



**RI.
SE**

Our way of working together

RISE's Code of Conduct



A word from the CEO

RISE has a unique social mission to strengthen Swedish competitiveness and contribute to sustainable development. To achieve our goals, we must have the trust of our customers and other interested parties. We have to earn this trust – every day.

It is essential to our success that we live up to the expectations of our customers and partners by being a reliable partner.

A good and reliable business partner manages its undertakings, lives up to its customers' expectations and takes responsibility for its activity and surroundings. Well-functioning corporate governance and strategic sustainability work close to the business are therefore central to us.

We are convinced that good business ethics, social responsibility and goal-oriented environmental work are prerequisites of a successful business.

Of course, we always comply with all the laws applicable to our activity. As well as laws, we follow the external principles and guidelines applicable to our business.

This Code of Conduct (the Code) has been submitted by RISE's board and clarifies how we are going to observe and implement legal requirements and guiding principles and policies, some of which are fundamental to our business. The Code clarifies what can be expected of RISE as well as what conduct expected from all RISE employees. We also require our business partners, suppliers as well as external partners, to comply with all the relevant parts of this Code in accordance with agreements. The Code is complemented with a more detailed internal regulatory framework that takes the form of policies, instructions and guidelines.

As employees of RISE, we all have personal as well as joint responsibility for complying with this Code and making it a fundamental part of our company culture. Only together can we become a strong team that can make a difference, and together we will create a RISE that we, our owners and our partners are proud of.

Read the Code and ponder how it, together with your personal integrity and morality, can guide you in your work. Discuss with your colleagues and manager how the Code is implemented in your organisation. Only then can the Code become part of our daily work and a steering instrument that means that we can constantly earn the trust of those around us.

September 2018

Pia Sandvik, MD

“Only together can we become a strong team that can make a difference”

Our Code of Conduct does not provide all the answers to how different situations should be handled. Always use your common sense, and if you are unsure ask yourself these questions:

- Is it legal?
- Is it ethically right?
- Could my action or lack of action affect trust in RISE?
- Could I stand by my decision in an official assessment?

Often it is not about simple and clear situations and there are rarely easy answers. So, never hesitate to consult with a colleague or your manager if you are unsure.

The Code contains references to contacts and relevant policies in the respective sections.

Why do we have our Code?

At RISE, we have a strong commitment to carry out our mission: to promote sustainable growth in Sweden by strengthening the competitiveness and renewal of industry. As an independent research institute and innovation partner, we run our activity in an open way that shows integrity and high ethical requirements. It is important that everyone understands this, acts accordingly, and takes responsibility for and complies with our value words in our daily work.

As employees of RISE, we all have mandates and are encouraged to take initiative, make decisions and further develop our operations. Our Code of Conduct (the Code) is a tool that helps us judge what is right in different situations and to act in a way that deals with both legal and ethical challenges. It describes how we are expected to interact with our interested parties, the surrounding world and each other, in order for RISE to be the partner and employer we want to be, and needs to be in order to carry out our mission.

The way each and every one of us acts defines RISE and how the surrounding world sees RISE. This means that all of us must take the time to read and understand the Code and comply with it. Ask questions if anything is unclear to you.



Foundation of and inspiration for our Code of Conduct (in addition to our value words) is:

- the UN Global Compact, the UN Guiding Principles on Business and Human Rights
- the UN Declaration on Human Rights
- the OECD Guidelines for Multinational Enterprises
- the Rio Declaration on Environment and Development

Although it is RISE's view of the most important issues that forms the basis of the content of our Code of Conduct.

Does the Code apply to everyone?

The Code applies in all places where we are active and to everyone who works for the RISE Group, whether he or she is an employee, consultant, board member or part of the Group Management. If you are a manager, you have a responsibility to set a good example. You must make sure that your team studies the Code and that you conduct a dialogue together so that everyone understands the content of the Code and is familiar with the related policies. We want to run all our activity in accordance with the Code. If the Code and binding legislation should conflict, local, national or international laws and rules shall take precedence.

