

Code of conduct



Code of conduct

Sveaskog's code of conduct clarifies how Sveaskog will act as a business partner, employer and member of society. The code of conduct was adopted by Sveaskog's Board of Directors.

The code of conduct applies to Sveaskog's responsibility towards its employees and the communities in which it operates, as well as to the individual responsibilities of employees. All Sveaskog employees have a responsibility and obligation to comply with the code of conduct and other policies and guidelines that govern Sveaskog's operations. Where applicable, the code of conduct also applies to Sveaskog's customers, suppliers and contractors. Sveaskog's code of conduct is used to govern and develop the company's operations.

Sveaskog's managers are responsible for ensuring compliance with the code of conduct in day-to-day activities. Going through the code of conduct is mandatory for new employees, at performance reviews, procurements, operational follow-up, etc. When business contracts and co-operation agreements are signed, the code of conduct is attached as an appendix.

■ Our shared responsibility within Sveaskog

Sveaskog is owned by the Swedish state and the forests must be managed in an exemplary manner in order to secure long-term sustainable development in terms of production, ecology and social responsibility. Sveaskog's vision is to lead the way in the development of forest values.

In addition to long-term economic responsibility, Sveaskog must accept environmental and social responsibility for our business activities. We seek open communication and dialogue with our shareholders, ultimately the people of Sweden. This places high demands on our activities. Sveaskog's Board has therefore adopted a code of conduct that clarifies how Sveaskog should act as a business partner, employer and member of society.

Our relationships with each other, with customers, suppliers, contractors and other stakeholders must be characterised by high integrity, professionalism, respect and good ethical standards.

We all have a responsibility and obligation to comply with the code of conduct and with the policies and guidelines that direct Sveaskog's operations. The code of conduct applies to both the responsibility of each employee and the responsibility of the company towards employees and society.

All Sveaskog managers have a special responsibility to ensure compliance with the code of conduct and must therefore set a good personal example.

■ Employees

Sveaskog employees are entitled to stimulating and responsible duties in a working environment characterised by respect for and confidence in each individual employee.

The equal value of each individual as well as an open and honest exchange of thoughts and ideas permeate work at Sveaskog. Open communication with the right to receive and the obligation to seek information must prevail.

Sveaskog must be a good workplace for all employees. Discrimination in any form is unacceptable. Sveaskog works to

combat all forms of discrimination and conducts active equal opportunities work.

Every employee must have the right skills for their working duties. Employees are given resources and opportunities for the development they need in order to maintain a high level of skill within their field. Sveaskog's working methods and organisation must be such that all employees are provided with opportunities to influence their own and the company's development.

We are professionals within our areas of expertise. We show our colleagues respect and treat them in the same way as we wish to be treated. We keep our promises, deliver on time and inform in good time if something goes wrong. We are loyal to Sveaskog and to our colleagues. We do not speak badly of each other or place blame on individual employees or units.

■ Working environment

Sveaskog employees are entitled to a working environment that is safe and healthy.

In order to prevent both industrial injuries and work-related illness, and in order to achieve a working environment in which employees enjoy working and can develop, work environment and safety work must be systematic and organised so that all employees are given an opportunity to influence their own work situation.

Insulting special treatment must not exist at Sveaskog's workplaces. We will take rigorous action in the event of harassment. Sveaskog seeks to prevent and combat abuse of alcohol and drugs.

■ Ethics

Sveaskog is only involved in business activities that comply with national laws, concluded agreements and which conform with Sveaskog's code of conduct.

We do not become involved in activities that we cannot openly take responsibility for or report and we take no business decisions on the basis of personal interests or relationships.

Bribes, concealed commissions, or other illegal or unethical

benefits are not permitted. Sveaskog employees neither accept nor offer improper remuneration in the form of gifts, travel, entertainment or services which mean that their position can be questioned. We are moderate with all types of entertainment, both our own and when we are invited.

Sveaskog employees must not in any way participate in a co-operation or act in another manner that might be perceived as restrictive to competition. Sveaskog employees may never use methods that might be classed as bribery or corruption in order to gain advantages, even if this only benefits the company and not themselves.

We wish to build trusting relationships with customers, suppliers and contractors and therefore always apply the rules for procurement and delivery that exist at Sveaskog. Sveaskog's code of conduct must always be communicated in relationships with customers, suppliers and contractors.

