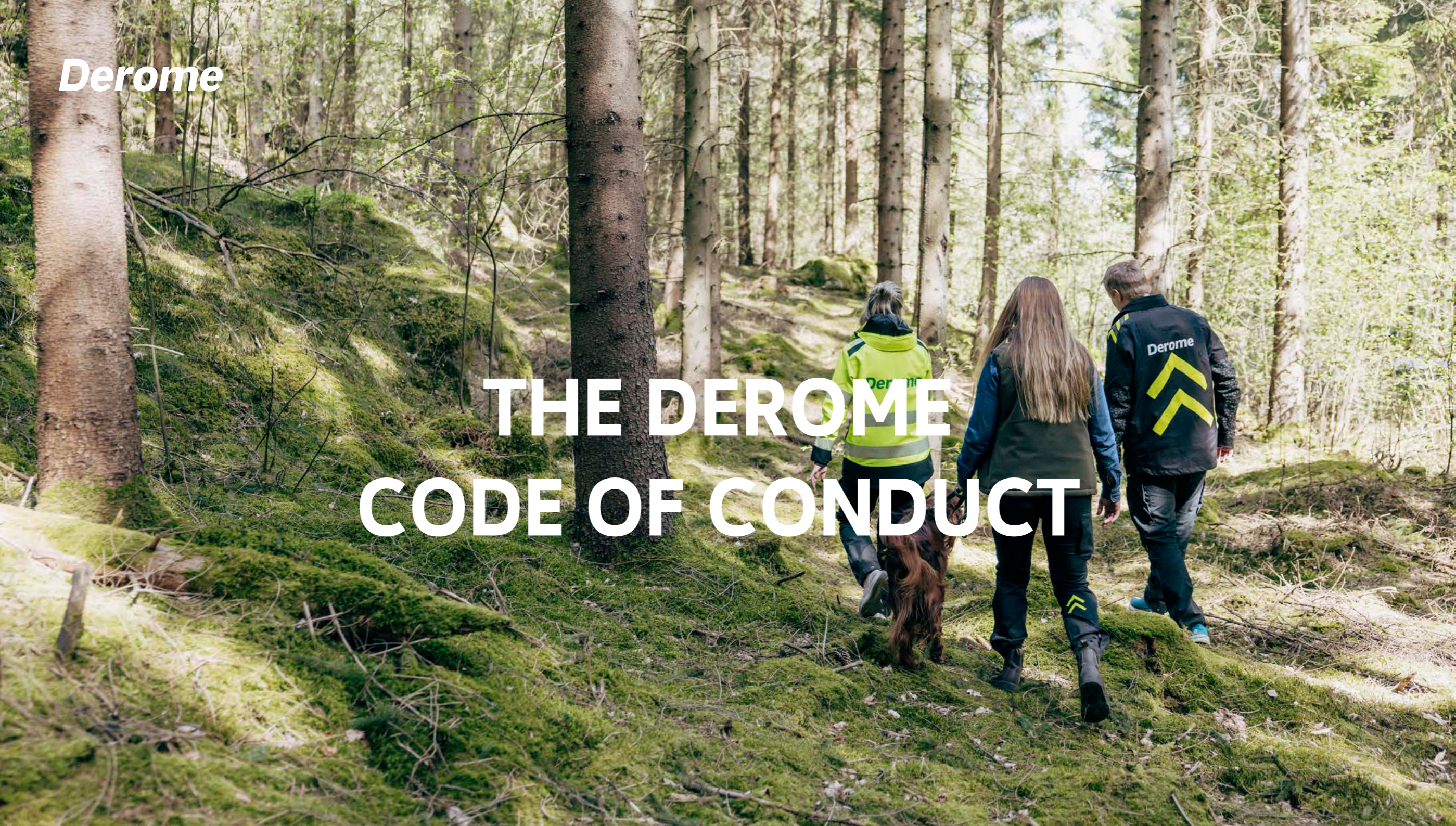


*Derome*

# THE DEROME CODE OF CONDUCT



# We want to challenge and develop

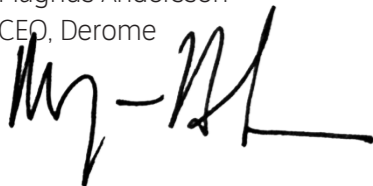
We live in an increasingly complex world with geopolitical unrest, climate change and rapid technological development. Changes that create new challenges for us as individuals and companies. We therefore need to be responsive and solution oriented in everything we do.

