

Code of conduct (eng)

Ytab's Code of Conduct sets out the values represented by the company and provides guidelines for how employees, suppliers and other business partners are expected to behave. The Code of Conduct contains guidelines for the rights, the duties and responsibilities of Ytab's employees in relation to business principles, health, safety, working conditions, respect for human rights, and the environment. All employees at Ytab are equally important and essential for us to succeed in reaching our goals and to grow as a company. We will continuously review and improve our policies.

Business principles

Laws, rules and regulations Ytab complies with applicable laws, rules and regulations. Ytab respects and complies with competition rules, environmental legislation, labour market laws, agreements and other provisions that provide a framework for Ytab's operations. If there are any differences between the Code of Conduct and regulatory frameworks, the regulation with the highest standard is to apply.

Gifts, benefits, Business and government dealings must be handled ethically. Ytab rejects every form of corruption, including the giving and taking of bribes and trading in influence. This means that an employee must not accept, request, offer, promise, grant or otherwise promote payments, gifts or other benefits that are intended to influence the recipient's business or government decision in a certain way. Participation in various events must take place in accordance with industry practice, and with moderation and openness, without seeking to influence behavior.

Conflicts of interest Employees must act in Ytab's best interests and avoid conflicts of interest. A conflict of interest arises when an employee's private interests and personal relationships interfere with the interests of Ytab. When performing their duties or assignments, Ytab's employees must not favour their own personal or financial interests, or those of a related party. A "related party" refers to a closely related person, including family members, relatives, close friends or associates. It is prohibited for employees to enrich themselves at the expense of Ytab, or to receive financial benefits from Ytab, Ytab's customers, suppliers or partners through illegal or unethical practices. Nor is it permitted for employees to abuse their position at Ytab for personal gain.

Competition law Ytab's employees must not engage in anti-competitive practices or conduct that prevents, restricts or distorts competition in violation of applicable competition laws, such as pricefixing, market-sharing or similar arrangements. If employees are unsure of what is permissible under competition law, they should always consult with their immediate supervisor.

Health, safety

Safe and healthy work environment Ytab's workplaces should be safe and secure. The work environment must also be physically, mentally and socially sound, and provide opportunities for employees to grow and develop. All employees are responsible for their own safety, and the safety of others. Ytab works with ongoing occupational health and safety (OHS) initiatives to achieve continuous improvements in the workplace.

Teamwork Ytab's employees should be provided with opportunities to participate, develop and take on new challenges. All employees must be treated with respect for their views, knowledge and experience. Ytab's employees are expected to take responsibility for their own personal development, as well as Ytab's development as a cohesive Group. Employees are also expected to contribute to innovative and constructive work practices

Use of private or public security forces We do not foresee a situation where we would need to use private or public security forces but if the situation should arise these will be used only when absolutely unavoidable and after assessing all potential risks and impact on human rights. We will ensure that all security personnel are properly trained and work in accordance with international human rights standards and applicable laws and regulations.

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Human rights and working conditions

Discrimination and harassment Ytab supports and respects internationally recognised human rights. Ytab promotes diversity and equality and strive to have a workplace where everybody feels included, appreciated and respected. Equal treatment and equal opportunity apply to everyone, regardless of ethnicity, nationality, gender, gender identity or expression, sexual orientation, religion or other belief, political opinion, social origin, disability, age or any other status protected by applicable laws.

The rights om minorities and indigenous people should be respected and we appose any form of discrimination due to race, ethnicity or cultural background. We also oppose to any violation of their rights to land, forest and water. Ytab does not accept any form of mental or physical abuse, threat of abuse, discrimination, bullying, sexual or other forms of harassment. Ytab does not accept any form of forced labour including slavery, servitude, human trafficking or labour as a form of abuse.

Working conditions Obligations to employees under national laws and social security system must be respected and followed. Working hours, salary and other remuneration must comply with applicable laws and agreements, and generally accepted industry standards.

Child labour Child labour must not occur at Ytab's facilities, or in activities conducted by Ytab's business partners. Applicable national and international laws on the legal minimum age for employment must be followed.

Freedom of association The right of workers to form or join trade unions and bargain collectively must be respected. Trade union representatives must be able to carry out their functions, and discrimination against elected representatives or unionised employees is not accepted.

Ethical recruiting Recruiting practices should be fair and based on qualifications, skills and experience without any discrimination and our recruitment process should follow applicable laws.

The environment Ytab works continuously to improve the operation's resource use efficiency and energy performance. Air and water emissions and other disruptions are reduced as far as possible within a reasonable framework in terms of technology, benefit and cost. Ytab works continuously to minimise the amount of waste generated by the company. We will respect the local communities right to land, forest and water and we will not engage in any activities that may knowingly damage these resources or infringe on the rights of local communities. We will oppose to any form of forced eviction.

Compliance and whistleblowing Violations of Ytab's Code of Conduct will always be taken seriously and, in addition to legal sanctions, may also result in disciplinary action, including termination. At Ytab we encourage open and responsible communication and we want our employees and other stakeholders or right holders to report behaviour that is a breach of our Code of conduct. The sooner the management is informed of the wrong-doing the faster we can act and minimize potential damage.

Breaches of the Code of Conduct or suspected irregularities should be reported:

1. to an immediate supervisor, another person in a senior position or to Ytab's HR dep.
2. Reports against the management can be done to your union representative at Ytab or regional representative at IF Metall or Unionen.
3. People of interest not working at Ytab can also report to info@ytab.com.

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You can choose to report anonymously by sending a note or letter your contact person. If you chose not to report anonymously, to make it easier for Ytab to investigate further and take action, we can assure you that your identity will be held confidential. All reports are to be taken seriously and handled without major delays Ytab will not tolerate any retribution against persons making a report regardless of the outcome of the investigation.

Core values

The values summarize what Ytab stands for and what we expect from our employees.

Cooperation - regarding results and development. We are focused on results, cooperation and constant development. We work together and not against each other.

Strait forward communication - we are honest towards each other, we are strait forward in our information and communication, we set goals and clarify mutual expectations.

Committed - with high motivation. This contributes to a positive development and provides good conditions for our work environment and pride in the work that we do.

Joy for work - we want the work to be characterized by joy and desire. We believe that joy is a prerequisite for feeling proud of your work and professionalism, so that you can deliver high quality.

Respect - we listen actively, we care about each other and show mutual respect and dignity.

Responsibility - we take responsibility for our work, are punctual and collaborate with each other for a good end result.