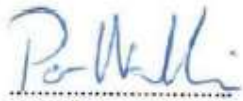


# Knowit Group Supplier Code of Conduct

Approved by



Per Wallentin, CEO Knowit Group

Date

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# 1 Introduction

Knowit's corporate culture is based on fundamental values of a sustainable society and is created in the meeting between conscientious executives and employees and based on respect for the value and dignity of each person, as well as openness and honesty. In this document, we describe what this means in practice in relation to our suppliers.

## 2 Basic requirements

Knowit observes the laws and regulations that apply in the countries where we operate and we require that our suppliers to the same.

Knowit's policies reflects the ten principles in the UN Global Compact, which contains principles in the areas of human rights, labor law, environment, and anti-corruption, directed at companies. The principles are based on the Universal Declaration of Human Rights, the International Labor Organization's Declaration on Fundamental Principles and Rights at Work, the Rio Declaration on Environment and Development, and the United Nations Convention Against Corruption.

We make the following requirements of our suppliers, even if this entails requirements that are stricter than required under law in the country where they operate:

- Our suppliers shall respect their employees' rights to be members of a labor union and be represented in collective negotiations. No employee making use of this possibility may be discriminated against.
- Our suppliers may only give gifts and offer services within the limits of sound work ethics and on condition that they are within the limits of the laws applicable in the markets where Knowit and the supplier operate.
- We do not accept suppliers that use child laborers, slave labor, debt labor, or forced labor.
- Our suppliers shall actively strive for an equal and non-discriminatory recruitment process and workplace.
- Our suppliers shall offer employment terms adapted to the markets on which they operate and always pay at least the regulatory minimum wage in the countries where this exists. All employees of the supplier shall have valid employment contracts.
- Our suppliers shall work to ensure a secure and safe work environment.

The suppliers that Knowit hires shall work in accordance with the same basic values as Knowit. This is ensured by Knowit choosing suppliers that, after evaluation by Knowit, are considered to work in accordance with the Knowit Group *Supplier Code of Conduct*. Knowit can also ensure this by having the supplier contractually commit to observing the Knowit Group *Supplier Code of Conduct*.

Some of Knowit's suppliers are also clients of Knowit. In cases when Knowit chooses not to use a supplier with reference to the Knowit Group *Supplier Code of Conduct*, we usually also elect not to have that company as a client.

## 3 Sustainability and environment

Knowit's environmental work is an integrated part of Knowit's sustainability work. Our vision is to create a sustainable and humane society through digitalization and innovation. To us, this means that sustainability and environmental considerations are important and a natural part of the dialogue between our employees, clients, partners, and owners.

Our objective is to increase knowledge on environmental impact both internally and among our suppliers.

Knowit works continuously to improve its environmental work and create the conditions and incentives for employees to choose climate-smart options. This is done through guidelines on purchases and travel, and in the development of internal routines and processes. We always strive to contribute with increased insight and clear recommendations in our client assignments.

Knowit is a climate-neutral company as of January 1 2019.

Knowit primarily chooses suppliers certified in accordance with ISO 14001, which conduct sustainability work in line with Knowit's sustainability work.

## 4 Assets and information

Knowit's suppliers shall protect Knowit's and Knowit's clients' tangible assets and information. Assets and information can be owned by Knowit, be created by Knowit for a client, or be provided by a client. Regardless of type, the information shall be protected in the same way.

More information can be found in Knowit's *Information security policy*.

In case of a suspected security incident, whether related to physical assets or to information, Knowit's Service desk (which can be reached through Knowit's switchboard +46(0)87006600) is to be informed without delay.

## 5 Compliance and reporting

Knowit's suppliers shall ensure that all the requirements of the Knowit Group *Supplier Code of Conduct* are monitored and complied with within their operations and those of their direct suppliers.

The supplier shall, on its own initiative, report any breaches of the Knowit Group *Supplier Code of Conduct* by contacting the purchaser within Knowit's organization or by sending an e-mail to [info@knowit.se](mailto:info@knowit.se).

The number of reported breaches of the Knowit Group *Supplier Code of Conduct* per year is measured.

The supplier shall provide Knowit access to its facilities and/or staff, if Knowit requests to inspect the supplier's operations in order to ensure that the supplier fulfils the requirements of the Knowit Group *Supplier Code of Conduct*.

Actions in breach of the Knowit Group *Supplier Code of Conduct* will immediately be attended to and may also be the object of actions and follow-ups or termination of a supplier agreement. In case of gross breach of the Knowit Group *Supplier Code of Conduct*, the termination of the supplier agreement will be made waiving any terms of notice and/or any compensation to the supplier for early termination.