
CODE OF CONDUCT / PARLOK OY

Responsible business

Oy Parlok Ab is committed to operating in a sustainable and responsible manner in all business operations. We recognise our social responsibility and act in line with the UN Sustainable Development Goals and Principles. This Code of Conduct reflects our company's values and principles and guides our employees and stakeholders to act on a common ethical basis.

Responsibility and reliability

Parlok's business is based on responsibility, reliability, honesty and truthfulness. We do not accept giving misleading or false information to our customers, partners or stakeholders. We always strive for sustainable sourcing and we also expect our partners to comply with the laws and regulations applicable to them.

Partnership and joint development

The company's customer focus, partner relations management, reliability and flexibility of operations, as well as caring for the environment and society are emphasised in our daily activities. Parlok's products are always manufactured in accordance with the requirements set by stakeholders and the environment. We always treat our stakeholders equally and fairly, taking into account everyone's needs.

Compliance with laws

In our operations, we comply with the laws and regulations applicable to the company, and all employees are obliged to be aware of the applicable laws and regulations that affect their work.

Equality, non-discrimination and rights

We respect internationally recognised human rights. We are committed to promoting equality and non-discrimination and any inappropriate behaviour is strictly prohibited in the company. We offer our staff equal opportunities and respect their rights. We do not accept the use of child labour or other forms of forced labour under any circumstances.

Occupational safety and wellbeing

We provide our staff with a safe and healthy working environment in accordance with applicable laws and regulations. We are committed to continuous improvement of occupational health and safety and our goal is to prevent accidents and reduce risks to health and safety in our workplace.

Privacy and data security

We respect the privacy of all our stakeholders and handle confidential information as required by law. We take care of privacy when processing personal data. The importance of data protection and security is taken into account in all the operations and development at the company. We require our staff to handle sensitive information of the company and its stakeholders with

absolute confidentiality and to take care of the confidentiality of the information with appropriate and instructed measures.

Environmental liability

Parlok recognises its responsibility to the environment. The company complies with environmental legislation applicable to its business, reviews the environmental aspects of its operations, assesses the environmental risks and opportunities of its operations and takes the necessary measures. The company's energy efficiency is monitored regularly and improvement measures are sought from new technology and new practical solutions. In addition, the company is committed to a voluntary energy efficiency agreement in order to ensure constant improvement of its energy efficiency. We take into account the environmental impacts throughout the lifecycle of our products and design our products to be long-lasting and recyclable. Plastic waste from manufacturing is recycled back into the process. The packaging waste generated in the operation is recycled in accordance with laws and international agreements, and the materials used are always safe for both the users and the environment.

Company assets

The staff is obliged to take good care of the company's assets, including tangible and intangible assets as well as financial assets. The staff is obliged to use the assets only for legitimate business purposes and to protect them from loss or unauthorised use. Our assets must not be used for illegal or improper purposes.

Competition, corruption and money laundering

We comply with competition laws and do not participate in activities that violate them. We fight corruption and unethical behaviour in all forms. We do not offer or accept bribes or other benefits that might affect our decision making. We do not endorse or promote money laundering, and we comply with anti-money laundering legislation.

Reporting ethical violations

We encourage our staff to report any possible violations of this Code of Conduct or any suspicious activity to the company's HR Manager. Reports are processed confidentially and without bias in the reporting channel set by the company's management.

Compliance

Each member of staff is obliged to comply with this Code of Conduct as well as applicable laws, rules and regulations.

This Code of Conduct is valid as of 8 March 2024 and will be reviewed regularly as necessary.

The Board of Directors of Oy Parlok Ab has approved this Code of Conduct on 8 March 2024.

In Parainen, Finland, 8 March 2024

Jari Salminen