

Dokumentnamn: Corporate Sustainability Policy – code of conduct			Datum: 2024-09-20	Sida: 1 av (5)
Utfärdad av: AM	Godkänd av: DH	Kopior:	Version: 10	

CORPORATE SUSTAINABILITY POLICY – CODE OF CONDUCT

INTRODUCTION

Autoform is dedicated to being a responsible employer and a good corporate citizen with a sustainable mindset. All our activities, including the manufacture, distribution and sale of our products, must be conducted with respect and consideration for privacy, human rights, human safety, health, the society and for the environment. We strive for continuous improvement with sustainability as a core value in all our operations whilst working to meet our customer requirement. In practice this means to identify risks and opportunities, work with measurable targets and concrete actions and for Autoform's staff to be motivated and have the opportunity to participate in achieving product quality and customer satisfaction.

Autoform's Corporate Sustainability Policy has been established to underline the principles by which the company conducts its relations with employees, business partners and other stakeholders. It applies to all members of the organisation. It is the responsibility of all employees and management to ensure compliance with the policy.

BUSINESS PRINCIPLES

Legal Compliance

Autoform, suppliers and subcontractors shall operate in full compliance with relevant laws and regulations applicable to their operations and employment in the countries in which they operate. In cases of conflict between mandatory law and the principles contained in this code, the law shall prevail.

Relations with Business Partners

Autoform's dealings with its business partners are characterised by fairness. Autoform shall not offer customers, potential customers, governments, agencies of governments, or any representatives of such entities, any rewards or benefits in violation of either applicable laws or reasonable and generally accepted business practices. Autoform employees must not accept payments, gifts, or other kinds of reimbursement from a third party that could affect or appear to affect their objectivity in their business decisions.

Accounting and Reporting

All financial transactions by Autoform must be reported in accordance with generally accepted accounting practices, and accounting records must show the nature of all transactions in a correct and non-misleading manner. Employees and managers at all levels in Autoform shall conduct their private and other external activities and financial interests in a manner that does not conflict or appear to conflict with the interests of Autoform. Should a conflict of interest arise, it must be reported immediately by the person subject to the conflict to his/her immediate supervisor.

Political Involvement

Autoform observes neutrality with regard to political parties and candidates. Neither the name nor the assets of the Autoform Company shall be used to promote the interests of political parties or candidates.

Disclosure of Information

Autoform receives information from its clients and other parties for the purpose of enabling Autoform to construct and manufacture parts according to customer requirements. Autoform respects the confidentiality of any such information.

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Counterfeit Parts

Autoform's counterfeit prevention policy is based on having a secure supply chain. This is the most effective method of preventing counterfeit components entering the industry. Prior to shipment all produced goods are stored in a secure area.

Intellectual Property

The intellectual property such as patents, brands, design and know how are considered competitive tools for Autoform. Autoform owns all rights to all patentable inventions arising from the organisations work.

Export Controls and Economic Sanctions

Autoform complies with export controls and economic sanctions laws and regulations where applicable.

Protection of Identity and Non-Retaliation

Autoform's whistleblower policy ensures that the confidentiality, anonymity and protection of supplier and employee whistle-blowers are to be maintained.

SUSTAINABILITY PRINCIPLES

Autoform's corporate sustainability policy is based on the environmental, social and economic pillars. This means that the company strives for:

Environmental Sustainability and Decarbonisation

Autoform works actively to reduce the company's environmental impact and prevent pollution. As a supplier Autoform has an opportunity to make a positive impact by producing durable and sustainable products. Autoform's products are made to last. In practice, this means:

Design

The design process should strive to reduce waste in the production process, the chosen materials should be recycled or recyclable, and where possible from an ethical and sustainable source where impact on biodiversity is kept to a minimum. The ambition should be to make it possible for products to be disassembled and recycled at the end of life.

Production

Renewable energy should always be used to fuel production. Scrap should be recycled in a closed loop and all other waste streams should be managed according to the methodology "reduce, reuse, recycle". The production process shall be low-carbon emitting and have a minimum impact on the eco-system, air and water quality.

Transport

Packaging should be planned to reduce the amount of space required during transport. Autoform shall work actively to manage transport of goods effectively in order to reduce transport emissions. Where possible a low carbon emitting transport alternative shall always be used.

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Social Sustainability

Autoform takes a stand against social injustice by actively working with human rights in the workplace, this includes but is not limited to:

Child Labour and Modern slavery

Child labour is not tolerated in any form. If a child is found working at a site where Autoform products are produced, Autoform encourages remediation that does not worsen the child's social situation. Forced, involuntary labour or human trafficking is not tolerated in any form.

