

*This document describes Advenica's sustainability policy. The policy is approved by Advenica's Board and revised annually at the statutory board meeting.*



## Sustainability policy

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ISO 9001  
CERTIFIED

ISO 14001  
CERTIFIED

# 1 Purpose

The purpose of this document is to describe and communicate Advenica AB's ("the Company's") ambitions in sustainable development. The main purpose of the policy is to set guidelines for how sustainability work should be managed in the company. The work should contribute to sustainable development and be an integral and natural part of the business based on participation and involvement.

The company strives for continuous improvement with clear goals to promote sustainable development. In order to achieve functioning sustainability, the company focuses on the following areas:

- Financial sustainability, business morals and good business practice
- Social sustainability
- Taking environmental responsibility
- Quality responsibility
- Information responsibility
- Digital responsibility
- Responsibility for preventing inappropriate influences

## 2 Financial sustainability, business morals and good business practice

- We strive for long-term sustainable economic growth, good profitability and increased shareholder value.
- We shall foster low financial and operational risk.
- We should always have high business ethics and good business practice in everything we do.

**Clarification:** We will do everything we commit ourselves to. If we believe we are not able to carry out a task or meet a customer requirement, we will not undertake the task.

- Assignments must be performed correctly and within given frameworks.

**Clarification:** Current contracts shall be completed or terminated in accordance with those agreements reached with the customer.

- We shall live up to good business practices.

**Clarification:** Good business practice means we comply with the ethical, social and environmental standards that are generally accepted by society and industry and published in various policies and guidelines. We strive to always give a true and fair view of our company's financial position. It is everyone's personal responsibility to comply with international and

national regulations regarding the area and the country in which we operate.

- We will protect and nurture the company's name and assets.  
**Clarification:** We must not be used either directly or indirectly to support political parties or organizations whose goal or purpose is incompatible with fundamental democratic principles and international law.

### 3 Social sustainability

- We shall be an attractive employer, attracting the best and most professional people.
- Leadership should be inspiring, contemporary, clear and committed.  
**Clarification:** Advenica Academy is the platform for this leadership.
- We will offer a workplace that is characterized by equality and diversity.  
**Clarification:** We respect individual employees regarding equality in ethnicity, age, sex and points of view.
- All employees should have the same working conditions and development opportunities.
- Employees should feel job satisfaction, enjoyment and an understanding of their role in the business.
- We work actively to manage work-related stress and to avoid injuries.
- Our work environment must be safe, healthy and offer good opportunities for further development.
- We actively discourage any tendency to sexual harassment and take action against any tendency toward such behavior.
- It is not permitted to consume alcohol, drugs or medication classified as a narcotic during working hours.
- It is not allowed to come to work under the influence of alcohol or narcotics.
- We encourage good health by offering physical activity during paid working hours.
- We strive to build a better, safer and more secure world.  
**Clarification:** By being involved in charity (donating clothes, giving blood, planting trees).

### 4 Environmental responsibility

- We shall protect the environment for present and future generations.  
**Clarification:** We shall limit negative environmental and climate impact as much as possible in our operations by using appropriate products and

services, complying with laws and regulations and making demands on our suppliers.

**Clarification:** We will actively compensate for environmental impact (working with "handprint")

- We will prioritize a recycling approach
- We shall conserve our resources.
- We will comply with laws, regulations and requirements placed on our business regarding both our external and internal environment.

## 5 Quality responsibility

- Our quality work is characterized by an overall objective to create greater customer value.
- We shall always strive to exceed our customers' expectations regarding quality.

## 6 Information responsibility

- We have a responsibility to give a timely and accurate picture of our company through correct and relevant information.

**Clarification:** This applies to communication about our business to customers, employees, media, capital markets and other stakeholders.

- Our information must be characterized by transparency, professionalism, clarity and good ethics.
- High information quality will help strengthen confidence in the company and reach our overall business goals.
- All information will be managed within the framework of applicable laws and regulations, and confidential information about the company, employees or clients may not be disclosed.

## 7 Digital responsibility

In addition to information responsibility, the company aims to take its digital responsibility. Taking digital responsibility means managing information in a proactive and sustainable way. Advenica shall always take into account its customers, partners, suppliers and employees' need for privacy and confidentiality of information which concerns the parties. We should always take into account ethical and moral aspects when managing information.

- Our background as a supplier to customers with the highest security requirements gives us far-reaching and established internal processes for data management.
  - Clarification:** This applies to our processes for documentation and use of the segmented networks. The quality of our processes has been confirmed several times through auditing by independent third parties. Our processes are reviewed and approved by several national security agencies.
- We actively monitor how providers of digital tools manage data and information, and we strive for openness about how to manage cookies on our websites.
  - Clarification:** We have started our adaptation to GDPR (General Data Protection Regulation) and will be ready in good time before May 2018 when the new Data Protection Act comes into force.
- We regularly screen data storage locations and implement measures as required.
- The company's own internal IT infrastructure is built in such a way that it makes it easier for employees to do the right things by limiting the risk for human error. We apply privacy by design – we are designed for privacy from the start.
  - Clarification:** We strive as far as possible to use our own information security solutions that meet the highest standards of information security.
- One way to take our digital responsibility is to continually lecture, inform and raise awareness of safe, proactive and sustainable information management.
  - Clarification:** We are currently working to establish a forum where the digital responsibility issue is given greater space and discussed within the various target groups.
- We should always consider how we manage information that has been provided by a partner and how it is provided further.
- We respect the rules and regulations that are relevant for our company's information management.

## 8 Responsibility to prevent manipulation

The company has set a clear goal to counter all forms of bribery and manipulation. We conduct our business with honesty and in accordance with the highest ethical standards. This applies to everyone working for the company, including people providing services to the company, such as consultants and service personnel.

The company does not allow:

- Contributions of any form designed to gain a commercial advantage.
- Gifts or remuneration intended to induce someone to behave inappropriately.
- Giving or accepting kickbacks.
- Employees accepting financial or other compensation from anyone in exchange for benefits.
- Employees requesting or offering financial or other compensation from anyone in exchange for favors of any kind.

This policy does not prohibit the giving or receiving gifts of small value or receiving normal hospitality. This means:

- Receiving gifts of lesser value is a normal part of doing business, but gifts with a value in excess of 500 SEK incl. VAT must not be accepted. Gifts offered but not accepted because of their value should be reported to company management.
- Offering gifts of lesser value as thanks for loyalty is a normal part of business, but such gifts must be approved by company management.
- All forms of compensation for travel, accommodation, meals, entertainment, etc. must be reported and approved by company management before they are accepted. The exception is business travel and normal business lunches/dinners.

## 9 Sustainability goals

The company shall annually develop sustainability goals that are monitored by the board of directors and management.

## 10 Distribution and implementation of our Sustainability Policy

This policy will be monitored regularly to ensure that it is followed. Everyone who works for the company will be informed regularly about its content and consequences. All reported events/anomalies will be continuously evaluated and reported.

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