



## Code of Conduct BOTAB AB

***We care about the integrity of customers and suppliers, we are genuine in what we do and we are proud of our way of doing what we do.***

BOTAB supports the UN Global Compact and its 10 principles adapted for Botab's operations. We also support and respect internationally recognized human rights. We are a safe, reliable company that operates in the long term. The code is the future and decided by the board to ensure that the business complies with social, environmental and ethical responsibility.

## WORKING CONDITIONS

BOTAB shall ensure compliance with labor and employment laws, including working hours. No individual, neither employee nor chef should feel offended, harassed or upset at the workplace. We pay reasonable compensation to our employees and no employee shall be forced to work overtime that exceeds the maximum time allowed by law. We protect the right to freedom of association and collective bargaining. BOTAB is an active member of the interest organization Företagarna Sverige Service AB. BOTAB has a substitute agreement with the Union that regulates the employees' salaries and terms of employment.

BOTAB does not accept child labor or work that involves minors and has an age limit of 18 years for employment. BOTAB does not allow any form of voluntary work in our business.

## GENDER EQUALITY & DIVERSITY

If BOTAB, which is a small company employs women, gender equality becomes an obvious and natural element in our business and means that women and men have the same rights, opportunities and obligations in all areas. Should the above premises occur, the company will strive to have as even a gender distribution as possible on different types of work tasks.

BOTAB is an equal workplace with few employees. If the situation changes and more people need to be hired, we are for diversity if the skills are right. Cultural, sexual and religious preferences are no obstacle to employment at BOTAB. Likewise for any form of disability.

When planning and carrying out its work, the company will take into account diversity aspects in working conditions, recruitment and staff development. We will work to prevent all forms of discrimination and harassment. The internal marketing work focuses on seeing, understanding, valuing and taking advantage of individuals' differences.

Diversity is an obvious and natural element in our business and means that everyone has the same rights, opportunities and obligations in all areas, regardless of age, ethnic or cultural background, disability or sexual orientation. As a result, everyone must be treated equally in both internal and external recruitment, in staff development and salary setting. All assessment in this context shall only be based on objective reasons that have to do with competence and suitability.



## **WORKING ENVIRONMENT**

A good and safe working environment is an important strategic issue for BOTAB. Work environment work is an integral and natural part of the company's overall operations, i.e. work environment issues must be dealt with in direct connection with everyday issues. Fundamental to the business is to prevent ill health and injuries due to work. Achieving efficiency and quality in our work environment work is a profitable investment for the future where high work motivation and low sickness absence are the direct benefits.

## **PRIVACY & INTEGRITY**

Within the framework of the employment contract, you as an employee have certain obligations towards your employer, such as confidentiality, loyalty and confidentiality.

All information that employees has received or may receive within the company BOTAB may not be mentioned or otherwise reproduced in either speech, writing or electronic form (for example Facebook, Instagram, Twitter and Linked In etc.) to outsiders, i.e. persons who do not work with this information themselves or who need it in their work within the Group.

Violation of the confidentiality agreement can lead to criminal liability and / or liability for damages in accordance with the Act on the Protection of Trade Secrets.

## **ENVIRONMENT**

For BOTAB, it is obvious to have an activity that is permeated by environmental considerations. We must manage resources and, as far as possible, use renewable natural resources in our work and integrate environmental issues into the range of services and products. We must protect the environment by preventing or minimizing the business' impact on the environment. We shall strive to have sufficient competence to be able to propose the most environmentally friendly solutions in each area in the areas where our services are in demand.

Our customers shall be able to feel secure in the assurance that we continuously develop our services / products so that they are in line with society's various environmental goals and comply with current environmental legislation.

## **Bribery / FRAUD**

BOTAB fully agrees with the attached Swedish Code for gifts, rewards and benefits in the business world and expects employees and our contractors to fully comply with this code. We refrain from giving and receiving any incentives, including gifts and entertainment, that may risk creating an unhealthy loyalty or that are perceived to do so.



## **WHISTLEBLOWING**

Within BOTAB, it is possible for all employees within the company, business partners and other stakeholders to report serious misconduct in the company. We expect employees to stand up to a high ethical standard and report any suspicions of fraud, corruption or the like within the business, which do not appear to comply with applicable laws and regulations.

## **CONFLICTS OF INTEREST**

All business decisions are made with the company's best interests in mind and as an employee, you may not use your position in the company for any purpose other than to support the business. Personal relationships must not affect business decisions, employment or dismissals. To avoid conflicts of interest, employees may not work in parallel outside BOTAB without informing their immediate superior.

## **COMPLIANCE & RESPONSIBILITY**

BOTAB's code must clarify expectations and requirements for both our own operations and our suppliers. Furthermore, we reserve the right to refuse events that we consider to be in violation of this code or otherwise pose a risk to our employees, guests or BOTAB's brand and company.

This document has been adopted by the management of BOTAB AB 2021-12-13.