

## **Code of Conduct – Ethical principles**

All Musti employees shall act according to these ethical principles. The principles are based on the ten principles of the UN Global Compact. We have committed to include these principles in all our operations, company culture and strategy. We at Musti Group have also committed to communicating the principles to our employees, owners, suppliers and other partners.

This document is aimed at helping us all at Musti Group to act responsibly in our job.

The ethical principles cover:

- Laws and regulations
  - Human rights
  - Business integrity
  - Cooperation and stakeholders
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### **Laws and regulations**

At Musti Group we follow various laws, such as laws on bookkeeping and office hours.

Musti Group adheres to the collective bargaining agreements applicable in each country respectively. All employees have the right to read these documents. Musti Group provides its employees with at least the level of occupational healthcare that the law at a minimum requires.

We at Musti Group commit to following applicable laws and regulations. It is important for us to act honestly and lawfully in all countries where we operate.

All employees at Musti Group shall adhere to the applicable employee handbook as well as company policies and instructions.

### **Ethics and sustainability**

Musti Group strives to operate sustainably and ethically with respect to the environment, people and society.

### **Human rights**

Musti Group's employees are its most important resource. We want to take good care of you and offer a stable and safe workplace environment. Musti Group feels a strong responsibility to respect and protect human rights and treat all its employees correctly and equally in accordance with human rights.

Our operations are based on the principle that we in each location where we conduct business adhere to all laws regulating the workplace and employment as well as fair treatment.

We value each employee as an individual. We respect our employees' freedom of speech and we always strive to promote equality. Each employee has the right to fair treatment, good leadership and a safe workplace.

Each and every one is responsible to act in a manner that does not endanger workplace safety.

Our principle is that we do not accept any form of child labour, discrimination, breach of human rights, harassment or bullying. Musti Group respects human dignity, integrity and data privacy.

**Business integrity**

We require all our employees to act honestly, transparently and in accordance with company interests.

Employees shall avoid situations where own and company interests are in conflict. Employees shall not strive to seek personal benefits from Musti Group's business partners.

Musti Group's employees shall avoid situations that could lead to a conflict of interest. No employee has the right to directly or indirectly accept bribery or other inappropriate benefits that could lead to conflicts of interest economically or business wise. Musti Group does not support or participate in actions of political parties.

Musti Group promotes sound business practices and does not participate in illegal or restrictive business practices. Musti Group operates in accordance with healthy competition and applicable laws and regulations.

Musti Group acts confidentially and makes sure that confidential information is not revealed to outside persons or companies.

Musti Group's employees can only accept such gifts and other benefits that are in accordance with applicable laws.

To give or accept a gift or a benefit shall never be a prerequisite for a contract or business cooperation.

Each employee shall seek approval from his/her closest supervisor in questions regarding gifts, representation or spending.

Your supervisor instructs you in unclear situations. Always ask for prior approval for representation to avoid uncertainty or risk for breaching the law.

We respect our employees', Musti Group's and our customers' and partners' confidential information and business secrets. Musti Group or its employees are not allowed to use such information to the detriment of the company or its stakeholders or for the benefit of oneself or others.

Each and every one at Musti Group shall use the company's assets, property and other resources only for the company's business.

Musti Group does not tolerate corruption, bribery or money laundering in any form whatsoever. For example, to accept bribery or launder money is an illegal action and can also endanger your employment relationship.

Must Group's management is responsible for organising the company's bookkeeping in accordance with applicable rules and regulations and, in addition, for financial reports giving a true and fair view of the company's financial situation and results.

**Stakeholder relations**

We always act truthfully when working with stakeholders. We cooperate with respect and responsibility with key stakeholders and the local society. We are transparent about our operations and its societal impact.

We also want our suppliers and partners to follow the principles of sound business. We do not compromise sound business principles and we do not accept any form of misuse.

Musti Group has committed itself to providing products of quality and services that are safe to use. Product management shall always follow applicable laws.

Musti Group treats customers and consumers fairly and equally. Musti Group and its stores sell and market products in an ethical manner.

**The ethical principles: Responsibilities and reporting**

We are all responsible for acting in accordance with the ethical principles and make sure that we follow them within the company.

If an employee breaches Musti Group's ethical principles or commits financial misuse, he or she can be subject to consequences such as a warning or eventually termination of the employment.

The employee may also be subject to claims for damage or criminal liability.

It is each and everyone's responsibility to report actual or suspected breaches of these principles. Contact your supervisor or, if not possible, his/her supervisor immediately. All reported information is treated confidentially.

You can also report suspected breaches anonymously to the company's HR Director of Chief Financial Officer. They are not allowed to reveal the identity of the reporting person if you do not permit it.

Suspected breaches may also be reported anonymously to [codeofconduct@mustigroup.com](mailto:codeofconduct@mustigroup.com) or be mailed to the company's HR Director of Chief Financial Officer.

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