Partner Code of Conduct

SOLITA

Solita, together with its partners, is a community of skilled experts geared for impact that lasts and customer value.

Solita is a fast-growing community of digital transformation professionals. We want to be a forerunner in building an increasingly digital, and socially and environmentally sustainable society. Solita complements its services with the help of partners.

Responsible and ethical business conduct, diversity and inclusion, and environmental sustainability are the focus areas of Solita's operations. We are a signatory of the United Nations Global Compact initiative, which is the world's largest corporate sustainability initiative. Solita is committed to the initiative's Ten Principles, which relate to human rights, labour, environment and anticorruption goals. We have set group-level diversity targets to improve gender balance and cultural diversity. To fight climate change, we are committed to the science-based emissions reduction in line with the 1.5°C pathway.

This **Partner Code of Conduct** is applicable to Solita's partners, and all personnel employed by or engaged to provide services to the partner regardless of where the partner is doing business, and partners are expected to follow these principles in all their business activities. Partners are also responsible for ensuring and monitoring their suppliers' compliance with this Partner Code of Conduct.

This Partner Code of Conduct summarises Solita's requirements for responsible business principles. It lays a foundation for trustworthy cooperation with partners. When sharing trust we build sustainable relationships, functioning solutions - and a better life for individuals, teams, communities and society.

This Partner Code of Conduct is complemented by any additional requirements agreed in the contract documents. Partners shall confirm compliance with this Code of Conduct and provide thereto related information to Solita on request. In some cases, Solita or an external auditing company may conduct on-site audits. Material breach of the Code of Conduct or repeated refusal to provide the required information may lead to the termination of the cooperation with Solita.

1 Acting responsibly

1.1. Building trust
1.2. Treating others respectfully
1.3. Promoting equality, diversity and non-discrimination
1.4. Avoiding conflicts of interest
1.5. Respecting Solita's customers' code of conduct

1 Acting responsibly

1.1. Building trust

All partners acting on behalf of Solita at Solita's projects contribute to building Solita's image among Solita's customers. Solita wants to be known for professionals who can be trusted and who keep promises. When representing Solita, partners are expected to act professionally in all situations.

Partners shall have **zero tolerance** towards any kind of psychological or physical bullying, sexual or gender-based harassment and inappropriate behaviour.

1.2. Treating others respectfully

Partners shall ensure that everyone feels safe and accepted at work. Partners shall have zero tolerance towards any kind of psychological or physical bullying, sexual or gender-based harassment and inappropriate behaviour.

Bullying, harassment and inappropriate behaviour may occur in different ways. Such behaviour includes insulting another person through words, actions or attitudes, defamation and name-calling, threats and intentional exclusion from joint activities. Examples of sexual and gender-based harassment include remarks relating to the person, their gender or appearance, propositioning, inappropriate or suggestive messages and physical touching.

1 Acting responsibly

1.3. Promoting equality, diversity and non-discrimination

Partners shall treat everyone in an equal and non-discriminatory manner regardless of one's background, gender, gender identity, gender expression, age, origin, nationality, language, religion, beliefs, opinions, political activity, trade union activity, family relationships, state of health, disability, sexual orientation or other personal characteristics.

Partners shall promote diversity and inclusion in their organisations.

Partners shall make all decisions regarding their personnel, for example in terms of recruitment, pay determination and promotions, on the basis of an individual's expertise and abilities. The above-mentioned personal characteristics shall not affect the decisions.

1.4. Avoiding conflicts of interest

Partners shall avoid situations in which partners' interests may conflict with Solita's interests.

A conflict of interest can be created by any circumstance that could cast doubt on a partner's ability to act with total objectivity regarding obligations towards Solita. These circumstances include even those that are unintentional due to either business or personal relationships with Solita's employees, customers, suppliers, business associates, or competitors.

If a partner believes that there is a conflict of interest, or that a potential conflict of interest may arise, the partner must immediately notify their Solita contact person.

1.5. Respecting customers' code of conduct

Solita works with a variety of customers and often at their premises. When in these situations, partners shall also comply with and respect Solita's customer's code of conduct.

2 Safeguarding Solita's business and Assets

Partners shall treat Solita's premises and other property with due care and respect, as if they were their own personal property.

