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The principles outlined in our Code of Conduct are intended to create a common foundation for responsible and sustainable business practices. Together with our values, these guidelines form the basis of our corporate culture and ways of working.

We are committed to high ethical standards and conduct our business in compliance with laws and regulations. We act transparently, responsibly, honestly and in accordance with our values. Code of Conduct provides the framework for this.

Code of Conduct applies to all our employees, regardless of their role. Every employee has the duty to be familiar with the Code of Conduct and the responsibility to adhere to it in their work. We also expect our partners to follow these guidelines.

Alteams' top management is responsible for the Code of Conduct, as well as its annual review, update, and approval. Employees are trained on the Code of Conduct every two years.

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Compliance with Laws and Regulations

We are committed in being a responsible corporate citizen in every location where we operate. We comply with legislation, good governance and ethical business practices in all our activities.

Our employees are expected to act in accordance with these principles in their individual roles.

Transparency and communication

We are committed to transparency in all our business activities. We actively promote open dialogue with our stakeholders and strive for accurate and precise communication. To ensure that our communication practices align with our core principles, only authorised representatives are permitted to make statements to the media or other stakeholders on behalf of the company.

Our employees are expected to comply with the company's communication guidelines.

Respect for Human and Labour Rights

We respect the internationally recognised human rights defined by the United Nations and the fundamental labour rights established by the International Labour Organization (ILO). We ensure the protection of freedom of association and the right to collective bargaining. If local legislation restricts these rights, we strive to provide our employees alternative ways to express their views.

We do not tolerate any form of modern slavery, such as forced or child labour. We actively work to mitigate these risks within our operations and supply chains. By signing the UN Global Compact Corporate Responsibility Initiative, we are committed to adhering to its ten principles.

Our employees are expected to respect Human and Labour Rights in every way.

Employees and Equality

Our success is based on our employees. We are committed in providing all our employees equal opportunities to develop. We promote equality and fairness, treating everyone with respect and justice. We do not accept any form of discrimination based on personal characteristics such as gender, race, colour, ethnic background, nationality, age, pregnancy, sexual orientation, gender identity, disability, religion, or political views. We do not tolerate violence, intimidation, threats, bullying, or any other inappropriate behavior in any form, including sexual or other forms of harassment.

Our employees are expected to uphold these commitments.

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Occupational Health and Safety

We do not accept actions or conditions that violate ILO convention or widely accepted working practices. We are committed in providing a safe working environment for every employee and others working in our premises. We ensure that risk assessments are completed, and we continually monitor and improve occupational safety matters.

We require our employees to comply with the company's Health and Safety Policy as well as other safety guidelines. Employees are also expected to report any gaps or shortcomings in safety instructions or procedures, as well as any instances of non-compliance.

Environment

We acknowledge our responsibility for environmental protection. Our operations are subject to environmental permits. We strive to minimise the harmful environmental impacts of our activities and develop more sustainable and energy efficient solutions in our business.

It is important that all of us make more responsible choices in our daily tasks. We consider environmental impacts for example by favouring virtual meetings over business travel.

We expect our employees to comply with the company's Environmental Policy and other guidelines.

Conflicts of interest, Corruption and Prohibition of Bribery

Our employees must avoid situations where personal interests conflict with the company's interests. Such situations may include contracts and arrangements related to employment or purchasing activities. Individuals must not participate in decision-making processes where they or their close associates have a personal interest. This ensures that all decisions are made in the best interest of the company without any personal influence.

We maintain a strict zero-tolerance policy toward corruption and bribery. We never seek to promote business or influence business decisions through illegal or otherwise inappropriate means, such as giving, offering, promising, or receiving bribes or other unlawful benefits.

Our employees are obligated to comply with the company's Anti-Corruption Policy. Suspected misconduct must be reported immediately to Alteams' ethics committee in accordance with the Whistleblowing Policy.

Protection and use of Confidential Information

We respect the confidentiality and privacy of our customers' and stakeholders' personal and product information. Such information includes, for example, the company's business plans, customer data, financial data, technical information, and other sensitive data that are not publicly available. We only disclose confidential information to third parties if there is a valid non-disclosure agreement in place with them.

Our employees must handle any confidential information they receive carefully and responsibly, in accordance with our Information Security Policy.

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Competition and Fair Business Practices

Competition legislation aims to protect consumers and businesses from unfair business practices. Our employees must comply with these laws. Participation in cartels, abuse of a dominant market position, and the exchange of price information or other trade-related information among competitors is strictly prohibited. Employees must pay particular attention to these matters in situations where competitors or potential competitors may be present.

Suppliers and service providers

Suppliers and service providers are an important and essential part of our value chain, and they are expected to adhere to the same ethical principles and business practices that we follow. Additionally, they must comply with bilateral agreements, such as supply and non-disclosure agreements, as well as meet the requirements of Alteams Supplier Code of Conduct in relation to their own stakeholders.

Our employees working with the aforementioned parties must ensure that those parties comply with the Supplier Code of Conduct and operate in compliance with the agreements.

Implementation

These ethical principles apply to the entire company. They include our main principles and key requirements which all our employees must follow in their daily work as well as when interacting with customers, suppliers, and other stakeholders. They also include references to more detailed requirements and guidelines outlined in our other key policies and instructions.

We promote implementation of this Code of Conduct by communicating its content to our employees and monitor compliance within the company.

Reporting Violations

Our employees have a duty to immediately report any suspected violations of laws or actions contrary to this Code of Conduct to Alteams' Ethics Committee in accordance with the Whistleblowing Policy. The employer is obligated to address any violations. Allegations of misconduct will be investigated impartially and confidentially. Appropriate corrective actions will be taken without delay. We do not tolerate any form of retaliation or punishment against individuals who report misconduct in good faith.

Consequences

Actions contrary to the Code of Conduct may result in varying degrees of consequences depending on the situation. In serious cases, violations of this Code of Conduct may lead to a warning or termination of employment. Liability for damages or other legal consequences may also be possible if the violation is unlawful in nature.

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Reference Documents

Alteams Environment Policy
 Alteams Occupational Health and Safety Policy
 Alteams Anti-Corruption Policy
 Alteams Supplier Code of Conduct
 Alteams Whistleblowing Policy