

	Document name: Code of Conduct		Doc. no. QMH 2-4-1
	Created by: David Blomberg	Valid effective 12/05/2018	Page (of): 1/2
	Approved by: Director of Operations	Signature: Date: 21/05/2025	Version 4

Objective

Company guidelines on how to conduct our business (Code of Conduct).

Communication

The Code of Conduct shall be communicated to all employees by including it in all quality and environmental manuals and making it available on the company's website.

The Code of Conduct shall be made available to the general public and the company's stakeholders. This is done by allowing the general public and stakeholders to contact the Quality and Environment Coordinator or the Director of Operations, who distribute its content. We have a system for anonymous whistleblowing available and open for employees, suppliers, customers and public on the company's website where any deviations from the code of conduct can be reported.

Scope

All company employees, partners and suppliers. Suppliers are evaluated against the Code of Conduct as part of the supplier review and encouraged to sign up to the principles of our Teknopress Supplier Code of Conduct. Employees are made aware of our Code of Conduct at introduction and at staff meetings.

Responsibility

Executive management is responsible for ensuring that the Code of Conduct is evaluated, revised, and communicated and moreover agrees with the company's business and objectives.

Executive management is responsible for ensuring that the company's customers, suppliers and contractors can access the current version.

Follow-up

The Code of Conduct is evaluated and revised as needed, and also yearly as part of the internal audit process.

Teknopress Code of Conduct:

- In order to maintain a sustainable business model and help build a better community, we must take responsibility for the effects our business has on the environment and the society. This also applies to our business partners. We also recognize that to be on the forefront in the CSR area is a requirement with increasing focus from our customers.
- Teknopress's goal is to apply sound business practices throughout our operations as well as in our everyday work. For this reason, for our Code of Conduct, we have chosen to allow our business to be inspired and permeated by the principles of the UN Global Compact¹.
- The UN Global Compact calls on companies, within their sphere of influence, to comply with, support, and adopt a set of core values within the areas of human rights, labour rights, the environment and anti-corruption practices.

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The Ten Principles of the UN Global Compact

Human Rights

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights;

Principle 2: make sure that they are not complicit in human rights abuses.

Labour

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining; We have collective agreement IF Metall/IKEM "I-avtalet" and all employees are free to associate or not.

Principle 4: the elimination of all forms of forced and compulsory labour, slavery and

Trafficking

Principle 5: the effective abolition of child labour;

Principle 6: the elimination of discrimination in respect of employment and occupation. We practice Ethical recruitment giving all applicants the same opportunities.

- See also our *Work Environment Policy*, QMH 7-2

Environment

Principle 7: Businesses should support a precautionary approach to environmental challenges; We have ISO 14001, an environmental permission for our business with yearly follow up and an active work with the environmental aspects integrated in our business.

Principle 8: undertake initiatives to promote greater environmental responsibility; and

Principle 9: encourage the development and diffusion of environmentally friendly technologies.

- See also our *Quality and Environmental Policies*, QMH 2-4

Anti-Corruption

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery. Our Business Ethics should always adhere to the fair competition and anti-trust principles. Avoid conflicts of interests and follow rules for export controls and economic sanctions.

Collective Agreement:

Teknopress has entered into a central collective agreement between IKEM and IF Metall "the allochemical agreement".

When it comes to employee work time, remuneration and work conditions we follow Swedish law and our collective agreement.

IT Security:

We follow ambitious routines from our IT policy. This is a prioritized area with continuous improvements.

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Teknopress is aware of and follows:

The UN Declaration on the Rights of Indigenous Peoples. It states, among other things, that indigenous peoples have the right to self-determination. An indigenous people's self-determination concerns the right to decide for themselves what is best for the people belonging to that indigenous group.

WHISTLEBLOWING

- Whistleblower service in collaboration with KPMG, which makes it possible to report irregularities by name or anonymously. Available on the company website.

Teknopress Whistleblower service/ Whistleblowing in collaboration with KPMG:

Link: <https://wbreport.amo.kpmg.se/556359-6419> Phone number: 0771402145

Export controls economic sanctions:

Export controls and economic sanctions regulations are designed to govern the export of confidential items, technologies or the prohibition of certain transactions. These regulations also manage interactions with embargoed or sanctioned countries, entities and individuals. The principles and objectives underlying these measures are multifaceted. Countries impose export controls and economic sanctions to protect national security interests, promote foreign policy and achieve economic and political objectives.

