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RISE

Code of Conduct – Our way of working together

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A word from the CEO

RISE has a unique social mission; to boost Swedish competitiveness and promote sustainable development. To achieve our goals, we need to be trusted by our customers and other stakeholders. And we have to earn this trust – every day.

Meeting the expectations of our customers and partners by being a reliable partner is fundamental to our success.

A good, trustworthy business partner delivers on its commitments, meets customer expectations and takes responsibility for its business and its environment. This makes corporate governance and strategically driven and business-oriented sustainability work essential for us.

We believe that good business ethics, social responsibility and targeted environmental work are key requisites for business success.

It goes without saying that we must always comply with all the laws that apply to our operations, but we must also comply with the external principles and guidelines applicable to our operations.

This Code of Conduct, established by the RISE Board of Directors, sets out how we are to comply with and implement certain basic legal requirements that apply to us, as well as the principles and policies that govern our operations. The Code of Conduct clarifies what can be expected of RISE, and what behaviour is expected from all RISE employees. The Code of Conduct is complemented by a more detailed internal regulatory framework that takes the form of policies, instructions and guidelines.

As employees at RISE, we all have both a personal and a shared responsibility to follow this Code of Conduct and to make it a fundamental part of our corporate culture. Only by working together can we be a strong team that makes a difference, while creating an organisation that we, our owners and our partners can be proud of.

Read the Code of Conduct and reflect on how it can guide you in your work. Talk to your colleagues and your manager about how the Code of Conduct is implemented within your organisation. Only then can the Code of Conduct become embedded in our daily work as a tool to ensure that we continually earn the trust of those around us.

May 2024

Malin Frenning, CEO

Why do we have a Code of Conduct?

At RISE, we have a strong commitment to fulfilling our mission: to strive for sustainable growth in Sweden by strengthening the competitiveness and capacity for renewal of Swedish industry, as well as promoting the innovative development of society as a whole. As an independent research institute and innovation partner, we conduct our operations in a way that demonstrates integrity and high ethical standards. It is important that we all understand this and act accordingly, taking responsibility and living by our values in our daily work.

As employees at RISE, we all have a mandate and are encouraged to show initiative, make decisions and drive our business forward together. Our Code of Conduct is a tool that helps us assess what is right in different situations and helps us act in a way that addresses both legal and ethical challenges. It describes to us how we are expected to interact with our stakeholders, with the outside world and with each other, to ensure that RISE is the partner and employer we want and need to be in order carry out our mission.

The way each of us acts defines RISE and how the world sees RISE. We therefore all need to take the time to read, understand and follow the Code of Conduct. If you feel that anything is unclear, ask your manager.

The Code of Conduct includes references to contacts and relevant policies under each section

FACTS

Our Code of Conduct does not provide all the answers on how to handle every situation. Always use your common sense and if you are in any doubt, ask yourself these questions:

- *Is it legal?*
- *Is it ethically right?*
- *Could my action or inaction affect trust in RISE?*
- *Could I justify my decision if publicly challenged on it?*

Often these are not simple or straightforward situations and there are rarely easy answers. So never hesitate to consult a colleague or your manager if you have any doubts.

Does the Code of Conduct apply to everyone?

The Code of Conduct applies wherever we operate and to everyone working within the RISE group, whether we are employees, visiting researchers, consultants, board members or part of group management. If you are a manager, you have a particular responsibility to set a good example. You are expected to ensure that your team is familiar with the Code of Conduct and that you discuss it together, so everyone understands its content and is aware of any related policies. We want all our operations to follow the Code of Conduct. In the event of a conflict between the Code of Conduct and statutory legislation, the applicable national or international laws and regulations take precedence.

Whatever our position or role, we all contribute to the long-term success of RISE and we are responsible for following the Code of Conduct. Failure to do so could have serious consequences for RISE, not just legally in the form of fines, legal action and investigations, but also in terms of commercial fallout from damage to our brand and thus confidence in RISE. This is why it is so important that all employees follow the Code of Conduct. If employees choose not to comply with the Code of Conduct, they face the prospect of disciplinary action and ultimately dismissal or prosecution.

