

# **Fiblon Code of Conduct**

The Fiblon Code of Conduct shall be applied to all operations and services provided by Fiblon and its employees. Fiblon employees shall be committed to the content of this Code of Conduct. The word "we" in the text below refers to Fiblon and its employees. This Code of Conduct has been approved by the Board of Fiblon.

Our business activities are based on the principles of corporate responsibility. We fulfill our responsibility for sustainable development by taking into consideration the social, environmental and economic factors in our decision-making. We only choose those companies as our partners whose ways of working and principles support our point of view on corporate responsibility issues.

#### Integrity

We are committed to maintaining the highest degree of integrity in all our dealings with our employees, potential, current and past clients and other co-operation partners. We comply in all respect with relevant legislation in our operations. We note that complying with the laws and regulations is only the minimum level of ethical conduct and we create internal policies and detailed guidelines to ensure that the highest standards of responsible conduct and good corporate governance practices are met throughout the organization.

We conduct all of our activities professionally. We take great care to be completely objective in our judgment and any recommendations that we give, so that issues are never influenced by anything other than the best and proper interests of our clients.

## **Honesty and Ethics**

We always conduct our own services honestly and honorably, and expect our clients and suppliers to do the same. Our advice, strategic assistance and the methods imparted through our training or consultation, take proper account of ethical considerations, together with the protection and enhancement of the moral position of our clients and other co-operation partners.

## Respect for people

We believe that all businesses and organizations, should avoid causing any adverse effect on the human rights of people in the organizations we deal with, the local and wider environments, and the wellbeing of society at large. We always strive to be fair and objective in our advice and actions, and we are never influenced in our decisions, actions or recommendations by issues like gender, race, creed, color, age or personal disability.

We are designated in creating good and safe workplace conditions and practices. One characteristic of our operations is the spirit of collaboration. We want to create and sustain a motivating working environment. We support the balance between work and personal life by offering flexible working time arrangements when needed. We fulfill our social responsibility by e.g. giving our employees challenging assignments in an international environment, supporting the continuous professional development of our employees, taking care of our employees' well-being with our extensive occupational health care system. We offer equal opportunities to women and men regardless of age, background or position. We encourage employee participation.

### Conflict of interest, gifts and hospitality

Our employees are urged to avoid any conflict of interest in their actions. Our employees may not use for personal purposes any company internal information or his/her position or assist others in the use of the information of use of their position in order to gain personal benefit for themselves or for someone. Our employees or others working on behalf of our company, may not offer, give or accept any bribes or unjustifiable payments. It is not accepted to offer any unjust economic benefits in order to promote personal or company interest.

#### Respect for the environment

Respecting the environment is one of Fiblon's core values. Environmental awareness is part of Fiblon's continuous development process. It directs all our operations – from selecting the raw material suppliers to production, packing, transportation, end-use, and recycling.

We are aware of the environmental effects of our operations and we always strive to adapt them to meet the principles of sustainable development and to prevent possible detrimental effects. We especially invest in decreasing the carbon footprint of our operations, avoiding unnecessary consumption of energy and water as well as cutting the amount of waste and better utilization of waste.

We at Fiblon take care that all the products we manufacture are also cutting-edge from an environmental point of view.