Solita's information systems, data, hardware and software are Solita's property and intended to be used in connection with Solita's business only. Partners shall not use technology resources provided by Solita for other business purposes or for personal reasons. Partner shall not install, for example, cryptocurrency miners, torrent software or non-licensed software, games or films on Solita's devices.

3 Protecting Solita's customers' data and business

3.1. Securing data privacy
3.2. Following good information security practices

3 Protecting Solita's customers' data and business

3.1. Securing data privacy

Partners shall secure the privacy of their own data, Solita's data and Solita's customers' data.

Partners shall not collect unnecessary personal information themselves or on behalf of Solita's customers as mandated by the legislation and GDPR guidelines. Partner shall always encrypt sensitive information when stored or transferred to minimise the damage from possible security breaches.

3.2. Following good information security practices

Partners shall keep their data, Solita's data and Solita's customers' data confidential and secure. Partners shall follow Solita's information security practices and make every effort to ensure that this information is handled appropriately and only by the persons privy to that information.

When working in Solita's projects, partners shall only use computers and systems approved by Solita IT and Solita Security. Personal accounts and devices shall not be used.

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4 Promoting responsible business practices

4.1. Respecting human rights

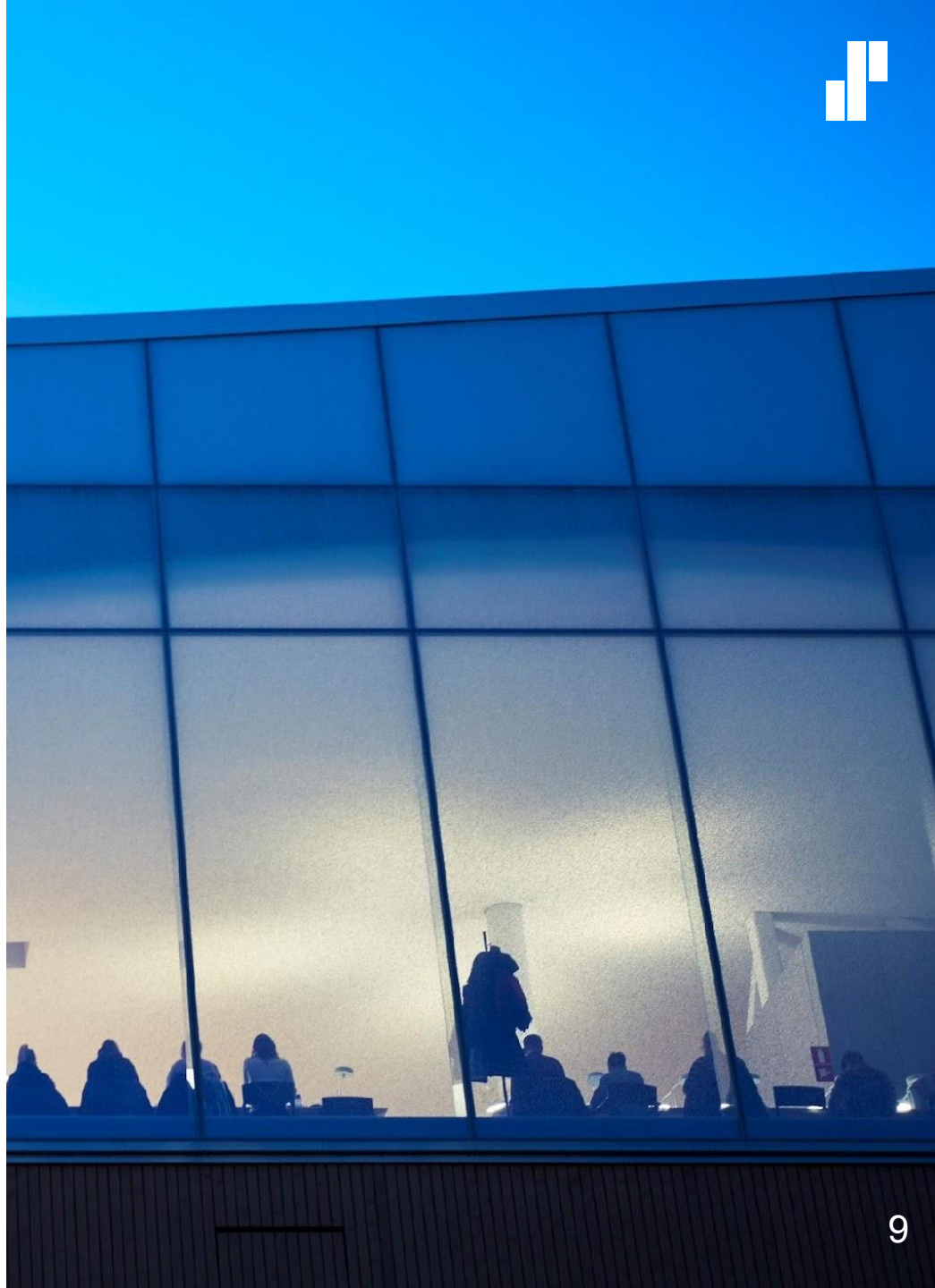
4.2. Compliance with laws and regulations

