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### **Tapio - ForestWise**

Responsible and ethical activity is our common obligation. We will reach the best results through cooperation with our employees, partners and customers.

This Code of Conduct describes the responsible and ethical manner in which we conduct our business, and we are strongly committed to the principles presented here. We also consider it important that we are informed of every concern or infringement, either through a contact person or our confidential reporting channel, whenever it is not possible to share the information in public.

This Code of Conduct applies to all Boards of Directors, employees and activities of Tapio Oy and its subsidiaries as defined by the Finnish Limited Companies Act (henceforth referred collectively to as 'Tapio'). We also require our partners to comply with this Code of Conduct.

Таріо Оу

Anne Ilola, CEO

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# **Compliance with legislation**

Commitment to relevant legislation is at the core of our activity. In addition, we comply with good governance, generally approved business principles and other regulation steering our activity and applicable in the sector.

Our employees are obligated to familiarize themselves with the legislation, commitments and internal instructions concerning their duties, and to act in compliance with them.

#### **Our commitment**

At Tapio, we respect human rights and equality and support activity to promote them. We are committed to the United Nations Sustainable Development Goals<sup>1</sup> (Agenda 2030) and to the United Nations Universal Declaration oF Human Rights<sup>2</sup>. We act in compliance with the United Nations' principles related to companies and human rights.

### **Prohibition of discrimination and harassment**

We do not accept any kind of violence, abuse, bullying or harassment. We do not accept harassment on the basis of gender, nationality, ethnic origin, age, religion, sexual orientation, intellectual or physical characteristic or impediment, political or other opinions, social position, family relations or other personal characteristics.

### Well-being and safety of employees

We promote the well-being of our employees by looking after their mental and physical resources and by enhancing job satisfaction. We fulfil our obligations as employers and strive to be known as a reputable and reliable employer.

We comply with occupational safety instructions and use appropriate protective equipment in tasks where it is required, and we inform the employer's representative of all safety concerns. Working under the influence of alcohol or drugs is prohibited absolutely.

We do not accept the use of forced or child labour or human trafficking in connection with our activity or in any part of our value chain.

#### **Freedom to organize**

Tapio respects the right and freedom of its employees to organize around issues related to their jobs and to collective bargaining.

- 1) https://kestavakehitys.fi/en/agenda2030
- 2) https://www.un.org/en/about-us/universal-declaration-of-human-rights

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## **Careful handling of property and information**

We protect our property: information, facilities and their surroundings against accidents, damage and criminal activity, and use our property only for our own business activity. We always ensure the quality, coverage and integrity of the information we produce for our customers. As a minimum level in our activity, we comply with the statutory requirements on data protection. We always deal with all personal data with particular care.

#### **Cooperation with partners**

In cooperation with partners and customers, we act with courtesy, openness and respect. In choosing suppliers, we pay attention to the economic, social and environmental aspects of responsibility. We expect our suppliers to comply with the principles of this Code of Conduct.

#### **Protecting the environment**

At Tapio, we make sure that the products and services sold by us are produced in line with environmental sustainability. We measure and monitor the environmental and climate impact of our activity and delivery chain and strive continuously to improve the environmental aspects of our activity and to reduce the use of materials and generation of waste.

### Anti-corruption activity and avoiding conflicts of interest

Either directly or indirectly, we do not offer or accept payment or other compensation in order to improve business activity or to gain unearned advantage in any activity. In all matters and decision-making related to our business, we comply with the obligations binding Tapio and only strive to serve Tapio's interest, while consciously avoiding situations involving conflicts of interest.

### **Reporting of concerns and dealing with reports**

In all concerns or infringements related to this Code of Conduct, or with other observations, we request our employees and contractual partners to primarily contact their superior or the designated contact person at Tapio. Reports can also be made via our confidential reporting channel WhistleB, which also allows reports to be made anonymously. The link to this channel is found on our Intranet and on our home page. The information from these reports helps us to improve our activity and to deal with shortcomings.

A proven misdemeanour may lead to a reprimand, a formal warning or termination of contract, as well as financial liability for damage resulting from such action. In addition, illegal action may lead to criminal liability.