



CODE OF CONDUCT

Tapojärvi is committed to conducting all its business with honesty, responsibility, and professionalism. Below are the principles and rules that all Tapojärvi employees must adhere to. We take any violations seriously, and they should be reported either directly to a supervisor or anonymously through the [Whistleblowing channel](#).

Business principles guide our activities and decision-making:

We comply with laws and regulations

We commit to be knowledgeable and to adhere to all applicable laws, regulations and permit requirements imposed on our activities.

We respect human rights

We stand firm against child and forced labour, supporting the protection and promotion of human rights in every aspect of our operations and supply chain. We do not accept discrimination and make decisions based on skills and competence.

We ensure fair working conditions

We ensure fair working conditions and remuneration by adhering to industry-specific collective agreements and engaging in local agreements that reflect the mutual preferences of our employees. We improve working conditions, safety, health, and wellbeing in structured relations with our employees and their representatives.

We care about safety and the environment

Occupational and environmental safety are paramount to our operations. To ensure our performance, we maintain an operating system that involves meticulous planning, target setting, risk assessments, training, monitoring, analysis and continuous improvement.

We are honest and transparent in business

Honesty and transparency are the cornerstones of our business activities. We oppose all forms of corruption, bribery and money laundering and ensure that all business decisions are taken objectively and in accordance with the principles of fair competition.

We act for Tapojärvi's best interest

Every decision and action taken by our employees must be made in good faith and be aligned with Tapojärvi's best interests, always considering the long-term success and competitiveness of the company. Employees are expected to avoid any conflicts of interest, such as personal financial interests or outside employment.

We take care of the assets and information security

We recognize the value of company's physical assets and importance of protecting sensitive information. We take responsibility for their proper care and maintenance, report any damages, or concerns promptly and maintain information security.



The code of conduct defined below sets expectations for professional behaviour. By adhering to these guidelines, we promote mutual respect in the workplace and maintain a positive and respectful culture where every employee is valued.

Professional behaviour

We strive to uphold positive behaviour and professionalism in our interactions. To contribute to positive behaviour, follow these guidelines:

- Act in a predictable, consistent, and safe manner.
- Be honest and transparent. Share information and knowledge.
- Always treat others with respect and professionalism. Stay composed.
- Value diversity. Oppose discrimination, bullying, and harassment in all forms.

Respectful communication and interaction

A positive work culture requires respectful communication and interaction. To promote this:

- Greet the people you encounter and show appreciation for them.
- Listen actively. Value different opinions and perspectives. Justify yours.
- Express gratitude for any help or support you receive.
- Apologize when appropriate.

Negative behaviour and unacceptable conduct

Certain behaviours undermine our values of respect and professionalism and may lead to disciplinary action. These include:

- Unfair treatment, harassment, or discrimination towards colleagues, customers, or partners.
- Negative body language, bullying, or creating a hostile work environment.
- Swearing, shouting, or aggressive behaviour towards others.
- Publicly belittling or mocking colleagues, customers, or partners.
- Sabotaging or disregarding colleagues' work and achievements.
- Dishonesty, spreading rumours, or damaging the reputation of others.

Taking Responsibility and Accountability

As employees of Tapojärvi, we are each responsible for upholding our values and principles. This includes:

- Taking responsibility of our actions and their impact on others.
- Addressing and reporting any misconduct or unethical behaviour.
- Handling and resolving conflicts or misunderstandings in a professional and constructive manner.

Approved by Management Team

21.2.2024