In addition to the Code of Conduct, we also have a separate Supplier Code of Conduct, which sets out our requirements concerning compliance, integrity, honesty, environmental and social sustainability and ethical business practices. We require all of our suppliers to take all necessary steps to comply with this or an equivalent code of conduct in their own operations and in their supply chains.

FACTS

The foundational inspiration for our Code of Conduct (alongside our values) is

- *The UN Global Compact*
- *The UN Guiding Principles on Business and Human Rights*
- *The UN Declaration of Human Rights*
- *The OECD Guidelines for Multinational Enterprises*

However, RISE's own identified material issues form the basis for the content of our Code of Conduct.

Our values

Our values guide us towards the goal of becoming a natural and high-profile part of the Swedish innovation system. Together we create the conditions for a culture of innovation in order to keep us at the leading edge. Our working practices are informed by our four core values: trust, curiosity, collaboration and value creation.

Trust

- We are open and honest with each other and we give feedback
- We listen in order to understand and maintain a respectful dialogue
- We trust others to do a good job
- We are clear about expectations, parameters and mandates
- We keep our promises and practice what we preach.

This is how we create confidence and build trust.

Curiosity

- We understand our customers' needs, capture new insights and think beyond what we believed possible
- We are bold
- We include others and build on each other's skills
- We experiment to find solutions and learn together
- We dare to take risks and learn from our mistakes.

Our pooled perspectives, ideas and knowledge are what make us industry innovators.

Collaboration

- We build networks and help each other
- We create arenas for collaboration and cultivate good relationships
- We understand the situation and needs of others
- We focus on how we complement each other when working in teams
- We give feedback and celebrate success together.

Together, we enhance the competitiveness of business and contribute to the innovative development of society.

Value creation

- We promote sustainable growth and solutions to societal challenges
- We are driven and inspired by our mission in everything we do
- As an independent player, we focus our work on the customer and society's needs
- We turn the ideas with the most potential into reality
- We navigate through the complexities and remain focused in times of change

This all makes us an integral driver of success in society and business.

What does this mean for you?

We aim to be a sustainable, successful and adaptable organisation with satisfied customers and economically, environmentally and socially sustainable operations. We create value for our customers and for society. It is therefore important for you to ensure that:

- You are trusting, curious, collaborative and create value
- Your work contributes to our shared mission
- You take an active role in ensuring that your skills and development match what you need to succeed in your work today and into the future
- You show respect for colleagues and partners
- You give and take feedback and see it as a tool for development.

For more information:***Contacts:***

HR and Sustainability

Our workplace

At RISE, we take a holistic approach to health, conditions and benefits so that our employees can achieve a good work-life balance. We believe that systematic work environment management, with a focus on promoting and adopting new approaches to health, helps us create a better workplace that supports happy and healthy employees while preventing accidents and illness.

Our working conditions and employment terms

RISE strives to offer good working conditions and employment terms that enable all employees to perform to their full potential. We comply with applicable legislation and agreements on minimum age, working hours, rest, leave, remuneration and benefits. We recognise and respect our employees' freedom of association and apply collective agreements.

What does this mean for you?

- You are entitled to a written contract of employment or offer of employment, setting out the terms of your employment.
- You have a responsibility to understand and comply with the terms of your employment.
- You have the right to appoint representatives, form employee associations or join the trade union of your choice. Your decision will be respected, whatever it is.

For more information:

Health and safety policy Salary guidelines

Contacts:

HR and Sustainability

We take responsibility for each other and for our work environment

RISE's most important asset is our employees. By focusing on health promotion and showing consideration, we want to create a safe workplace with employees who feel healthy and can perform well. This is good not just for the individual but for RISE as a whole.

In practice, this means conducting systematic work environment management, not to mention complying with applicable health and safety legislation, group-wide policies, rules and other relevant requirements for our business. If we spot risky behaviour, we intervene/interrupt the work, and we act immediately to stop dangerous work. We pursue continuous improvements in the field of health and safety, and we create the conditions for dialogue, insight, learning and change through an open and non-judgmental discussion about any operational shortcomings. We look out for each other and extend a helping hand to any colleague who needs it.

