Avoidance of conflicts of interest – Our Partners undertake to notify OKQ8 Scandinavia if in connection with a purchase/sale there is any form of related-party relationship between the person at OKQ8 Scandinavia who is responsible for the agreement and the representative of the Partner involved in the purchase/sales process.

Money laundering and financing of terrorism – Our Partners are expected to seek to prevent and avert use of their own business for money laundering or financing of terrorism by means of established procedures in order to achieve a good level of knowledge about their partners and suppliers.

Information security and IT security – Our Partners are expected to process all information obtained from OKQ8 Scandinavia securely and in accordance with confidentiality agreements entered into and applicable legislation. The content of quotations, estimates and agreements is deemed to be confidential.

Processing of personal data – Our Partners are expected to process personal data in accordance with applicable data protection legislation. A data processing agreement or data sharing agreement shall be signed in accordance with data-protection legislation. Special care shall always be taken if the processing results in transfer of personal data to third countries or involves specific categories of personal data that are deemed particularly worthy of protection. The Partner shall take appropriate technical and organisational measures to ensure that the level of security for processing of personal data is in accordance with the applicable data protection legislation.

International trade

In the markets in which our Partners operate they are expected to comply with all sanction and export-control regulations. This includes not exploiting the contractual relationship with OKQ8 Scandinavia to directly or indirectly make available an asset or financial resource or to enter into contracts or agreements with or otherwise deal with any sanctioned party in breach of the applicable sanction and export-control regulations.

The Partner certifies that neither it nor any of its subsidiaries, partners, their respective board members, employees or representatives (a) is a sanctioned party or is involved in any business as a result of which they are likely to become a sanctioned party; (b) has either directly or indirectly carried out or is carrying out business with or for the benefit of any sanctioned party; or (c) is the subject of or is involved in any investigation, claim, measure, legal process, proceeding or investigation on the part of any authority or other supervisory body concerning sanction and export-control regulations.

Competition legislation

Our Partners are expected to comply with the laws, ordinances and regulations in the field of competition law that are applicable in the markets in which they operate.

Implementation and follow-up

All Partners of OKQ8 Scandinavia are expected to adhere to this code of conduct.

On request, our Partners must be able to show how they meet the requirements of the code of conduct. OKQ8 Scandinavia has the right to conduct external audits of Partners, including any subcontractors. The relevant documents on ensuring adherence to the principles are to be kept, and presented in the event of a control.

If a Partner discovers that the code of conduct is not being adhered to it must immediately notify OKQ8 Scandinavia and undertake the requisite measures to ensure adherence to the code.

Our Partners are obliged to notify any subcontractors of the content of this code of conduct and are responsible for ensuring adherence to this code or a corresponding code of conduct. If a Partner discovers that a subcontractor is violating the provisions of the code of conduct the Partner undertakes to notify OKQ8 Scandinavia, to ensure that measures are immediately taken to rectify the problem in a manner that does not exacerbate the environmental impact or the social situation for the employees concerned, and to follow up that this has taken place. If deficiencies persist after attention has been drawn to them, the relevant subcontractor shall be replaced.

Violation of the code of conduct

OKQ8 Scandinavia reserves the right to verify adherence to this code of conduct and has the right to terminate the business relationship and the agreement with the Partner with immediate effect if the code of conduct is not adhered to.