Health and Safety

Through continuous and systematic health and safety work Autoform shall provide a safe and healthy working environment. Autoform shall take appropriate action to prevent workplace accidents, physical injuries or mental illnesses. This includes correct workplace ergonomics, the safe use of machinery, appropriate personal protective equipment, correct handling of chemicals. All employees receive first aid training. In case of injury or illness the employee will be supported in rehabilitation in order to return to work.

Fire safety

Autoform takes the requirement of fire protection seriously and have ensured the correct infrastructure and maintenance in accordance with best practice and legal requirements. All members of staff receive training on avoidance and response in case of a fire emergency. Autoform encourages and supports staff members who work part time with the fire protection service.

Emergency preparedness

An emergency preparedness plan is regularly reviewed and updated with guidance in how to manage external and internal risks, unplanned events, accidents and emergencies.

Working hours

Autoform values its staff and acknowledges the importance of regulated working hours. In practice this means that work schedules are planned according to the legal and local requirements of daily and weekly rest.

Wages and benefits

Wages, including overtime and benefits, equals or exceeds salaries nationally agreed between the employer organisation and workers unions.

Non-Discrimination, Diversity, Equity and Inclusion

Autoform works actively for a safe workplace where all staff is recruited and treated equal. All potential employees shall be recruited according to his or her abilities and qualifications. Discrimination based on gender, ethnic origin, disability, sexual orientation, nationality, union-affiliation, religion, political association, age or marital status will not be tolerated.

Harassment and Abuse

No employee shall be subject to corporal punishment or to physical, sexual, psychological or verbal harassment or abuse.

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Freedom of Association

Freedom of association is a fundamental human right. All employees' union involvement shall be supported by Autoform.

Rights of minorities and indigenous peoples

Autoform supports the rights of minorities and indigenous people. Their rights shall always be respected. This includes the rights to land, forest and water. Autoform strongly condemns the practice of forceful eviction.

Use of public or private security forces

Autoform uses private security for the monitoring of premises at night. In case of suspicious incidents, senior management and the police will be alerted.

Economic Sustainability

Autoform views economic sustainability as vital for the survival of the company and its stakeholders, this is imperative for the company to remain the largest private employer in Malung. This includes but is not limited to working actively with customers and suppliers to make sure that pricing is correct, ensuring that staff salaries are according to union agreements and that there is a long term plan for management of infrastructure such as property and equipment.

For a stable and sustainable development of the company the understanding of risks and opportunities related to sustainability, such as environmental, social and governance, must be part of the company's strategic work. Potential risks and opportunities are linked to financial goals.

Responsible Sourcing of materials

The responsible sourcing of materials is an example of how the sustainability principles can be implemented in a company's day to day activities.

Autoform's ambition is for material to be sourced from suppliers that take their environmental, social and ethical responsibility showing respect towards humans and the eco-system. Examples of this are:

- For all suppliers to be aware of and manage the risks connected to biodiversity, inappropriate land use and deforestation.
- For all suppliers to demonstrate compliance with international chemical policy and legislation, such as GADSL and REACH, through agreed methods such as registration of products in IMDS or other agreed systems.
- For all suppliers to demonstrate compliance with international legislation covering conflict minerals such as Dodd-Frank Act and EU's conflict minerals regulation. Transparency and traceability in the supply chain is achieved by declaring their product's conflict minerals data according to agreed methods.
- For all suppliers to control their environmental impact and prevent pollution by monitoring water consumption, CO2 emissions and waste production and strive to put in place sustainable solutions.

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Monitoring and Compliance

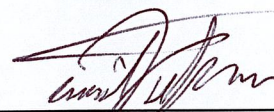
Management is responsible for implementing and informing employees of their rights, duties and responsibilities under this Corporate Sustainability Policy. Management is also responsible for maintaining adequate documentation to demonstrate it and its suppliers' compliance. As a condition of doing business with Autoform, suppliers must authorise Autoform and its designated agents (including third parties) to perform audits, including confidential employee interviews.

Whistleblower function

In incidents of non-compliance, employees and other stakeholders, are encouraged and expected to report to relevant internal officers and are assured that there will be no retaliation or other negative consequences. This can be done via e-mail to codeofconduct@autoform.se. The e-mail recipient is the HR department. If the person wants to remain anonymous the issue can be brought to the attention of the HR department in writing.

Autoform's supply chain

Autoform recognises the impact the supply chain has on the effect of the policy. Suppliers shall therefore agree to operate in an ethical manner and where applicable comply with this policy. If suppliers use subcontractors for the production of Autoform products, it is the responsibility of the supplier to ensure that the subcontractor complies with the requirements in this sustainability policy. On request, the supplier shall inform Autoform which subcontractors they use.



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