What does this mean for you?

- You familiarise yourself with the occupational health and safety risks in your work and

the measures you must take to reduce or eliminate them.

- You follow Swedish health and safety legislation, internal policies, procedures and guidelines, and you share any ideas you may have about other ways to minimise risks.
- You assess the risks before you start a task, to ensure that you are working in a safe way.
- You always use the specified personal protective equipment.
- You carry out the health and safety training relevant to your tasks.
- You stop dangerous work and intervene/interrupt when you see risky behaviour occurring. You then inform your manager.
- You treat your colleagues with consideration, openness and respect.
- You respect the rule that RISE is an alcohol and drug-free workplace.

For more information:

Health and safety policy Inclusion policy

Alcohol and drug policy

Guidelines on preventive, active and early rehabilitation

Contacts:

HR and Sustainability

We believe in the importance of diversity and inclusion

As Sweden's research institute and innovation partner, we help to tackle society's various challenges. It is our firm belief that people's differences, experiences and unique circumstances feed into a creative, dynamic and innovative climate where both our people and our organisation are able to grow. We actively work to maintain an open and inclusive environment where all employees can develop and be seen.

Decisions relating to recruitment, promotion, pay, working conditions, disciplinary measures and termination of employment should be based on an individual's ability or performance, not on irrelevant personal factors.

FACTS

We have zero tolerance of discrimination and victimisation. We welcome everyone regardless of background, disability, age, gender, gender identity or expression, sexual orientation, ethnicity, religion or other beliefs.

What does this mean for you?

- You do not discriminate. You assess potential and current employees based on their skills, performance and experience.
- You contribute to a positive work environment where everyone is appreciated, respected and valued for their differences.

- You speak up if you see discrimination or victimisation, or if you feel that you yourself have been victimised.
- You have an open mind, promote team spirit and encourage others to share their ideas so that you can learn from them.
- You give everyone the same opportunities for development, appraisal or employment in your organisation.

For more information:*Inclusion policy**Guidelines for recruitment****Contacts:****HR and Sustainability***We ensure that our reporting is accurate**

Integrity and accuracy are important in everything we do and this is also reflected in our accounting. We comply with relevant legal requirements and industry standards in all aspects of our operations. This includes both financial and non-financial data such as meeting minutes, memos, contracts, bank statements, payrolls, expenses, personnel data, security data, sustainability information, product information and accounting records.

All data for financial reporting is fact-based and prepared on time. We use controls to ensure correct accounting at any given time.

What does this mean for you?

- You comply with the delegated levels of authority for the approval of financial and other business decisions.
- You ensure that all entries in reports or data are accurate so that they reflect the transaction correctly and follow RISE policies and procedures.
- You are responsible for documenting and maintaining accurate and correct documentation of product and process verification.

For more information:*Reporting guidelines**State aid policy****Contacts:****Group Accounting and Reporting, Group Controlling, Operational Controlling**Legal*

We protect and look after our assets and those of our customers

At RISE, we take good care of and protect our customers', our partners' and our own assets against damage, loss and criminal acts. We have internal controls designed to protect assets and keep them secure. As a general rule, we use assets within the framework of RISE's operations and only to the extent that follows from agreements. We never use assets for personal gain or illegal activities.

We recognise that time is also an asset to be nurtured and protected and we use resources efficiently in our projects.

We have an obligation to protect information that RISE considers confidential or business-critical. Theft (taking assets without authorisation), unauthorised use or disclosure can cause significant damage to our own or our customers' business. Fraud includes any deliberate attempt to unlawfully take assets or money or benefit from intangible assets by fraudulent or dishonest means.

FACTS

Business-critical information includes business plans, strategic documents, planned restructuring, research and development data, manufacturing information, intellectual property and financial data.

What does this mean for you?

