

# **CODE OF CONDUCT**

Maestro business requires trust from customers, authorities, shareholders and society at large. In order to gain confidence, we are dependent on professionalism, skill and high ethical standards at all levels. This applies both to the Group's business operations and the way in which every one of us acts.

# Human rights and labor

Maestro is commited to conducting its business with respect for all internationally recognized human rights including those set out in the International Bill of Human Rights and the fundamental International Labor Organization conventions. Maestro is dedicated to consistently following the United Nations Guiding Principles on Business and Human Rights and the ten principles of the United Nations Global Compact.

Maestro actively ensures that suppliers and partners respect human rights by enforcing its procurement policies.

# Discrimination

As an employer, Maestro is committed to diversity and non-discrimination based on gender, ethnicity, nationality and sexual orientation. We also oppose discrimination in connection to pay. In Maestro we demonstrate tolerance for employees' and other stakeholders' attitudes and opinions. No one shall discriminate or harass their colleagues, partners, customers or other stakeholders. All those who feel discriminated or harassed shall be taken seriously. In connection with service assignments, for example on business trips, employees shall not behave in a manner that can violate human dignity.

#### **Report on breaches**

Managers at all levels have a special responsibility to ensure that their own and their subordinates' behaviour is in accordance with Maestro ethical values. Managers are responsible for reporting violations of ethical values and this Code of Conduct to the CEO.

# **Confidentiality of information**

All employees and others who act on behalf of Maestro have a statutory duty of confidentiality concerning customers, employees and other business or private matters that they become acquainted with in connection with their work. This applies unless they are obliged or encouraged to disclose information by law or internal guidelines.

It is the individual's responsibility to process information correctly.



#### Environment, health and safety

Maestro has established processes and guidelines for safeguarding employees and their working environment. All employees are responsible for common well-being and a good working environment. The management is also responsible for a safe and secure workplace.

# Economic crime and corruption

Maestro has zero tolerance for all forms of corruption. Corruption undermines legitimate business activities, distorts competition, destroys the reputation of companies and individuals, leads to prison sentences and other civil and criminal liability, and prevents respect for human rights. Therefore, we must always comply with anti-corruption laws and never offer or accept anything that could cast doubt on our professionalism and our ethical way of doing business.

Money laundering hides the illegal origin of proceeds from criminal activity such as drug trafficking, terrorism, corruption and tax evasion. Criminal proceeds include not only money, but all forms of assets, real estate and intangible property arising from criminal activity.

Maestro is committed to complying with all money laundering laws. We only conduct business with reputable customers and business partners who are involved in legitimate business activities.