Export controls and economic sanctions are also instrumental tools in promoting foreign policy objectives.

Penalties and charges for non-compliance are the ways export controls and economic sanctions regimes are enforced. Regulations typically stipulate severe consequences for violations, which can include fines, revocation of export privileges and even criminal charges for individuals and entities that fail to adhere to regulations. These penalties serve as a deterrent against non-compliance.

Conflict of Interest

Conflict of interest (CoI) can be defined as a situation where the impartial and objective exercise of the functions is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other direct or indirect personal interest.

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1: The Ten Principles of the United Nations Global Compact are derived from: the Universal Declaration of Human Rights, the International Labour Organization's Declaration on Fundamental Principles and Rights at Work, the Rio Declaration on Environment and Development, and the United Nations Convention Against Corruption.

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Work Environment Policy

We must ensure that the work environment in our business enables those who work at Teknopress to not only avoid health afflictions or injuries but to also be able to pursue both professional and personal development. The work environment initiatives must be integrated throughout all parts of the company.

We accept no form of discrimination or harassment at our workplace. Our work environment must be characterised by openness, and all individuals must be treated equally and with respect.

To ensure continuous improvement, any non-conformities or suggestions concerning the work environment shall be addressed. Employees are invited to report any issues to company OHS representative Christer Helander and/or to responsible Director David Blomberg. The worker association representatives from IF Metall are also available to receive any complaints Erik Bengtsson (at the workplace) and/or the IF Metall regional representative for work health and safety. Whistleblowing channel with the option to remain anonymous available on company website.

At our workplace, this means that:

1. We shall treat one another in a fair and respectful manner, regardless of origin, religion, gender, age, sexual preference etc.
2. All recruitments are made in accordance with ethical principles of equal opportunities for all applicants.
3. In the event of any hazard to people or the environment, production shall be halted and the cause shall be remediated.
4. All employees must actively contribute to work environment initiatives, point out any deficiencies discovered, follow instructions, and utilise protective devices and personal protective equipment.
5. Managers and supervisors have/acquire the right knowledge, competence, resources and authority to contribute to a proper, safe work environment.
6. All employees receive the orientation, information and training they need to be able to work safely.
7. Fire safety policy exists, and fire avoidance routines and fire drills and trainings are made.
8. Routines and trainings for handling of chemicals exists and safety data sheets of all chemicals are available.
9. We routinely examine and assess the risks of our work environment as well as upon any changes in order to adopt the necessary measures to create a safe and secure workplace. Machine safety is reviewed annually. All machines have stop buttons.
10. Ergonomics: Ergonomic conditions are reviewed at Safety Rounds (twice a year). Main points are work position, tables, chairs, lifting techniques, stairs, use of protective gear. Employees are always free to request work rotation and/or tools to improve ergonomics at any specific workstation.
11. All incidents and accidents that occur are reported and assessed so that we can take action.

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12. We comply with existing work environment regulations, and we achieve our goals for the work environment.
13. We follow up on our systematic work environment initiatives on an annual basis.

Ergonomics Policy

We aim to have an ergonomical workplace and consult with company health provider when needed, HVC in Ljungby.

This policy aims to support a safe and risk-free environment for our employees through the establishment of an ergonomic process at Teknopress. The goal is for our work in ergonomics to focus on adapting the work environment and tasks to our physical and cognitive abilities. The aim is also to minimize adverse loads, promote health, and optimize performance through the proper design of workplaces, equipment, and work methods.

Teknopress has identified three types of ergonomics:

- Physical ergonomics
- Cognitive ergonomics
- Organizational/Systematic ergonomics

Physical Ergonomics:

Our workplaces should be designed in a way that reduces the strain for our employees, and therefore, great emphasis is placed on the ergonomic design of the workplace. Significant importance is also placed on selecting the right tools and equipment that are optimal from an ergonomic perspective.

Cognitive Ergonomics:

Teknopress works with transparent and ongoing communication to the staff, where employees are continuously informed about significant events in the company.

Organizational/Systematic Ergonomics:

The organizational/systematic ergonomics at Teknopress pertains to the overall structure of the organization and how it affects the employees within the company

Collective Agreement:

Teknopress has entered into a central collective agreement between IKEM and IF Metall “the allochemical agreement”.

When it comes to employee work time, remuneration and work conditions we follow Swedish law and our collective agreement.

WHISTLEBLOWING:

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Ljungby, 02/10/2024

David Blomberg
Director of Operations