- You are responsible for taking appropriate measures to keep RISE assets secure, so they are not lost, stolen, damaged and/or used illegally and/or improperly.
- You comply with confidentiality agreements or other such commitments.
- You comply with RISE internal controls and processes and perform your work in a resource-efficient manner.
- You use our know-how, research results and copyrighted material responsibly and in accordance with the instructions given.
- You protect confidential information to enable patenting or commercial secrecy where appropriate.
- You do not use RISE computers, phones or IT systems to access or store material that is inappropriate, illegal, pornographic or otherwise offensive.
- You speak to your manager or other superior if you become aware that RISE assets are being stolen, damaged and/or misused or have questions about how they should be used.
- You report suspicions or knowledge of fraudulent behaviour, theft, money laundering or other illegal activities.

For more information:

Information security policy

IT policy

Contacts:*IT**Security**Legal***We ensure that personal data is protected**

At RISE, we handle personal data responsibly and we protect it on behalf of our employees and the stakeholders we work with. We comply with all applicable legislation regarding the collecting, processing and sharing of personal data. It is important to bear in mind that personal data can appear in many different forms, for example on written paper, stored electronically or in statements made during meetings.

FACTS

Personal data is any information that is directly or indirectly related to an identified or identifiable individual who is alive. Personal data can come in many different forms.

What does this mean for you?

- You should not obtain, collect, store, process, transmit or share personal data without proper authorisation and a clear and legitimate purpose.
- If you have been authorised to share personal data within or outside the organisation, you must ensure that this is done in accordance with RISE policies and processes and applicable law.
- You ensure that personal data relating to customers, suppliers, partners and research projects is protected to the reasonable or agreed level of protection for the data in question.
- You tell your manager if you have access to personal data that you do not need for your work and delete personal data according to the agreed procedure.

For more information:*Information security policy**Privacy policy***Contacts:***IT**Legal**Security**Data Protection Officer*

We distinguish between private interests and RISE interests

At RISE, we ensure that our decisions are made in the best interests of our business and our customers. We increase trust in our business by demonstrating that we are a credible and reliable partner. As employees, we all have a duty to work in the best interests of RISE and to avoid, or disclose, situations where our private, financial or other interests conflict with our duties. In some cases, even the appearance of a conflict can damage our brand or our effectiveness.

What does this mean for you?

- You objectively select the suppliers that provide the greatest added value for RISE.
- You make business decisions in the interest of RISE and not to benefit yourself or people close to you.
- You report secondary employment.
- If you are faced with a potential conflict of interest, you should raise this with your manager. RISE has the right to determine whether there is a conflict of interest and whether any approval can be given or action needs to be taken. Examples of potential conflicts you need to declare:
 - That you have a close relationship with someone you manage or may employ.
 - That you run a side activity that does business with RISE.
 - That you have a job outside your employment with RISE, with a supplier, other business partner or competitor.
 - That a family member or other close relative receives work from or is employed by a customer, supplier or competitor; in a role involving decision-making.
 - That you or a family member have a significant financial investment in a current or potential customer, supplier or competitor.
 - That you are actively involved in trade union activities while holding a managerial position.

For more information:

Secondary employment policy

Contacts:

HR and Sustainability

Legal

Our operations

At RISE, we build long-term sustainable relationships with our customers, suppliers and partners. Our goal, as an independent institute, is to deliver services, products and solutions that meet or exceed our customers' expectations and help to tackle societal challenges in pursuit of environmentally, socially and economically sustainable development.

We take responsibility for our working practices

Our efforts and activities are driven by a commercial understanding of our clients and their business needs, and we are committed to ensuring the best possible quality in the way we carry out our mission. For RISE, delivering quality means striving to meet and exceed customer needs and expectations, and doing so in the most resource-efficient way possible. This involves following established working procedures, while continuously improving our processes to achieve a systematic way of working.

Good research and business ethics

The research mandate comes with an obligation to act ethically, sustainably and in a way that earns public trust. This ethical approach applies in particular to all those conducting research at RISE and on behalf of RISE, and is based on the All European Academics (ALLEA) Code of Conduct for Research. The Code, described in ALLEA's publication "The European Code of Conduct for Research Integrity", has the following guiding principles:

Reliability in ensuring the quality of research, reflected in the design, methodology, analysis and use of resources.

Honesty in developing, undertaking, reviewing, reporting, and communicating research in a transparent, fair, full and unbiased way.

