

The Ethical Guidelines of A-Kruunu Oy

Approved by the A-Kruunu board on 04/07/2014

1. Following Laws and Provisions

We obey the law, good governance and generally accepted principles and procedures in all our activities. In any cases and situations requiring interpretation, we will rely on experts.

2. The Principles of Business

In addition to transparency, we follow generally accepted, ethical and honest principles in all our business dealings. We follow the values defined by our company, and respect the commitments we have made to our customers and other stakeholders. We communicate about our operations to our customers and stakeholders transparently, equally and honestly. We report about the realisation and development of sustainability in our corporate sustainability report annually. We maintain constant interaction with the authorities and different organisations.

3. Human Rights

We respect and observe the principles declared in the UN Universal Declaration of Human Rights. As an employer, we carry out the fundamental labour rights principles as defined by the International Labour Organisation (ILO).

4. Non-Discrimination and Equality

We comply with the laws and decrees on equality and exercise non-discriminate, equal treatment. We do not approve of discrimination in work arrangements or employment provisions based on race, nationality, religion, gender, sexual orientation, disability, age, professional unionisation, political views or any similar attributes. Our recruitment choices are based on professional qualities and capabilities. We respect the norms and legal procedures of different cultures. We treat all our employees as equals and apply measures in our operations which promote equality.

5. Working

We respect the basic human rights of employees, including their freedom of association, right to organize and right to negotiate their employment contract. We strive to offer our employees an interesting and inspiring workplace where they have equal opportunities and where confidence, respect and transparency prevail.

Our employees commit to following our guidelines and contribute to a functioning and open work environment, mutual respect and employee well-being.

6. Health and Safety

We want to guarantee safe working guidelines for our employees that do not put their health at risk, and we strive to prevent accidents and health risks at the workplace. We actively strive to minimise the risks caused by the working environment. In order to discover and prevent any potential threats or problematic situations and to react to them swiftly, we maintain systems that support the health of our staff and their ability to work.

7. Conflicts of Interest

Our employees are always expected to act for the benefit of the company by withholding from any business relations that might lead to a conflict of interest. Our employees must refrain from personal or economic acts which might be in conflict of interest with their duties towards the company or with the benefits of the work community. Employees must always seek permission for any secondary work commitments.

8. Business Trips

Any business trips abroad, seminar trips and trips on the invitation of our clients or business associates must be approved beforehand by the supervisor. The company always pays for the travel expenses of business trips.

9. Unethical Business Practices and Bribes

We do not follow unethical business practices, nor do we approve of or pay bribes or any other illegal benefits or payments in order to obtain business, or to maintain our business, or to gain beneficial authoritative decisions or any other services. Our employees do not give or receive presents or services that exceed the legal norm and customary hospitality. Every year, directors and managers sign an assurance to confirm they have not given or received any personal benefits that deviate from the norm in relation to our associates.

In any ambiguous cases our employees must clarify beforehand with the company management what would be considered an acceptable course of action. Our employees must similarly notify the representative of the company's management if they discover any unusual business activities which might cause a conflict of interest. We do not take part in political funding.

10. The Environment

We strive not to burden the environment and aim to promote sustainable development and to develop products and processes that protect the environment.

11. Business Partners

We expect our goods and service providers and our partners and their sub-contractor chains to follow our ethical guidelines or any similar guidelines.

A-Kruunu Oy has previously been a part of Governia Group, and the board of Governia Oy decided 23/09/2009 to apply these ethical guidelines to the entire Group. In the spring of 2014, A-Kruunu was transferred to the ownership of the State. The board of A-Kruunu Oy discussed and approved the ethical guidelines on 04/07/2014.