

## **ETHICAL GUIDELINES – CODE of CONDUCT**

### **HEALTH, ENVIRONMENT, AND SAFETY (HES)**

IP-Group AB is committed to promoting a health-conscious working environment, both physically and mentally. Our comprehensive HES efforts are characterized by well-defined procedures and clear responsibilities, supported by an engaged working environment committee. We view HES as a continuous journey toward improvement.

We expect all our employees to actively contribute to creating a positive and professional work culture. This means treating each other, customers, and partners with respect, taking personal responsibility for our actions, and reporting any issues that may negatively affect the working environment or safety.

At IP-Group, we are proud of our commitment to maintaining a safe and pleasant working environment for everyone, and we encourage all employees to actively participate in this important process to achieve our goals.

### **DISCRIMINATION AND HARASSMENT**

All employees at IP-Group AB are treated as equals, regardless of gender, pregnancy, maternity or paternity leave, caregiving responsibilities, ethnicity, religion, beliefs, disability, sexual orientation, gender identity, gender expression, or age.

We are strongly opposed to any form of discrimination, both in the recruitment process and throughout the employment relationship. We encourage respect and appreciation for each individual's unique characteristics. We are proactive in handling situations where harassment or inappropriate behavior is observed, while also working to ensure an inclusive work environment. Our diverse and inclusive workplace is crucial to our ability to deliver superior solutions to our customers.

We expect all employees at IP-Group AB to adhere to these guidelines and conduct themselves in a manner that neither discriminates nor harasses colleagues, customers, partners, or any other individuals they interact with as employees of IP-Group AB.

### **CLIMATE AND ENVIRONMENT**

IP-Group AB is committed to a systematic effort for environmental protection in our daily operations, aiming to minimize our ecological footprint. We have achieved certification according to the ISO 14001 and ISO 9001 standards, and our environmental management system includes clear guidelines for the procurement of goods and services, sustainable waste management, energy efficiency, and the reduction of travel activities.

We expect our employees to thoroughly familiarize themselves with the routines communicated and make responsible choices in accordance with these procedures. In this way, each employee contributes to realizing our environmental commitment and works toward a more sustainable future.

## **CONFIDENTIALITY AND SAFE INFORMATION**

All employees of IP-Group AB have an obligation to maintain strict confidentiality regarding any information they become aware of through their employment, whether it pertains to the company itself, our customers, or our partners. This includes both confidential customer information and internal matters within IP-Group AB. The confidentiality obligation also applies after the employment relationship has ended.

We place great emphasis on information security, focusing on protecting the confidentiality, integrity, and availability of all information. IP-Group AB follows a structured approach to information security. Information security is an ongoing effort, and both leaders and employees share a common responsibility to update and improve our expertise in the security area. Every employee at IP-Group AB is obligated to immediately report any breach of information security guidelines.

We are dedicated to safeguarding privacy responsibly and comply with applicable regulations regarding the processing of personal data. Employees, customers, suppliers, partners, and owners should have full confidence that we protect their information, uphold confidentiality, and process personal data in accordance with applicable data protection laws.

## **HOW WE COMMUNICATE INTERNALLY AND EXTERNALLY**

Our communication should be characterized by openness, honesty, and clarity, both internally and externally. This is crucial to maintaining trust in our company. Only designated individuals are authorized to speak to the media on behalf of IP-Group AB, and all external communication should be carried out in collaboration with our management at IP-Group AB.

We expect every employee to exercise sound judgment regarding what they say in various media about our customers, partners, competitors, and colleagues. It is important to be aware that the distinction between what one says as a representative of IP-Group AB and as a private individual can be difficult to separate. We encourage everyone to act in accordance with generally accepted rules of ethical conduct.

If any employee discovers that illegal material has been published on behalf of IP-Group AB, or material that could harm the company's reputation, they should immediately contact the management of IP-Group AB for assistance in handling the situation.

## **IP-GROUP BUSINESS AND BUSINESS ETHICS**

IP-Group AB is committed to treating all partners with respect and in accordance with ethical business principles. We carry out assignments for our clients with high quality and integrity, and our clients should be confident that the advice we provide is based on what is best for them, not for us. Our employees are encouraged to maintain a friendly and polite tone in all interactions with clients. It is expected that all employees always act responsibly and refrain from actions that may undermine trust in our company.

We treat all business partners with respect and handle business relationships in a fair and transparent manner. In collaborative projects and partnerships, we do not exchange confidential competitive information or engage in illegal coordination beyond what is necessary for the execution of the project.

When selecting suppliers, products, and services, we do not let personal preferences influence our choices but make decisions based on business needs, quality, and efficiency considerations.

## **IP-GROUP ANTI-CORRUPTION**

IP-Group AB considers any form of corruption to be completely unacceptable and is committed to acting with transparency and integrity.

Corruption is defined as offering or receiving improper benefits based on one's position, role, or assignment, whether in the form of money, gifts, or services, with the aim of gaining an undue advantage for oneself or one's organization.

Our employees should be particularly cautious regarding gifts and invitations from or to customers, partners, and suppliers, especially if they go beyond what is considered normal attention. If there is any doubt about whether a gift or invitation is within acceptable guidelines, employees are encouraged to consult with their manager for guidance.

## **IP-GROUP ASSET MANAGEMENT**

Employee access to IP-Group AB assets is essential for carrying out job responsibilities. This includes equipment, software, systems, information, and similar items owned by the company. It is expected that such resources are used and stored responsibly and in accordance with applicable guidelines. This principle also applies to assets owned by our clients. IP-Group AB does not accept any form of misuse of the company's or clients' assets.

We expect employees to use data equipment and other electronic communication appropriately. This includes refraining from illegal activities and behavior that may be perceived as discriminatory, offensive, or harassing.



## **SUBSTANCE ABUSE**

To maintain a health-conscious working environment, both in our own facilities, at our customers' locations, and during business trips, IP-Group AB expects all employees to take responsibility for ensuring that their performance is not negatively affected by the use of alcohol or other substances. We encourage all employees to remain capable of performing at their best.

At social events organized by IP-Group AS, our customers, or partners, alcohol may be served. However, it is strictly prohibited to display aggressive or inappropriate behavior as a result of alcohol consumption or the use of other substances. We expect all employees to behave professionally and in accordance with our guidelines to ensure that such gatherings are enjoyable and respectful.

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