Respect for colleagues, research participants, research subjects, society, ecosystems, cultural heritage and the environment.

Accountability for the research from idea to publication, for its management and organisation, for training, supervision, and mentoring, and for its wider societal impacts.

We carry out our research and business activities in an objective, honest, accountable and impartial manner, operating on a scientific basis. We contribute towards national and global sustainability goals, and we address research and development issues that benefit research, industry and society at large. We use the time and resources of the scientific community efficiently, and we carry out our work after obtaining the necessary approvals, respecting human rights and animal welfare.

We strive to ensure that our results have a positive impact on people, the environment and society. Within the limits of confidentiality requirements, we strive to inform the public about the risks and opportunities of our findings.

We report data, results, methods, ideas, techniques and tools developed within our operations in accordance with research best practice, and apply the principle that substantial contributions to publications are a prerequisite for and give entitlement to co-authorship. We accurately report the sources we have used in our work.

Legality

We are well aware of and respect the letter and spirit of Swedish law, as well as the law applicable in countries where we operate when this is outside Sweden's borders. We expect our partners or customers to comply with local laws.

We ensure that research is ethically reviewed and approved by the Swedish Ethical Review Authority or an animal ethics committee before it can be carried out, where such reviews are applicable.

Human rights

We support and respect measures to protect human rights and seek to ensure, in our dealings with customers, suppliers and other partners, that they do not violate human rights, actively or by omission.

Privacy of employees and partners

We safeguard our own privacy, and that of our partners and customers. In addition to following agreed confidentiality rules, we handle sensitive information with care.

Objectivity and integrity in relationships

We strive to keep our communications fact-based and avoid false, misleading or exaggerated claims.

Independence

We select the theories and methods we consider most appropriate for the problem we intend to solve and ensure good quality by reviewing and reporting methods and sources of errors. We are morally and intellectually independent of any political, religious, ideological or economic power groups.

What does this mean for you?

- You are responsible for understanding and following established procedures and contributing to the continuous improvement of our working practices.
- You support our business needs and reinforce our customer focus.
- You are responsible for ensuring that your skills are up-to-date, relevant and in line with market developments and industry requirements.
- You play your part in RISE maintaining good research and business ethics.

For more information:

RISE management system – Employee Portal Quality policy

Environmental policy

Sustainability policy

Supplier Code of Conduct

Contacts:

Your manager

Quality

HR and Sustainability (Sustainability; Health, Safety and Environment)

We comply with competition and procurement law

At RISE, we believe that fair competition benefits our business and thus our owner, our customers, our employees and society at large. Competition drives efficiency and innovation, both of which are the foundation of a well-functioning market economy. As a state-owned company, RISE has a special responsibility not to act in a way that restricts competition.

To ensure that our staff are familiar with competition law and can recognise situations where it applies, we create the conditions for learning and skills development. We ensure that we have in-house legal advice available to help our staff comply with the law.

RISE is subject to procurement legislation, which means that we advertise tenders for goods and services publicly and in competition, based on transparent criteria.

FACTS

Competition law prohibits anti-competitive agreements, abuse of dominant market positions, and mergers and acquisitions that harm competition.

Public procurement is a legally regulated purchasing process that aims to ensure that public purchases are opened up to competition and that public funds are spent as efficiently as possible.

What does this mean for you?

- You are responsible for understanding the RISE policy on competition law and following the requirements that apply to your daily work.
- You seek internal legal advice to ensure that contracts you are responsible for do not breach competition law.
- You follow RISE guidelines for the purchase of goods or services. If you are unsure or need advice, contact Group Purchasing to ensure that we are not in breach of procurement legislation.
- You do not discuss or exchange sensitive business information with competitors.
- You seek internal legal advice if you are considering a deal and are unsure whether the business objective can be legitimately achieved.

For more information:

Purchasing policy

State aid policy

Contacts:

Group Purchasing

Legal

We manage our business relationships responsibly

At RISE, we take responsibility for the suppliers we work with. We follow the basic principles concerning human rights, labour law, the environment and the fight against bribery and corruption in all our activities. RISE has a separate Supplier Code of Conduct that must always be followed by RISE suppliers, and we expect at least the same level of integrity, honesty and ethical behaviour from them as they can expect from us.

