

# Ethical guidelines for Gylling Teknikk AS

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## 1. Core Values

Gylling Teknikk AS demands honesty, integrity, loyalty and fairness in all matters concerning our business activities. All employees of Gylling Teknikk AS shall, in their work for Gylling Teknikk AS, promote the company's core values:

### Responsible

We always act in an honest and trustworthy manner. We shall ensure through our actions that we create trust and safety. We act professionally and reliably.

### Consumer-oriented

We always keep the consumer in focus by being competitive, accessible and quality-conscious.

### Collaborative

We strive to be an attractive business partner.

### Value creator

We operate with profitability, which in turn ensures growth and competitiveness.

### Inspirational

We encourage initiative, participation and well-being for all employees. We have special focus on recruitment and competence.

Employees of Gylling Teknikk AS must follow the laws and regulations that apply in their work and perform their work in accordance with good business practices, our values and the ethical principles set out in this document.

Ethical guidelines are important for creating trust, loyalty and responsible behaviour in Gylling Teknikk AS. Ethical guidelines are also intended to protect Gylling Teknikk AS, employees and the board from accusations of unethical behaviour.

Gylling Teknikk AS emphasizes the need for an open and honest dialogue about questions and issues covered by the ethical guidelines, and that, if necessary, clarification or guidance is sought from the immediate manager or management. If employees or health and safety representative become aware of circumstances that are in conflict with laws, regulations and the guidelines that apply to the activities of Gylling Teknikk AS, they are obliged to inform their manager, or the CEO if necessary.

## **2. Personal behaviour**

All employees of Gylling Teknikk AS act with respect and integrity towards business associates, customers, colleagues and others with whom they come into contact in connection with their work. The company's managers have a special responsibility to promote openness, loyalty and respect. Gylling Teknikk AS does not accept any form of harassment, discrimination or other behaviour that can be perceived as threatening or degrading. Gylling Teknikk AS aims to be an attractive workplace with good working conditions, a safe working environment, diversity and a balanced gender distribution.

## **3. Conflicts of interest**

Gylling Teknikk AS employees avoid situations where a conflict may arise between their own interests and the interests of Gylling Teknikk AS. Employees with purchasing authority in Gylling Teknikk AS have a special requirement for objectivity and integrity so that there can be no doubt about reliability and impartiality. Gylling Teknikk AS expects employees to be loyal to the company and prohibits employees from conducting business in competition with Gylling Teknikk AS. Persons who possess confidential information shall exercise a conscious attitude towards this and loyally comply with signed confidentiality agreements.

## **4. Influence trading**

Gylling Teknikk AS' employees shall never, directly or indirectly, offer, promise, request, demand or accept illegal or improper gifts of money or other compensation from anyone, in order to obtain business favorus beyond gifts or other benefits of insignificant value. The CEO shall always be consulted in case of doubt on this point.

The prohibition also applies to invitations, travel or participation in events with suppliers or business associates without the approval of the CEO. Reference is also made to the travel policy for Gylling Teknikk AS that is in force at any time. Agreements with consultants, brokers, agents or other intermediaries should never be used to channel payment or other remuneration to anyone in order to circumvent Gylling Teknikk AS' rules on bribery and corruption.

## **5. Competition**

Gylling Teknikk AS is a supporter of fair and open competition. Gylling Teknikk AS' activities and Gylling Teknikk AS' employees shall under no circumstances cause a violation of competition rules, through, for example, illegal price fixing, illegal market sharing, or other behaviour that prevents, restricts or distorts competition in violation of applicable competition legislation.

## **6. Sanctions for non-compliance of ethical guidelines**

Conduct contrary to the ethical guidelines can have major consequences for Gylling Teknikk AS and violations will therefore be followed up. For employees, this can mean consequences in the form of a verbal or written warning and in serious cases, resignation or dismissal.

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