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# Code of conduct (eng)

## Code of Conduct

YTAB's Code of Conduct outlines the values for which the company stands and provides guidance on the conduct expected of employees, suppliers, and business partners. The Code of Conduct includes guidelines regarding rights, obligations, and responsibilities related to business ethics, health and safety, working conditions, respect for human rights, and environmental responsibility.
Every employee at YTAB is valued equally and plays an important role in achieving our objectives and supporting the company's continued growth. We are committed to continuously reviewing and improving our policies and procedures.

## Business Principles

### Laws, Regulations and Compliance

YTAB complies with all applicable laws, regulations, and industry standards. We respect and adhere to competition law, environmental legislation, labour law, contractual obligations, and other regulations that govern our operations.
Should any discrepancy arise between this Code of Conduct and applicable legislation or regulatory requirements, the provision with the higher standard shall prevail.

### Gifts and Benefits

Business relationships and interactions with public authorities must always be conducted ethically and with integrity. YTAB takes a zero-tolerance approach to corruption in all forms, including bribery, facilitation payments, and improper influence. Employees must not accept, request, offer, promise, grant, or otherwise facilitate payments, gifts, hospitality, or other benefits intended to influence business or governmental decisions. Participation in business events and hospitality activities must be reasonable, transparent, and aligned with accepted industry practices, without any expectation of influencing behaviour or outcomes.

### Conflicts of Interest

Employees must always act in the best interests of YTAB and avoid situations that may create conflicts of interest.
A conflict of interest arises when an employee's personal interests or relationships interfere, or appear to interfere, with the interests of YTAB. Employees must not use their position to promote their own personal or financial interests, nor those of related parties.
A related party includes family members, relatives, close friends, or business associates. Employees are prohibited from obtaining personal gain at the expense of YTAB or receiving financial benefits from YTAB, its customers, suppliers, or business partners through unlawful or unethical means. The misuse of one's position within YTAB for personal benefit is strictly prohibited.

### Competition Law

Employees must not engage in anti-competitive practices or conduct that may prevent, restrict, or distort fair competition in violation of applicable competition laws. This includes, but is not limited to, price-fixing, market allocation, or similar arrangements.
Employees who are uncertain about competition law requirements should always seek guidance from their immediate manager.

## Health and Safety

### Working Environment

YTAB is committed to providing a safe and secure workplace. The working environment shall support employees' physical, mental, and social well-being and provide opportunities for personal growth and professional development.
Every employee shares responsibility for their own safety and the safety of others. Through continuous health and safety initiatives, YTAB strives to achieve ongoing improvements within the workplace.

### Our Employees

Employees should be given opportunities to participate, develop their skills, and take on new challenges. All employees shall be treated with respect for their knowledge, experience, and opinions.
Employees are expected to take responsibility for their own personal development as well as contributing to the development of YTAB. They are also encouraged to actively participate in continuous improvement initiatives.

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**Use of Private or Public Security Forces**

YTAB does not foresee situations requiring the use of private or public security forces. However, should such circumstances arise, security personnel will only be utilized when absolutely necessary and after a thorough assessment of all potential risks and impacts on human rights.

We will ensure that all security personnel receive appropriate training and operate in accordance with internationally recognized human rights standards and applicable laws and regulations.

## Human Rights and Working Conditions

**Equality, Diversity and Respectful Workplace Behaviour**

YTAB supports and respects internationally recognised human rights. We promote diversity, equality, and inclusion and strive to create a workplace where everyone feels valued, respected, and empowered.

Equal treatment and equal opportunities shall apply to all individuals regardless of ethnicity, nationality, gender, gender identity or expression, sexual orientation, religion or belief, political opinion, social origin, disability, age, or any other characteristic protected by applicable law.

YTAB does not tolerate any form of physical or psychological abuse, threats, discrimination, bullying, sexual harassment, or any other form of harassment. Likewise, YTAB does not tolerate any form of forced labour, including slavery and human trafficking.

The rights of minority groups and Indigenous Peoples shall be respected. We oppose all forms of discrimination based on race, ethnicity, or cultural background and respect their rights to land, forests, and water resources.

**Working Conditions**

All obligations towards employees under national labour laws and social security systems must be respected and fulfilled. Working hours, wages, and other remuneration shall comply with applicable legislation, collective agreements, and generally accepted industry standards.

**Child Labour**

Child labour is strictly prohibited at YTAB facilities and within the operations of our business partners. Applicable national and international laws regarding the minimum legal working age shall always be respected.

**Freedom of Association**

Employees' rights to form or join trade unions and to engage in collective bargaining shall be respected.

Employee representatives and union representatives must be able to carry out their responsibilities without interference, and discrimination against employee representatives or trade union members will not be tolerated.

**Ethical Recruitment**

YTAB recruits employees based on qualifications, skills, and experience and is committed to a recruitment process free from discrimination of any kind.

We ensure that all recruitment practices comply with applicable laws, regulations, and ethical standards.

## Environmental Responsibility

YTAB continuously works to improve resource efficiency and energy performance throughout its operations.

Air emissions, water discharges, and other environmental impacts shall be minimized to the greatest extent reasonably possible, taking into account available technology, practical benefits, and economic considerations.

YTAB is committed to reducing waste generation and promoting responsible resource management.

We respect the rights of local communities to land, forests, and water resources and will not engage in activities that knowingly harm these resources or infringe upon community rights. YTAB does not participate in any form of forced eviction and respects local communities' rights to their land and property.

## Compliance and Whistleblowing

Violations of YTAB's Code of Conduct are always taken seriously and may, in addition to legal consequences, result in disciplinary action, including termination of employment.

At YTAB, we encourage open and responsible communication and expect employees and other stakeholders to report conduct that violates this Code of Conduct. The earlier YTAB is made aware of a concern, the sooner appropriate action can

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be taken to mitigate potential harm.
Misconduct or suspected misconduct may be reported through:

1. YTAB's anonymous Whistleblower Service
2. Direct reporting to the employee's immediate manager

All reports shall be treated seriously and handled in accordance with applicable legal requirements. YTAB strictly prohibits retaliation against any individual who raises a concern in good faith, regardless of the outcome of the investigation.

**Our Core Values**

**Collaboration**
Driving results through teamwork and development. We focus on achieving results, working together, and continuously improving. We work with each other, not against each other.
**Transparency**
Being clear and honest with one another. We communicate openly, provide clear information, establish clear expectations, and promote mutual understanding.
**Commitment**
Driven by motivation and engagement. High levels of commitment contribute to positive development and create a strong sense of community and pride in our work.
**Enjoyment at Work**
Creating a workplace where people thrive. We believe that enjoyment and enthusiasm are essential for fostering pride, professionalism, and the delivery of high-quality work. Everyone should feel positive about coming to work.
**Respect**
Valuing people and perspectives. We listen actively, care for one another, and treat everyone with dignity, consideration, and mutual respect.
**Responsibility**
Taking ownership and delivering results. We take responsibility for our work, act professionally, are punctual, and collaborate effectively to achieve the best possible outcomes.

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Relaterat dokument