FACTS

Suppliers are all companies and individuals who supply goods and services to RISE. These may be tangible goods, such as materials, components or machines, or intangible goods, such as software, drawings or knowledge. Services could be assembly, cleaning, security, consulting or technical work.

What does this mean for you?

- As a staff member with purchasing responsibilities, you are responsible for ensuring that our Supplier Code of Conduct, or a code that may be considered equivalent to our Code of Conduct, is always included in our contracts.
- When you place an order with a supplier, you must first ensure that the RISE purchasing guidelines are followed.
- If you become aware of any non-compliance with our Supplier Code of Conduct, or any similar code of conduct applicable to the contract in question, you should contact Group Purchasing.

For more information:

Purchasing policy

Supplier Code of Conduct

Sustainability policy

Contacts

Group Purchasing

HR and Sustainability

We have zero tolerance of bribery and corruption

At RISE, we are committed to conducting business with a high level of integrity and we have zero tolerance of all forms of bribery and corruption. As an independent research institute, we do not accept suppliers or partners who offer bribes and we will take appropriate action if such behaviour is detected. We do not offer or accept gifts that could improperly influence the decisions of RISE or our business partners. We comply with anti-money laundering legislation, including reporting obligations.

What does this mean for you?

- You are responsible for understanding RISE's stance on bribery and corruption.
- You do not engage in activities that you know involve bribery or corruption, or other undue influence.
- When you use third parties, such as distributors or consultants, you require them to refrain and explicitly distance themselves from activities that could be perceived as attempts at undue influence.
- In your relations with customers, competitors, suppliers and distributors, you avoid activities that could colour your own or your counterpart's impartiality.
- You declare any secondary employment. A misrepresentation that is detrimental to your reputation and has a negative impact on your employment is not allowed.

FACTS

Bribery is when something of value is offered, given, received or requested with the aim of influencing the actions of a person in a public authority or company in the performance of their duties.

Corruption involves the abuse of power for private gain, and can include conflicts of interest, embezzlement, kickbacks, extortion, or nepotism.

We are guided by the Swedish Anti-Corruption Institute's established code on gifts, rewards and other benefits in business – the Code to prevent Corruption in Business – which complements the legislation.

For more information:

Procurement policy

Sustainability policy

Secondary employment policy

Contacts:

Legal

Group Purchasing

RISE in society

RISE's goal is to be internationally competitive and facilitate sustainable growth in Sweden by strengthening competitiveness and innovation in industry. Coupled with our vision of being a leading international innovation partner, this places high expectations on us and how we conduct our operations.

We take responsibility for the environment

For us, environmental responsibility means conducting our business and delivering services and products in ways that contribute to a more sustainable future, while operating with an awareness of our own environmental impact and working to minimise our negative impact on the climate and the environment. We therefore take proactive measures if we detect that our activities risk harming the environment and we set high expectations for our suppliers and customers to do the same.

What does this mean for you?

- You are responsible for understanding RISE's environmental requirements and following the RISE guidelines and procedures that apply to you in your role.
- You take the time to understand the environmental risks and key environmental aspects of your work.
- You work preventively and take measures to reduce negative environmental impacts.
- When you travel on official business, you follow our travel policy.
- You contribute to the efficient use of energy, water and other resources in your work and make improvements where possible.
- You try to reuse and/or recycle materials as much as possible and follow local waste sorting processes.
- You follow relevant requirements and local procedures for the use, storage, labelling, transport and disposal of chemicals and other hazardous substances.
- You report, share information about and learn from incidents and situations where negative environmental impacts have occurred or were close to occurring.

For more information:

Sustainability policy

Environmental policy

Business travel within RISE – Guidelines

Contacts:

HR and Sustainability (Health, Safety and Environment)

We communicate honestly, transparently and on time

At RISE, we share information and best practices, and provide feedback throughout the organisation. We believe in transparent and open communication, but keep confidential information secret at all times. As employees, we are all ambassadors for RISE and we therefore act and speak in a way that reflects our values and establishes trust in RISE.