Regardless of position or role, we all contribute to RISE's long-term success and are all responsible for complying with the Code. Not doing so could have serious consequences for RISE, both legal consequences in the form of fines, legal procedures and investigations, and business consequences, as our brand may be damaged. For this reason, it is incredibly important that all employees comply with the Code. In the event that an employee chooses not to comply with the Code, it can lead to disciplinary measures including a risk of dismissal or legal action.

In addition to the Code, we have a separate code of conduct for our suppliers in which we clarify our requirements with regard to integrity, openness and ethical conduct. We require all our suppliers to take all necessary measures to comply with it or similar rules of conduct in their own activity and with their sub-suppliers.



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Our vision and values

Our vision takes us towards the goal of becoming an obvious and well-known part of the Swedish innovation system. To be at the forefront, we create conditions together for an innovation culture. The way we act is permeated by our value words:

Value creation

Through our expertise and services, we strengthen the innovative capacity of our customers and partners and contribute to a sustainable society.

Collaboration

We are curious, visionary, innovative and have confidence in each other. We collaborate with our customers and partners to push the boundaries and develop new knowledge and expertise.

Independent

Through the high level of integrity we bring to our research and our business, we build legitimacy and trust. As impartial experts, we create arenas for collaboration.

Our innovation culture

To achieve our vision, we must have an in-depth understanding of which new requirements we face concurrent with a changing world. We work to develop and strengthen our leadership and collaboration to create an engaging innovation culture together. This way we all contribute to RISE's vision and continued success.



**RISE's vision
is to become
a leading
international
innovation
partner**

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Our workplace



At RISE we have an overall view when it comes to health, conditions and benefits so that our staff can achieve a balance between work and leisure. We believe that systematic work environment management, focusing on health-promoting factors and new views on health help us to create a better workplace with healthy employees and increased profitability.

Our working conditions

RISE strives to offer good working conditions for all its employees. This allows them to perform to their full potential. We comply with applicable legislation and agreements with regard to minimum age, working hours, rest, time off, compensation and benefits. We acknowledge and respect our employees' freedom of association and applicable collective agreements.

We take responsibility for each other and our working environment

RISE's most important asset is its employees. By focusing on health factors and care, we want to create a safe workplace with healthy employees who feel and perform well. This benefits the individual employee as well as RISE in general.

In practice, this means that we work systematically with our work environment and ensure that we comply with work environment legislation in force, common corporate policies, rules and other relevant requirements for our activity. If we notice a risky behaviour, we intervene/stop it and act directly to stop dangerous work. We continually work on improvements in the area of the work environment

and create conditions for dialogue, insight, learning and change through an open and non-judging dialogue on deficiencies in our activity. We care about each other and give a hand to a colleague who needs it.

We believe that diversity and inclusion are important

As Sweden's research institute and innovation partner, we help meet the different challenges facing society. We are convinced that people's differences, experiences and unique conditions creates a creative, dynamic and innovative breeding ground where our employees as well as our organisation can grow. We work actively to maintain an open and inclusive environment in which new and existing employees can develop and be seen.

Decisions on employment, promotion, pay structure, working conditions, disciplinary measures and termination of employment shall be based on the individual's ability or performance and not irrelevant personal factors.



We have **zero tolerance for discrimination** and unequal treatment. **Here, everyone is welcome** regardless of background, disability, age, gender, gender identity or gender expression, sexual orientation, ethnic origin, and religion or other belief.

We make sure the accounts are correct

Integrity and accuracy are important in everything we do and this is also reflected in our bookkeeping. We meet the relevant legal requirements and trade standards in all parts of our activity. This includes financial as well as non-financial tasks such as minutes of meetings, memos, agreements, statements of account, salary lists, expenses, personal data, safety and environmental tasks, product information and bookkeeping verification.

