

# Knowit Group Supplier Code of Conduct

**Approved by**  
Per Wallentin, CEO and President

**Date**  
2023.05.29

# 1 Introduction

Knowit's corporate culture is based on fundamental values of a sustainable society and is created in the meeting between conscientious executives and employees and based on respect for the value and dignity of each person, as well as openness and honesty. In this document, we describe what this means in practice in relation to our suppliers.

This document is binding for both Knowit's suppliers and all employees at Knowit who handle suppliers.

## 1.1 Founding principles

Knowit complies with the laws and regulations in force in the countries where we operate.

## 1.2 Knowit's values

We are a value-driven organization. Our values are the essence of who we are, and how we act together. In fact, value-driven companies often perform better, with higher growth and customer satisfaction paired with a co-operative edge and a taste for change.

- We are **fair** and treat each other with respect.
- We are **close by** and always accessible.
- We are passionate and drive **innovation**.

Inspired by our values, we make one another better. We believe in the strength of networks, and that we can always deliver more innovative and tailored offers when we tap into the knowledge of all our business areas.

## 2 Code of Conduct

Knowit's policy reflects the ten principles in the UN Global Compact, which contains principles for corporations, related to human rights, labor, environment, and anti-corruption. The principles are based on the Universal Declaration of Human Rights, the International Labor Organization's Declaration on Fundamental Principles and Rights at Work, the Rio Declaration on Environment and Development, the United Nations Convention Against Corruption, OECD's guidelines for multinational enterprises and the UN's Guiding Principles on Business and Human Rights. We make the following requirements of our suppliers, even if this entails requirements that are stricter than required under law in the country where they operate:

- Our suppliers shall respect their employees' rights to be members of a labor union and be represented in collective negotiations. No employee making or not making use of this possibility may be discriminated against.
- Our suppliers may only give gifts and offer services within the limits of sound work ethics and on condition that they are within the limits of the laws applicable in the markets where Knowit and the supplier operate.
- We do not accept suppliers that use child laborers, slave labor, debt labor, or forced labor.
- Our suppliers shall actively strive for an equal and non-discriminatory recruitment process and workplace.
- Our suppliers shall offer employment terms adapted to the markets on which they operate and always pay at least the regulatory minimum wage in the countries where this exists. All this means that employees at Knowit suppliers are paid above living wage. All employees of the supplier shall have valid employment contracts.
- Our suppliers shall work to ensure a secure and safe work environment.

The suppliers that Knowit hires shall work in accordance with the same basic values as Knowit. This is ensured by Knowit choosing suppliers that, after evaluation by Knowit, are considered to work in accordance with the Knowit Group *Supplier Code of Conduct*. Knowit can also ensure this by having the supplier contractually commit to observing the Knowit Group *Supplier Code of Conduct*.

Some of Knowit's suppliers are also clients of Knowit. In cases when Knowit chooses not to use a supplier with reference to the Knowit Group *Supplier Code of Conduct*, we usually also elect not to have that company as a client.

## 3 Sustainability and environment

Knowit's environmental work is an integrated part of Knowit's sustainability work. Our vision is to create a sustainable and humane society through digitalization and innovation. To us, this means that sustainability and environmental considerations are important and a natural part of the dialogue between our employees, clients, partners, and owners.

Our objective is to increase knowledge on environmental impact both internally and among our suppliers. Suppliers working under Knowit's management are expected to participate in Knowit's digital sustainability training.

Knowit became a climate-positive company as of January 1, 2022, and we have established scientifically based CO2 emission targets that have been approved by the Science Based Targets initiative. Knowit expects major suppliers to set corresponding emission targets and provide ongoing updates to Knowit on their progress in reducing emissions. A major supplier is a supplier selling for more than 500 KSEK annually to Knowit or if it is a subcontractor to Knowit, for more than 5 MSEK annually.

In selecting new suppliers, Knowit prioritizes those who have established scientifically based emission targets approved by the Science Based Targets initiative, hold ISO 14001 certification, and demonstrate alignment with Knowit's sustainability efforts.

More information about Knowit's sustainability efforts can be found in Knowit's *Sustainability Policy*, *Sustainability Report*, and on Knowit's external websites.

## 4 Security and information security

Knowit's suppliers are expected to continuously ensure the protection of Knowit's and Knowit's customers' assets against both intentional and unintentional threats, in accordance with applicable laws, regulations, contractual requirements, as well as other business needs and expectations.

Knowit's suppliers are expected to respect the intellectual property rights (patents, copyrights, and other rights) relevant to the use of third-party products in solutions developed by the supplier for the benefit of Knowit or Knowit's customers.

In case of a suspected security incident, whether related to physical assets or to information, Knowit's Service desk (which can be reached through Knowit's switchboard +46(0)87006600) is to be informed without delay.

## 5 Compliance and reporting

Knowit's suppliers shall ensure that all the requirements of the Knowit Group *Supplier Code of Conduct* are monitored and complied with within their operations and those of their direct suppliers.

The supplier shall, on its own initiative, report any breaches of the Knowit Group *Supplier Code of Conduct* by contacting the purchaser within Knowit's organization or by sending an e-mail to [info@knowit.se](mailto:info@knowit.se).

The number of reported breaches of the Knowit Group *Supplier Code of Conduct* per year is measured.

The supplier shall provide Knowit access to its facilities and/or staff, if Knowit requests to inspect the supplier's operations in order to ensure that the supplier fulfils the requirements of the Knowit Group *Supplier Code of Conduct*.

Actions in breach of the Knowit Group *Supplier Code of Conduct* will immediately be attended to and may also be the object of actions and follow-ups or termination of a supplier agreement. In case of gross breach of the Knowit Group *Supplier Code of Conduct*, the termination of the supplier agreement will be made waiving any terms of notice and/or any compensation to the supplier for early termination.