

Code of Conduct for Power Heat

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1 Introduction

This Code of Conduct summarizes the common rules and values that everyone at Power Heat should work according to to create trust and good relationships with colleagues, customers, business partners and the world around us. Power Heat strives for the highest level of ethical conduct and these rules should guide us in all situations that affect our work and our business. We expect everyone, regardless of position, to behave and represent the company in the best possible way in terms of professionalism, business acumen and trust in the surroundings and adhere to the high ethical standards in their professional practice.

It is also important that our employees are happy and that we have a good working climate. All interaction between employees, whether it is leaders or equal colleagues, should also take place with respect, responsibility, and consideration towards each other, which creates Power Heat's success.

1.1 Sustainability Directive

The companies' sustainability work begins with the company's value system and a principles-based approach to doing business. This means operating in a way that at least fulfils basic responsibilities in the areas of human rights, labor, the environment, and anti-corruption. Power Heat applies the same values and principles wherever they are present and knows that good practices in one area do not outweigh harm in another. By incorporating the ten principles of the UN Global Compact into our governing documents, we maintain our fundamental responsibility towards people and the planet and create the conditions for long-term success.

Power Heat as a company, all employees and partners undertake to follow the UN's 10 principles for sustainability and support and, where possible, contribute to Agenda 2030 and the global goals for sustainable development.

2 Laws, regulations, and rules

All employees and business partners must comply with applicable laws, norms and regulations in the industry areas and countries in which we operate. This applies to our own production, how we treat our employees as well as how we handle our bookkeeping, accounting, and taxes.

3 Human rights

Power Heat supports and respects the United Nations Declaration of Human Rights and accepts our responsibility to uphold the rights of employees and society in our operations. We are active in

international collaborations with the aim of improving the conditions for those who work in manufacturing our goods.

Power Heat will not trade with any country, company or individual against whom the UN or the European Union has issued sanctions. We will regularly monitor all published information from these sources to be sure that we are acting in accordance with them.

3.1 Child labor

Power Heat does not accept either forced or child labor, and supports the UN Convention on the Rights of the Child (CRC). We will make sure that the products we sell do not come from companies that use children's workers.

3.2 Trade unions

Power Heat respects the right of employees to form and join the unions of their choice, as well as to bargain collectively.

4 Ethics and morals

Power Heat's ambition is to constantly exceed the demands that customers and other stakeholders place on the quality of our services / products. We also keep what we promise in customer relationships but also in internal work. We conduct our business with high integrity and morals and follow our high ethical rules. We also take responsibility for our actions.

We also require all employees to be aware of and follow our purchasing guidelines, but also take responsibility for our costs as far as possible.

In order to uphold our business ethics, we shall never act in contravention of applicable competition laws, e.g., by abusing a dominant position, engaging in illegal industry cooperation, e.g., through cartels or being involved in counterfeiting goods.

We also carry out our work with regard to confidentiality and we ensure that no unauthorized persons or companies may not access confidential information internally or from our suppliers.

We all behave in an ethically defensible manner.

5 Bribes and gifts

We never accept, directly or indirectly, bribes or other improper benefits or compensations, for the benefit of the business and/or for financial gain.

Employees may receive and offer gifts, services, and entertainment from and to customers and suppliers provided that these are not of an excessively generous or excessive nature. Employees must be vigilant against strong expressions of favoritism and neither offer nor receive gifts, services, or entertainment that fall outside of reasonable business practices or specific corporate requirements.

We also never offer or give any gift or payment that constitutes or can be construed as a bribe.

6 Work environment

Power Heat strives to create a supportive work environment where collaboration, individual responsibility, innovation, and high performance are important core values. The company complies with health and safety rules and laws, and all employees are expected to take responsibility for ensuring that workplaces are safe for themselves and their colleagues.

We will annually evaluate the company and the employees' views through employee surveys and create joint action plans that are also followed up. We also have a continuous collaboration with our employees and the trade unions to create and develop a safe working environment.

We respect that all employees need a healthy work-life balance.

The skills of all employees are an important asset, and the company wants to give everyone an individual development.

7 Alcohol and drugs

No employee may be under the influence of alcohol or alcohol during work. The use of alcohol and other drugs can be a problem for the individual employee as well as for colleagues and the company. Employees who have substance abuse problems must be given support and thus create the opportunity to do their work.

Employees must not be involved in any transactions relating to the handling, sale or purchase of illegal drugs. Illegal drugs may not be brought into the premises of the company or group.

8 Our business partners

We strive to ensure that our conductors are willing to meet the requirements set out in our Code of Conduct. We select our suppliers in a professional, systematic, and fair manner. Our negotiations with suppliers take place in an honest and fair manner.

We nurture and respect the trust of our customers and consumers in our company. We do this by providing information about our values and our business. In order to live up to and strengthen consumer and customer confidence in us, we must have an open attitude in dialogue with them. We respond to requests from outsiders and communicate quickly, accurately, and efficiently.

