

## CODE OF CONDUCT

### Introduction

Oppboga Bruk's code of conduct forms a foundation for our company, our suppliers and partners in that it guides us in how we should act in different situations. It describes our responsibilities and ethical guidelines.

### Our Vision

We ensure a brighter future for all by delivering sustainable products and continuous improvements.

### Our Values

#### Courage:

- I take responsibility for myself and for the group.
- I have the authority and courage to act.
- I strive to find continuous improvements.

#### Quality:

- I deliver quality with the customer in mind.
- I only promise what I can keep and I keep what I promise.
- I understand, follow and develop our instructions.

#### Flexibility:

- I react to change in a positive manner.
- I have an open mind and want to learn new things.
- I help others when support is needed.

#### Tenacity:

- I work towards our shared goals.
- I am patient and never give up.
- I contribute to a positive environment in my workplace.

### **Our work environment is the basis for our well-being**

A safe & secure working environment is our number one priority and a major responsibility for the company. We are convinced that all work-related accidents can be prevented, but to succeed it is crucial that both as a company and as individuals we contribute to creating a safe workplace.

At Oppboga, everyone is equally valued. All employees must have equal rights and opportunities based on competence, experience and achievements. We celebrate diversity and strive to create an inclusive company work culture. We are all responsible for creating and maintaining a workplace that is welcoming and promotes the inclusion of different backgrounds and perspectives. Employees with unique and varied knowledge & experience open up new perspectives that can lead to innovation and improve company performance.

We have zero tolerance towards discrimination, corporal punishment and any form of physical, sexual, psychological or verbal harassment or abuse.

Oppboga respects the employees' freedom of association and their right to, and follow, collective agreements.

### **Our impact on the climate**

We strive to minimize our impact on the planet. Renewable fibre material from the forest is Oppboga's most important raw material. In order to preserve forests, sustainable forestry is crucial. Where possible, we buy our raw materials locally and ensure that the base paper we use comes from sustainably managed forests where long-term growth, biodiversity and societal values are considered, as well as climate benefits. Oppboga is FSC-certified and buys cartonboard that contains wood fibres from FSC-certified forests, FSC-controlled forests as well as recycled fibre. This means that the forests are not only intended for timber supply, but are managed in a way that, among other things, enables biological diversity, ensures a mix of old and young trees and contributes to continuous forest growth.

Our biggest positive impact on the climate is helping customers replace fossil fuel-based packaging and advertising materials (e.g. signs) with renewable products. By ensuring that fossil fuels stay underground, we support the transition to a carbon-neutral society.

Our biggest negative impact on the climate comes from our use of raw material, energy consumption in production and transportation. We strive to minimize our fossil carbon emissions, for example by purchasing electricity that comes 100% from renewable sources. We also set annual targets to reduce waste from raw materials.

### **A transparent market free from corruption**

At Oppboga, we compete and do business based on quality and competence and are transparent in everything we do. We do not try to take undue advantage through illegal or unethical means such as giving or receiving gifts of significant value. Free and fair competition benefits consumers, society at large and our own operations. At Oppboga we have zero tolerance towards corruption.

Our raw material suppliers are world-leading paper mills that are certified according to both ISO and FSC standards, which significantly reduces the risk of doing business with companies that are subject to sanctions, facilitating money laundering, financing terrorism and/or other economic crimes.

Oppboga is FSC-certified which means, among other things, that it is our duty to following FSC's 10 principles regarding respect for international human rights, rights in working life and to reduce our environmental impact. Forced labour, involuntary labour or child labour in any part of the Oppboga Bruk value chain is never accepted.

### **Communication & information at Oppboga**

Communication with customers, business partners and employees are an important part of Oppboga Bruk's business activities. Our communication must be consistent, correct and open. Our CEO is the company's spokesperson who must speak publicly on behalf of the company.

We are convinced that well-informed employees are more engaged and perform better. All managers are responsible for communication with their employees. We understand that information can have both personal and business value. Unauthorized handling or distribution of sensitive information can harm both individuals and Oppboga Bruk's operations. We protect data and information to prevent direct or indirect damage that may occur in the event of loss or unauthorized or inappropriate handling of data and information.

We process all personal data in a way that ensures trust, confidence and compliance with laws and regulations in the countries where we operate, including the General Data Protection Regulation (GDPR).

Sensitive information means information about, or relating to, our operations that we do not want outsiders to have access to. It is best to assume that any data that one handles on behalf of Oppboga may be sensitive. Personal data is always considered as sensitive information. Employees must always consult their immediate supervisor if they are unsure.