We must not engage suppliers or contractors if we are aware that they have neglected their obligations to business partners or employees, violated laws and regulations, misused the bankruptcy institute or have an unclear ownership structure.

All Sveaskog employees are responsible for ensuring that they themselves and their colleagues comply with the code of conduct and that it is respected by Sveaskog's suppliers, contractors and customers.

As Sveaskog employees we do not mix private interests with the company's business activities.

Any suspicion of an activity that contravenes the code of conduct must always be reported to the employee's immediate superior or to group management.

■ Environmental and social responsibility

Sveaskog's social responsibility means a long-term responsibility in its relationships with society. We make every effort to act as good citizens in the areas in which we operate.

Sveaskog supports the UN Global Company which contains ten principles on human rights, fundamental principles and rights at work, anti-corruption and an improved environment. We have also joined the Swedish government's Global Responsibility programme.

Laws, regulations and norms comprise the minimum level for our activities. In addition, the Board has adopted an environmental policy with higher ambitions for Sveaskog.

Sveaskog takes responsibility for developing the social values of the forest. In our forest operations we will create conditions for prosperity and economic growth, sustainable ecological development and active outdoor activities in the communities in which Sveaskog conducts operations.

We will establish trust in our forestry through continuous and active dialogue with stakeholders both locally and at national level.

■ Sustainable forestry

Sveaskog complies with the principles for forest certification according the Forest Stewardship Council (FSC)* with long-term, sustainable timber production, consideration for the environment and nature and social responsibility.

Sveaskog ensures that it meets the principles for sustainable forestry by governing and following up its operations on the basis of clear financial, environmental and social targets. Sveaskog's operations are regularly monitored in internal and independent external audits based on FSC* requirements.

We must work to ensure that the suppliers and contractors engaged by Sveaskog conduct sustainable forestry and this must always be made clear when services are purchased.

■ Information and communication

Sveaskog's information and communication are based on trustworthiness, transparency, respect and an active dialogue with employees and other stakeholders.

As Sveaskog employees we create a general image of the company through our behaviour and the information that we communicate to those around us, both at work and privately.

We understand that our role as Sweden's largest forest owner means there are many opinions and perceptions about our operations. We respect the people and organisations that may be critical about parts of Sveaskog's operations and must always handle and react to such criticism in a respectful manner. We strive to respond to opinions and questions in a timely manner at the same time as actively communicating Sveaskog's mission, vision and objectives, in order to create understanding and acceptance for our business.

■ Implementation

This code of conduct applies to all employees within the Sveaskog Group and, where applicable, to our customers, suppliers and contractors. It is the responsibility of Sveaskog managers to ensure that the code of conduct is complied with in day-to-day operations. Policies and guidelines that form the basis of the code of conduct are revised continuously and available internally within Sveaskog.

Within Sveaskog, group management is responsible for matters relating to the code of conduct.

■ Violations

Violations or infringements of this code of conduct may result in legal action. Violations, or suspicion of a violation of the code of conduct, must immediately in accordance with routines for such violations be reported to the immediate superior, the head of environment and social responsibility, Olof Johansson, or to group management alternatively anonymously via a form available on the intranet or the website www.sveaskog.se

* © 1996 Forest Stewardship Council, www.fsc.org
certification number: SGS-COC-0110.

FSC is an independent international organisation for certification of responsible forestry. The aim is that the forest should be managed in a responsible manner that is socially beneficial, environmentally appropriate and economically viable. FSC's logo on products represents independent certification of forestry and product manufacture according to FSC rules.



Sveaskog co-operates with WWF for promote conservation and sustainable management of the world's forests.



UN Global Compact's ten principles

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 Standards

Principle 3

Usinesses should uphold the freedom of association and the effective recognition of the right to collective bargaining.

Principle 4

The elimination of all forms of forced and compulsory labour.

Principle 5

The effective abolition of child labour.

Principle 6

The elimination of discrimination in respect of employment and occupation.

Environment

Principle 7

Businesses should support a precautionary approach to environmental challenges.

Principle 8

Undertake initiatives to promote greater environmental responsibility.

Principle 9

Encourage the development and diffusion of environmentally friendly technologies.

Anti-Corruption

Principle 10

Businesses should work against all forms of corruption, including extortion and bribery.

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