All financial data are based on fact and prepared in good time. We use controls to ensure correct accounts on every given occasion.

We protect and care for our and our customers' assets

At RISE, we are careful to protect our, our customers' and our partners' assets from damage, loss and criminal action. We have internal controls that have been drawn up to protect and safeguard assets. As a principal rule, we use assets within the framework of RISE's activity and only to the extent given in agreements. We never use assets for personal gain or illegal activities.

We understand that time is also an asset that should be cared for and protected, and our projects use resources efficiently.

We have a duty to protect information that RISE considers confidential or critical to business. Theft (assets being taken without authorisation), unauthorised use or disclosure can cause great damage to our activity. Fraud covers all intentional attempts

to take assets or money unlawfully or take advantage of intellectual property through fraudulent or dishonest methods.

We ensure personal data are protected

At RISE, we handle personal data in a responsible way and protect these for our employees and the interested parties we work with. We follow all applicable legislation regarding personal data when we collect and share them. It is important to bear in mind that personal data can exist in many different forms, e.g. written papers, electronically stored or statements during meetings.

We separate private interests and RISE's interests

At RISE, we ensure we make decisions that are in the best interests of the business operations and our customers. We increase trust in our operations by showing that we are a trustworthy and reliable partner. As employees, we all have a duty to work in RISE's best interests and avoid, or report, situations when our private, financial or other interests conflict with our tasks. In some cases, even the appearance of a conflict can damage our brand and efficiency.

Business-critical information includes, for example, business plans, strategic documents, planned reorganisations, research and development data, production information, intellectual property and financial data.

Personal data are all details directly or indirectly related to an identified or identifiable individual who is alive. These may take the form of text or pictures.

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RI
SE

Research Institutes
of Sweden

Our
market

At RISE, we build long-term sustainable relations 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.

We take responsibility for quality

Our efforts and activities are run by a business understanding of our customers and their business needs, and we are committed to our striving to ensure the best possible quality. For RISE, quality is about well-met requirements, which means that we pay attention to every little detail and deliver what is expected of us. Our ambition is to do it right the first time and to do it on time – every time.

We comply with competition law

At RISE, we believe that competition benefits our activity, owners, customers, employees and society in general. Competition drives efficiency and innovation, which are the foundations of a well-functioning market economy.

To ensure our staff are knowledgeable about competition law and can recognise situations in which it is applicable, we create conditions for awareness and competence. We ensure we have internal legal advice available to facilitate our employees complying with the legislation.

Within RISE, we are subject to the Swedish Public Procurement Act. This means that we always choose our suppliers based on objective criteria and in a professional way.

Competition law prohibits agreements that restrict competition, or abuse or dominate market position, and fusions and acquisitions that have a negative effect on competition.

We consider our suppliers as business partners

Within RISE, we take responsibility for which suppliers we work with. We comply with the basic principles on human rights, labour law, the environment and combatting bribes and corruption throughout our activity. RISE has a separate Code of Conduct for Suppliers that must always be complied with, and we expect at least the same level of integrity, honesty and ethical steps of them as they can expect of us.

We have zero tolerance for bribes and corruption

At RISE, we are determined to do business with high integrity and have zero tolerance for all forms of bribes and corruption. As an independent research institute, we do not accept suppliers or partners that offer bribes, and we will take the necessary measures if such acts should come to light. We do not offer, and do not accept, gifts that may influence RISE's or our business partners' decisions in an improper way. We comply with legislation on measures against money laundering, including reporting obligations..

Suppliers are all companies and persons that supply goods or services to RISE. They may be tangible goods, e.g. material, components or machines, or intellectual products, e.g. software, drawings or knowledge. Services can be installation, cleaning, security, consultancy or technical work.

Bribes are when something of value is offered, given, received or requested with the aim to influence the actions of a person at an authority or company in exercising its duties.