Our communication policy sets out which questions from the media are answered by whom, so that we can guarantee professional, consistent, lawful and accurate responses to questions from the media and owners.

FACTS

Communication is about creating engagement within RISE, building a strong brand and protecting our reputation in order to help achieve our business goals.

Communication may be verbal or written, internal or external, and it may be conveyed through channels such as the intranet, the internet, publications and other media such as newspapers or TV and radio programmes. It also includes social media such as blogs, web forums and social networks.

What does this mean for you?

- You act with care and integrity, apply common sense and act in accordance with our values when using social media or communicating in other ways.
- You should only speak to the media on behalf of RISE if you are authorised to do so.
- You avoid rumours by encouraging open and constructive dialogue.
- You comply with any confidentiality agreements or similar commitments entered into.

For more information:

Information security policy

Communication policy

Contacts:

Communication

We handle public affairs with integrity

RISE is politically neutral and independent. We engage with public affairs that are critical to RISE's success and related to our business. We take responsibility for knowing and complying with all relevant laws and act with integrity when interacting with authorities, their agents and representatives. Our staff are free to engage in public affairs and political activities in their free time and as private individuals.

As an independent research institute, RISE does not make any contributions, either directly or indirectly, to any candidate for public office, political parties or other political organisations.

FACTS

Public affairs include interactions with public authorities, their agents and their representatives when lobbying or interacting with political parties, as well as customer relations and partnerships with the public sector.

What does this mean for you?

- You are not permitted to represent RISE in any political activities you participate in as a private person in your spare time.
- You do not get paid leave to participate in political activities.
- You only participate in lobbying activities on behalf of RISE if you are authorised to do so and comply with RISE policies and relevant laws.

For more information:

Communication policy

Contacts:

Communication

We take an active role in society

RISE considers social initiatives to be important tools for recruiting, retaining, engaging and developing our employees. We believe that long-term sustainable success is based on the equitable development of prosperous and thriving communities and we encourage actions that support our strategy, vision and values.

At RISE, we contribute to successful development where we operate and we ensure that the resources and time we contribute are appropriate and reasonable and, if necessary, approved. Group management is the body that decides which activities RISE will participate in.

FACTS

Active participation in the community includes activities such as supporting volunteering, training and employing people in the community, supporting the economic growth of the community, and supporting universities, research and charitable causes.

What this means for you

- You only respond to requests for financial support on behalf of RISE if you are authorised to do so.
- You do the due diligence when proposing community projects to participate in, ensuring that the resources and time invested benefit all parties with clear objectives and measurable results.
- When you participate in voluntary community activities on behalf of RISE, you ensure that they are in line with RISE policies and values.
- You respond to requests for financial support in an appropriate and respectful manner.

For more information:

Communication policy

Contacts:

Communication

We speak up

At RISE, it is important that we act according to our values, have an open dialogue and follow the Code of Conduct.

If you notice something that doesn't seem right or is in breach of the Code of Conduct, we want you to speak up.

In many cases, early reporting can help to quickly address a problem and prevent or minimise any harm.

How do you raise a problem?

- Talk to your manager or your manager's manager.
- Speak to the relevant function (see Contacts below)
- Use the RISE whistleblowing service.

The Employee Portal has more detailed information about the whistleblowing service that you as an employee at RISE should be familiar with and able to use.

Can reporting be done anonymously?

Yes, reporting can be done anonymously as long as anonymous reporting is allowed by national law. However, we recommend that you identify yourself if you report an actual or suspected irregularity, as it may help RISE to gather all the facts, investigate your report and maintain a strictly confidential dialogue with you.

If you do identify yourself, your identity will, as far as possible, be kept confidential throughout the process.

What happens once a report is submitted?

Once you have made a report, the situation will be investigated and appropriate action taken. An honest report cannot have negative consequences for the reporter. This applies regardless of the outcome of the investigation.

For more information:

Whistleblowing – Guidelines

Contacts:

HR and Sustainability (Labour Law; Health, Safety and Environment)

Finance and Security

Legal

Quality

Communication