The decisions we make today shape tomorrow's society and at Derome we have both the opportunity and the responsibility to contribute. We want to create products and solutions that minimize our impact on the climate and environment while at the same time making a difference for people and society.

The foundation is our culture, built on long-term thinking, simplicity, drive and responsibility. Values that guide how we collaborate, meet our customers and develop our business. We place great value on being a safe employer where employees thrive and can develop.

To succeed, commitment and courage to act are required. Because when we care about each other, share knowledge and stand up for our values, we build trust and strengthen our common chain from forest to finished house. It is therefore crucial that we all live by our code of conduct so that Derome can continue to contribute to sustainable development.

Magnus Andersson  
CEO, Derome



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# Our daily guidelines

Our code of conduct describes the standards and principles that guide how we work. It helps us act responsibly, professionally and ethically. The code clarifies what we stand for, what we can expect from each other and how we build trust in Derome. Every day.

## How should it be used??

As a practical support in everyday life. Read it, talk about it with colleagues and use it when making decisions. It should give you the courage to do what is right, to act when something is not right and to strengthen a culture where everyone feels safe and respected.

## Who does it apply to?

For everyone who works within and for Derome, regardless of role or employment status. This includes part-time employees, temporary workers, consultants, management and the board. It also covers employees in joint ventures that we control. Other operations are encouraged to follow the same principles. The code applies in daily work and in situations that affect our reputation in the long term.

» [Read more about Derome's whistleblowing feature Trumpet](#)

## The role of leaders

Leaders should live by the Code and create a culture of openness, respect and integrity. They lead by example, support employees in difficult decisions and ensure that everyone feels safe to report suspected irregularities.

## When the code doesn't give all the answers

Not all situations are described. Use common sense and our five steps on the next page for wise decisions when you are unsure. You can also turn to your manager or HR for support and advice.

## If you do not follow the code

Breach of the Code or its policies can have serious consequences for both you and the company. For example, fines, sanctions, loss of trust or employment law measures, including termination.

## Trumpet – our whistleblower function

All employees should be able to report suspected misconduct without fear of negative consequences. If you suspect a violation of the law or company rules, you should first turn to your manager or HR. But you can also report anonymously via Derome's independent whistleblower service Trumpet. All reports are followed up and handled confidentially.



### What is whistleblowing?

It is when a person reports misconduct within an organization or company that is illegal, unethical, or inappropriate.

# When the code doesn't give all the answers

Just like in life, we are faced with situations at work where there is no obvious right or wrong and where our code does not provide a clear answer. Then our guide can help you think, weigh the options and make wise decisions.

Think of it as a simple moral compass that you can use when you face new challenges, unexpected events or difficult choices.

[» Read more about our culture and values](#)

## 1

### **Pay attention and reflect**

Be aware of situations where there is no obvious right or wrong. Does something feel unclear or uncomfortable? Think about how the situation affects you, others and Derome as a whole.

## 2

### **Get the facts**

Make sure you have the whole picture. Is there information missing? Are there rules, routines or processes that apply? The more you know, the easier it will be to make the right decision.

## 3

### **Evaluate**

Does what you see or plan to do align with our values and the way we work? Is it an action you can stand by and that you would feel proud of?

## 4

### **Ask for advice**

If you are unsure; talk to your manager, HR or a colleague you trust. You can also contact an expert in the field. If you want to remain anonymous, you can use our whistleblower function.

## 5

### **Act**

Make an informed decision and follow up on the outcome. Did it go as you planned? What can you learn for the next time?

# We care about people

We put people at the center and want to be a workplace where everyone thrives, develops and feels proud.

Our culture is built on respect, consideration and commitment, and the ambition is for all employees to feel good, be safe and feel appreciated.

A safe and healthy work environment is fundamental. We follow routines, report deviations and prevent risks so that everyone returns home in the same condition as we arrived.

We know that diversity and inclusion make us stronger. Therefore, we treat each other with respect and never accept harassment, insults, discrimination or abuse of position.

[» Read more in our work environment policy](#)

[» Read more in our diversity and inclusion policy](#)

## This is expected of you as an employee

You are an ambassador for Derome and through your actions you contribute to a good reputation. Through several joint agreements, we create a workplace where everyone feels welcome and happy. Agreements that apply both at work and outside of work:

- 1 Treat others the same way you want to be treated
- 2 Be a nice colleague, show consideration and respect
- 3 Act in a way where everyone feels included
- 4 Dare to speak out against offensive behavior
- 5 Stand up for a safe and respectful workplace



**How contribute to increased health & safety?**

1. Follow safety procedures and safety regulations
2. Report deviations and incidents immediately
3. Help and remind others

# We do responsible business

Derome shall act with integrity, honesty and professionalism. This is done by following laws, internal guidelines and good business practices in the markets we operate in. Our decisions must be transparent and sustainable over time.