Corruption means abusing power for private gain and can include conflicts of interest, embezzlement, kickbacks, extortion or nepotism.

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**RISE in
the world**

RISE's assignment is to be internationally competitive and promote sustainable growth in Sweden by strengthening the competitiveness and renewal of industry. This, together with the vision of being a leading international innovation partner, places high demands on us and the way the way we run our operations.

We take responsibility for the environment

At RISE we take great environmental responsibility and work actively on sustainability issues, environmental impact and ways to reduce or minimise the environmental impact of our business. For us, environmental responsibility means that we run our operations and we supply services and products in ways that contribute to a more sustainable future. We therefore take proactive measures if we discover that what we do risk harming the environment and we place high requirements on our suppliers and customers to do the same.

We communicate honestly, transparently and on time

Within RISE, we share information and good working methods, and give feedback throughout the organisation. We believe in transparent and open communication but keep classified information secret in all situations. As employees, we are all ambassadors for RISE and therefore act in a way that reflects our value words and creates trust in RISE.

In our Communication Policy, we have defined which questions from the media will be answered by whom so we can guarantee professional, consistent, legal and correct answers to questions from the media and the owners.

We handle public matters with integrity

RISE is politically neutral. We engage in public matters that are important to RISE's success and related to our operations. We take responsibility for being familiar and complying with relevant laws and act with integrity when cooperating with authorities and their representatives. Our employees are free to take part in public matters and political activities in their free time and as a private person.

As an independent research institute, RISE does not give grants, directly or indirectly, to anyone standing as a candidate for public office, political parties or other political organisations.

Communication is about creating involvement within RISE, building a strong brand and caring for our reputation in order to contribute to achieving our business goals.

Communication can be verbal or written, internal or external, and conveyed on channels such as the intranet, Internet, publications and other media, e.g. daily newspapers, TV programmes or radio. This also includes social media such as blogs, web forums and different social networks.

Public matters include cooperation with authorities and their representatives in connection with lobbying activity or interaction with political parties, as well as customer relations and partnerships with the public sector.

We take an active role in society

RISE considers social investments an important aid to recruiting, retaining, involving and developing our employees. We believe that long-term sustainable success is built on the development of personal well-being and flourishing societies, and we encourage investment that supports our strategy, mission and value words.

At RISE, we contribute to successful development in which we are active, and we make sure that the resources and time we invest are appropriate, reasonable and approved. The Group Management is the body that makes decisions on which activities RISE should take part in.

Active participation in society includes activities such as supporting voluntary work, training and employment of people in society, supporting society's economic growth, supporting universities, research and other charitable purposes.



A close-up photograph of a person's hands pulling at the collar of a white t-shirt. The image is heavily tinted with a yellow-green color. A large, stylized yellow number '5' with a white outline is positioned in the upper right quadrant. The background is dark with a grid of small white dots.

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We speak up!

At RISE, it is important that we act according to our value words, conduct an open dialogue and follow the Code.

If you notice anything that does not appear right or goes against the Code we want you to speak up.

In many cases, early reporting can help to remedy a problem quickly or prevent or minimise damage.

How do you raise a problem?

- Talk to your manager or his or her manager.
- Talk to the relevant function, e.g. HR, Finance, Legal or Communication.

The staff portal has more detailed information on the whistleblowing procedure, which you as an employee at RISE should be familiar with and follow.

Can reporting be anonymous?

Yes, reporting can be anonymous as long as anonymous reports are permitted according to national law. However, we recommend that you identify yourself if you report an irregularity or a problem as it makes it easier for RISE to gather all the facts, investigate your report and conduct a strictly confidential dialogue with you.

Even if you identify yourself, your identity will remain confidential as far as possible in the continued process.

What happens with the report?

When you have made a report, RISE will investigate the situation and take suitable measures. An honest report should not lead to negative consequences for the informer. This applies regardless of the result of the investigation.

