



ITE Fabriks AB

# Code of Conduct

## Introduction

ITE Fabriks AB is dedicated to being a responsible employer and a good corporate citizen. All our activities - including the manufacture, distribution and sale of our products - must be conducted with respect and consideration for human rights, human safety, health, the society and for the environment. We strive for continuous improvement with sustainability as a core concern in all our operations.

ITE Fabrik AB's Code of Conduct has been established to underline the principles by which the company conducts its relations with employees, business partners and other stakeholders. It applies to all members of the organization. Further, ITE Fabriks AB expects all business partners (suppliers, dealers, consultants, etc.) to implement the same principles. It is the responsibility of all employees and management to ensure compliance with this Code of Conduct. In incidents of non-compliance, employees are encouraged and expected to report this to relevant internal officers and are assured that there will be no retaliation or other negative consequences.

## General requirements

### Laws and regulations

All ITE Fabriks AB, suppliers and subcontractors shall operate in full compliance with relevant laws and regulations applicable to their operations and employment in the countries in which they operate.

### Suppliers and subcontractors

Suppliers shall agree to comply with this Code of Conduct. If suppliers use subcontractors for the production of ITE Fabriks AB products, it is the responsibility of the supplier to ensure that the subcontractor complies with the requirements in this Code of Conduct. On request, the supplier shall inform ITE Fabriks AB which subcontractors they use.

## Human rights and Workplace principles

### Child labour and forced labour

Child labour is not tolerated in any form. Unless local law stipulates a higher age limit, no person younger than the age for completing compulsory education or younger than 15 If a child is found working at a site where ITE Fabriks products and or components are produced, ITE Fabriks AB encourages remediation that does not worsen the child's social situation. Forced, involuntary labour or human trafficking is not tolerated in any form.

### Health & safety

All employees shall be provided with a safe and healthy working environment and, when applicable, safe and healthy residential facilities, with applicable local law as a minimum. The employer should take appropriate action to prevent workplace accidents or illnesses.

### Non-discrimination

ITE Fabriks recognizes and respects individual differences. All employees or potential employees shall be treated strictly according to his or her abilities and qualifications in any employment decisions. Discrimination with regard to sex, race, religion, age, disability, sexual orientation, nationality, political opinion, union-affiliation, social or ethnic origin is not tolerated.



### **Harassment and abuse**

No employee shall be subject to corporal punishment or to physical, sexual, psychological or verbal harassment or abuse.

### **Environmental principles**

ITE Fabriks AB's Suppliers and their subcontractors are expected to comply with legislation and customer demands and are encouraged to follow the ITE Fabriks Environmental Policy.

### **Business principles**

#### **Legal Compliance**

In every country in which we operate, ITE Fabriks AB shall accept the laws and regulations of that country. In cases of conflict between mandatory law and the principles contained in this code, the law shall prevail.

#### **Relations with Business Partners**

ITE Fabriks AB's dealings with its business partners are characterized by fairness. ITE Fabriks AB shall not offer customers, potential customers, governments, agencies of governments, or any representatives of such entities, any rewards or benefits in violation of either applicable laws or reasonable and generally accepted business practices. ITE Fabriks AB employees must not accept payments, gifts, or other kinds of reimbursement from a third party that could affect or appear to affect their objectivity in their business decisions.

#### **Accounting and Reporting**

All financial transactions by ITE Fabriks AB must be reported in accordance with generally accepted accounting practices, and accounting records must show the nature of all transactions in a correct and non-misleading manner.

Employees and managers at all levels in ITE Fabriks AB shall conduct their private and other external activities and financial interests in a manner that does not conflict or appear to conflict with the interests of ITE Fabriks AB. Should a conflict of interest arise, it must be reported immediately by the person subject to the conflict to his/her immediate supervisor.

#### **Political Involvement**

ITE Fabriks AB observes neutrality with regard to political parties and candidates. Neither the name nor the assets of the ITE Fabriks AB Company shall be used to promote the interests of political parties or candidates.

#### **Monitoring and compliance**

Management is responsible for implementing and informing employees of their rights, duties and responsibilities under this Code of Conduct. Management is also responsible for maintaining adequate documentation to demonstrate it and its suppliers' compliance. As a condition of doing business with ITE Fabriks AB, suppliers must authorize ITE Fabriks AB and its designated agents (including third parties) to perform audits, including confidential employee interviews.