


Upprättad:	2018-12-19	Sida 1 (3)	Reviderad:
Upprättad av:	Per-Olof Lövmär		Reviderad:
Godkänd av:	Markus Eek		

Codes of Conduct

Our policies and code of conduct explain how SweRoad will act as a business partner and as a company. These shall be applied by employees, subconsultants and JV-partners. The policy document is supplemented with the document "General Rules of Conduct", which describes Sweroad's focus on a number of personnel and work environment issues.

Policy - Work environment

The working environment of our business should be such that no one needs to suffer from ill health or is injured because of the work. We create a good working environment through regular investigation, analysis and follow-up of risks and working conditions in general. We never violate personal safety. All employees should feel that they are comfortable and can develop both professionally and as individuals. We must at least comply with the occupational health and safety legislation in which country we operate. We strive to continuously improve our working environment organizationally, socially and physically

Policy - Against Bribes and Corruption

Generally

The Swedish Institute for Bribery and Corruption has established code regarding gifts, rewards and other benefits. The code aims at guiding companies on questions about how gifts, rewards and other benefits in business can be used. Based on the code, companies must be able to assess what is a permitted benefit and what may constitute an unauthorized benefit. SweRoad follows the guidelines described in the code.


Policy

For our employees, it is a matter to comply with current regulations and to deal with judgment and responsibility when offering / offered a benefit.

Our employees should act in such a way that they cannot be suspected of being affected by undue concerns or interests in their work, for example, by receiving undue gifts or benefits from someone they are involved with in the service. In all contexts, such an attitude should be observed that the risk of employee blaming or taking bribes does not occur.

Follow-up

Each project will carry out an annual assessment of the risk of bribery.

Upprättad:	2018-12-19	Sida 2 (3)	Reviderad:
Upprättad av:	Per-Olof Lövmär		Reviderad:
Godkänd av:	Markus Eek		

Policy - Equality, Equal Treatment and Diversity (including offensive discrimination and discrimination)

Achieving success in the business requires the knowledge and ambitions of our employees to be taken advantage of and their different perspectives may contribute to the development of the company. Within the company, we work for a good working environment with respect for differences and for mutual, open and straightforward communication.

We do not accept any form of bullying or harassment at our workplaces. SweRoad, as an employer, waives all forms of discrimination and offensive treatment. Every employee is entitled to feel seen, heard and respected in his work.

Appendix:

General rules of conduct


We depend on the outside world and that our customers and partners have confidence in us. Employees and hired staff are expected to act in accordance with our values.

- We comply with laws and regulations in the countries where we work.
- We do not offer and accept gifts or benefits that may constitute an unauthorized benefit.
- We respect our colleagues and show them appreciation.
- We understand and appreciate diversity.
- We participate in the quest to create a working environment that encourages cooperation.
- Our employees take responsibility for their own personal development.
- Offensive treatment is a serious threat to employee well-being, health and opportunity for development.
- SweRoad has zero tolerance for offensive treatment.
- We do not tolerate the use of drugs in the workplace.
- We support and encourage employees with alcohol or drug problems to seek help.

Remedial measures

Departure from our policies and our Code of Conduct shall be notified to the CEO and / or the Security Officer.

The employee promises to:

Upprättad:	2018-12-19	Sida 3 (3)	Reviderad:
Upprättad av:	Per-Olof Lövmär		Reviderad:
Godkänd av:	Markus Eek		

- Promote SweRoad's interests in every way and follow the directives in service;
- Not holding any other paid employment or representing any other company without previous permission from SweRoad;
- Neither personally nor through a third party operate or prepare for business;
- Do not make active statements regarding political, ethical or religious relationships in the service;
- Do not give interviews to media or publish any article about the country of employment, SweRoad's business relationships or other questions for unauthorized persons or use information for the benefit of yourself or a third party;
- Be careful with questions of the above nature, both in private conversations and business contacts;
- Contact Sweroad's office in Solna when visiting Sweden; and
- Bring the material requested by Sweroad at SweRoad's expense, on and off respective place of travel.

When the employee leaves the service, he must hand over all working documents, instructions, manuals, equipment, etc. that he has received in the service. The employee can only retain such material if written permission has been obtained from SweRoad.