9 Equality, diversity, and discrimination

Power Heat values diversity among its employees. We do not accept discrimination, discrimination or harassment in any of our workplaces on the basis of gender, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age. Nor should anyone be discriminated against or harassed on the basis of political opinion or social or ethnic origin.

9.1 Salaries and allowances

We ensure that salaries and benefits at least reach the required levels and/or minimum industry standards in the countries in which we operate.

We also reward employees with individual salary development through performance without discrimination.

10 Environmental impact

Power Heat provides open and factual information about our environmental work to employees and other stakeholders. We work actively to continuously reduce the company's direct and indirect environmental impact. Suppliers are expected to operate in line with our environmental policy.

Suppliers should therefore know and comply with requirements according to national legislation, regulations, and industry standards. This includes having knowledge of and control over one's environmental impact, as well as continuously working with improving environmental measures in one's operations. We strive to constantly use the environmentally best technology that is economically defensible in every investment.

11 Conflict of interest and conflict of interest

Any employee who comes into contact with a spouse, family member or other family member or close friend in connection with business with a supplier, customer or third party with whom the company does business, must immediately notify his superior of this so that appropriate measures can be taken to redistribute work to avoid possible conflicts of interest.

The following guidelines apply to the most common conflict situations:

- Prohibition of employees owning shares or having an ownership interest in any company that competes with or trades with Power Heat. If you have made such an investment before you started your employment, you should report this to your immediate manager. This prohibition does not apply if you own a small number of shares in a listed company.
- Get the go-ahead from your boss before doing business on PowerHeat's behalf with any bolag where you yourself or any close family member could somehow profit from your actions.
- Do not work for a supplier, customer or competitor while working for Power Heat or
- perform any work for any third party that would adversely affect your performance or judgment at work. Do not use your company's time, resources, or materials for outside work that has nothing to do with your work at Power Heat.

12 Business information and property

12.1 Protect the company's own if

All employees must protect the equipment that we have in our environment or that is assigned and that is to be used in the work. Above all, employees must ensure that valuable electronic equipment, such as laptops, mobile phones and smartphones, is always stored safely.

It is not the company's intention to generally monitor e-mail, internet access, etc., but if the circumstances are such that it is required, through e.g., suspicion of crime, this may be done by authorized personnel.

12.2 Protect corporate information

Information about the company and our employees should be treated as sensitive information and must be protected and must not be disseminated to unauthorized persons or outside the company, with the exception of information that is passed on for specific business purposes.

Examples of sensitive information are:

Utfärdare
Greger SamuelssonUtfärdat
2023-12-08Fastställt av
Greger
SamuelssonFaställt
2023-12-
08Process
Personal och adm.
(QS3)Version
3Dokumenttyp
Policy

- financial result
- acquisition
- avyttring
- new products
- strategies
- customer information
- technical execution of installations
- work methods
- personnel and organizational information

All employees must be extremely careful that electronic equipment containing sensitive and confidential material (e.g., USB sticks) is not lost or for any reason left to third parties outside the company. Everyone who handles company information (especially financial data) is obliged to check that it is accurate and reliable.

Confidentiality also applies when your employment has ended.

13 Contact with the media

Only the CEO of each company is allowed to speak to the media on behalf of the company. If an employee, in connection with any corporate matter, is contacted by a representative of the media, he should not say anything but immediately inform the Group's Chief Information Officer and CEO of the special matter. Under no circumstances may employees speak to journalists without prior approval from their CEO.

If an employee is contacted by a journalist, he must immediately end the call and inform the Group's Chief Information Officer and his CEO of the incident.

Power Heat's reputation and brand identity may be adversely affected by unsubstantiated comments or if inaccurate or negative information is disseminated. The company takes very seriously whether an employee would leak information about the company to the media or speak to journalists without prior approval from its CEO.

The request for interviews with any employee of the Company with respect to the Company or its business, as well as the issuance of press releases by any employee of the Company, must be read through and approved in advance by the respective CEO. Interviews initiated by someone at Power Heat must be approved before time can be agreed with the media.

14 Everyone's responsibility

This code applies to all employees within Power Heat.

Everyone is expected to have access to and trade in accordance with the Code. Managers should notify all their directly subordinate employees of the Code and regularly inform them of it. Although questions of interpretation may arise, the Code describes the requirements that everyone working for the company is expected to meet.

All Power Heat employees have an individual responsibility to read and comply with this Code of Conduct, and it is part of employment contracts.

15 Report violations

If an employee suspects that a violation of this Code has taken place, the immediate superior should be informed in the first instance.

If employees cannot raise the issue with their superior, the human resources manager or, in serious and urgent cases, the CEO can instead be informed.

We take violations seriously because we are going to conduct a business that should be characterized by high business ethics and morals.

In any case, we make individual assessments of what has happened and then assess what possible consequences it may have for the individual. Power Heat always strives to offer a supportive climate where employees should feel that they can report cases of suspected violations in confidence.