4.3. Money laundering or corruption are not accepted

4.4. Respecting employees' freedom of speech and freedom of association

4.5. Fair competition

4.6. Safeguarding personnel's health, safety and well-being



4 Promoting responsible business practices

4.1. Respecting human rights

Partners shall respect human rights and strongly condemn all activities that are against the law or violate human rights. Partners shall not accept the use of child labour or human trafficking.

4.2. Compliance with laws and regulations

Partners shall comply with applicable national and international legislation. Partners shall fulfil their statutory obligations as an employer

4.3. Money loundering or corruption are not accepted

Partners shall commit to complying with the anti-money laundering legislation.

Bribery, including any kind of facilitation payments, and acceptance of bribery shall be strictly forbidden in all partners' activities.

Partners shall not accept or give valuable gifts or gifts that exceed reasonable hospitality as part of normal business. Partner shall never accept monetary gifts, including cash and securities.

4 Promoting responsible business practices

4.4. Respecting employees' freedom of speech and freedom of association

Partners shall respect their employees' freedom of speech. All employees shall have the freedom to join, belong to or be a member of legal associations and be involved in their activities.

4.5. Fair competition

Partners shall not seek competitive advantages by unlawful or unethical means. Partners shall never engage in anti-competitive activities, for example by agreeing on prices in advance, or get involved in situations where free competition is illegally prevented, limited or weakened.

Partners shall not share Solita's confidential information with competitors.

4.6. Safeguarding personnel's health, safety and well-being

As employers, partners shall promote the health and safety of their personnel and others within their sphere of influence, including a healthy work-life balance of their employees.

Partners shall not work under the influence of alcohol, drugs or other illegal intoxicating substances.

Partners shall promote the health and safety of their personnel.

5 Taking responsibility of the environment and sustainable development

Partners shall use natural resources responsibly and actively develop their operations to make them more environmentally friendly. Partners shall follow Solita's environmental guidelines when working at Solita's premises and contribute to Solita's environmental targets.

Partners shall take reasonable steps to promote environmental sustainability by reducing their carbon emissions. They are also encouraged to set science-based emissions reduction targets.

6 Speaking up

Partners shall immediately report any breaches, shortcomings, misconducts or defects to their Solita contact person, Solita's General Counsel or by sending an email to ethics@solita.fi. Reporting can also be done anonymously via an anonymous reporting channel managed by an external partner: https://report.whistleb.com/en/solita

Suspected breaches are always investigated confidentially, and no disciplinary measures will be taken before completing the investigation. Should a violation of the Code of Conduct be deemed to have occurred, appropriate disciplinary measures will be taken. Partners shall not tolerate any retaliatory measures against a person who reports a suspected breach in good faith. Naturally, insincere notifications are not accepted, either.

With this Partner Code of Conduct we invite you to maintain and strengthen trust. Together.

The Ten Principles of the UN Global Compact

Appendix

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.

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.

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

Principle 5: the effective abolition of child labour.

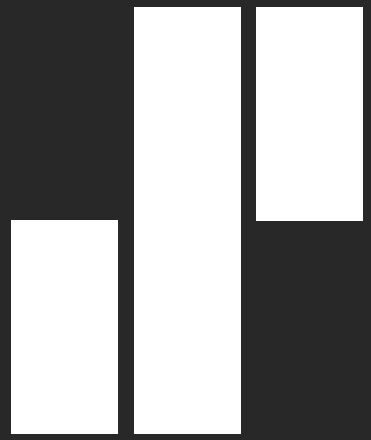
Principle 6: the elimination of discrimination in respect of employment and occupation.

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 corruption in all its forms, including extortion and bribery.