This means, for example, zero tolerance for corruption and that business decisions are made without influence from personal interests or dependencies. Bribes, improper benefits, facilitating payments and money laundering are never accepted.

Purchasing is done cost-effectively, coordinated and responsibly. We primarily use contracted suppliers and follow established purchasing procedures. Selection is made on business grounds, with requirements for quality, service, working conditions and environmental considerations throughout the entire value chain.

We distance ourselves from all forms of competition restrictions such as price collusion, cartels or improper coordination. Our competitiveness is based on competence, quality and trust.

[» Read more in our anti-corruption policy](#)

[» Read more in our purchasing policy](#)

## This is expected of you as an employee

- 1 Follow laws, internal guidelines and established processes
- 2 Never offer or accept bribes, gifts or benefits that could influence decisions
- 3 Avoid conflicts of interest and be open about any private interests
- 4 Use contracted suppliers and think about Derome's best interests in every deal
- 5 Compete with quality, service and expertise, never through shortcuts
- 6 Show respect for people, working conditions and the environment in the value chain
- 7 Report discrepancies, risks or suspected irregularities

"At Derome, we protect human rights and every person's right to dignity and fair working conditions"

Anders Carlsson, Sustainability Manager



# We take care of the environment

Derome will take responsibility for the impact we have on the climate and environment. We do this by working long-term, resource-efficiently and with consideration for nature.

As a company in the wood industry, we have an opportunity to reduce the climate impact in the construction industry. Wood stores carbon dioxide and can replace materials that produce larger emissions, such as cement and steel. By using renewable raw materials and working sustainably at all levels, we strengthen our climate benefit and contribute to the green transition. We also take responsibility for protecting the environment in which we operate. This means that we handle materials and chemicals correctly, that we prevent pollution and that we ensure that the environment around us is not damaged by our work. We create environments that promote biodiversity and protect ecosystems and species.

Resource efficiency is part of our daily work. We design for reuse and new cycles, where materials are used for as long as possible and resources are handled responsibly. By monitoring our impact and working on improvements, we take responsibility for the climate, nature and future generations.

[» Read more about our climate and environmental policy](#)

## This is expected of you as an employee

- 1 Prevent environmental risks and report abnormalities, incidents and events
- 2 Handle materials and chemicals correctly and use the right equipment
- 3 Work resource-efficiently and minimize waste in everyday life
- 4 Optimize energy use within your role and work processes
- 5 Sort waste carefully and follow company procedures.
- 6 Contribute to reuse, recycling and new uses for residual materials



### Wood is the core of our offering

Through certified and responsible forestry, efficient processing and reduced waste, we create products with high climate benefits that store carbon and contribute to biodiversity and long-term resource supply.

# We protect our assets

Digitalization is an important part of Derome's development and competitiveness. When we use data in a smart, efficient and secure way, we create value and drive the business forward.

At the same time, we have a shared responsibility to protect the information we handle. All information; from personal data to business-critical data, ideas and digital assets must be handled legally, responsibly and with the right protection. We comply with GDPR and applicable legislation and only collect, use and store information that is needed for a clear and approved purpose.

Derome's IT systems and digital tools are crucial for an efficient way of working. Therefore, we set high standards for information security, clear procedures and correct use of equipment, accounts and permissions. The same requirements apply regardless of whether we work in the office, in production or remotely. Protecting confidential information is a prerequisite for Derome's development, innovation and long-term business. Confidentiality applies both internally and externally and can continue even after employment or assignment has ended.

[» Read more in our IT policy](#)

## This is expected of you as an employee

- 1 Manage information, personal data and business data securely and legally
- 2 Ensure that only authorized people have access to sensitive information
- 3 Use personal data only for the purpose and do not store it longer than necessary
- 4 Never attempt to bypass security barriers or procedures
- 5 Report suspected intrusions, incidents or security risks immediately
- 6 Never share confidential information with unauthorized persons
- 7 Do not discuss sensitive information in public places or in open channels
- 8 Never leave confidential material unattended
- 9 Ensure confidentiality agreements are in place before information is shared externally

### 5 tips for a safer digital everyday life!

1. Follow Derome's security principles no matter where you work
2. View accounts, passwords and permissions as personal valuables
3. Never share passwords and do not reuse work passwords privately
4. Always lock your computer and mobile screen when you leave them unattended
5. Never connect private or external IT equipment to Derome's network

