

## Code of Conduct

### **About Evidi**

Evidi's vision "Invincible together" is rooted in our conviction that the best solutions arise at the intersection of good interaction, the right expertise and smart use of technology. We will contribute to an accountable and good use of technology and help to shape and create a better future.

With a common and positive attitude toward change, and our high standards and ambitions, together with our customers and partners we can achieve anything.

### **Evidi's business and our responsibility**

Evidi will conduct our business in accordance with the principles of responsible, ethical, and best business practices for ensuring compliance with laws and regulations. This involves concerted effort and attention from everyone at Evidi, and through CoC guidance and directions increase our capabilities to make good decisions and defined right actions when our ethical standards may be challenged.

Credible and fair behaviour is a premises towards our customers, suppliers, owners, and other partners. This guideline states that we always will provide advice that is the best solution for our customer, and that the laws and regulations applicable always are followed. We will ensure that employees have a respectful relationship inside Evidi, both in formal and informal contexts.

Our written guidelines are rooted in Evidi's company's strategy and in out in our core values - and our customers and suppliers must feel confident in our competence and in our integrity. However, the ethical guidelines cannot cover all conceivable situations that may arise, and if unclear situations arise, it is important to consult with the immediate manager, or another person in charge for the topic.

The ethical guidelines apply to everyone who works in and for Evidi, and to everyone who acts on behalf of Evidi, including the board and owners.

In this Code of Conduct, all these parties are referred to as "we".

### **Employee responsibility**

All activity in Evidi is based on respect for human and employee rights and basic principles for good business operations, as laid down in international conventions and national legislation. All employees must comply with applicable laws and regulations, act in an ethical, sustainable, and socially responsible manner. Evidi respects and lay a foundation for an open dialogue about ethical issues, both internally and externally.

### **Leader and managerial responsibility**

All leaders and managers have a special responsibility to ensure that we comply with these ethical guidelines and to build an organizational culture based on our values. Managers must be recognized as a transparent motivating team players and are role models for our shared values. Managers at all levels must ensure that the guidelines are regularly reviewed, and that all employees are confident that they understand Evidi's Code of Conduct.

## **Notification and Whistleblowing**

In cases where we become aware of objectionable conditions at Evidi, our clients or partners, we are responsible for reporting this. This must be done in a responsible manner, which is not perceived as harassing or creates an unnecessary strain on the working environment. Notifications must be made in accordance with routines for handling deviations.

Evidi has for our employees established an anonymous and secure notification channel through the software "Winningtemp". The person who reports objectionable conditions shall not be subjected to any form of retaliation because of the report, and identity shall be kept strictly confidential.

## **Health, Safety and Environment**

The working environment at Evidi must be inclusive and health-promoting, both psychologically and physically. Evidi works methodically and continuously with matters related to health, environment, and safety, and has written routines and guidelines and a clear distribution of roles and responsibilities within this area.

Employees' working environment must comply with the current Working Environment Act and is considered good in terms of air-ventilation, temperature, sound level, light, working position, work tools and access to sanitary facilities. This applies regardless of whether the work is physically carried out in your own premises, the customer's, or partner's premises.

Every employee is obliged to contribute to ensuring that the working environment is experienced positively and professionally. Circumstances that negatively affect the working environment or safety must be reported in accordance with our established routines and guidelines.

## **Diversity**

Diversity is about more than gender, ethnicity, age, or orientation, and is bigger than attitudes and will. It is about the fact that we all see the world in different ways, based on life experiences and by virtue of who we are.

At Evidi, we will promote diversity to help shape tomorrow and the solutions in it. For our colleagues, for our customers, and for the world. We must cultivate a culture that takes care of our unique differences. Which ensures a workplace where everyone feels looked after.

Diversity means meeting people with respect and embracement, regardless of where they come from, what background they have, what culture they represent or what challenges they have. It's about being curious and promoting what makes us unique.

We have zero tolerance for discrimination and harassment of any kind, and no employee should experience any form of discrimination related to gender, ethnicity, religion or belief, political affiliation, sexual orientation, disability, or age.

Each individual employee has their own responsibility for following this in the performance of their role.

## **Climate and environment**

We contribute with our expertise, technology, and network of partners to ensure sustainable development in the industry. We believe this is best done by making active choices in the value chain, and by choosing partnerships and collaborations with high ambitions. We want to challenge and be challenged – and together we succeed.

Crime at work, such as undeclared work, child labour, forced labour or social dumping, must also not occur with our customers, business partners or in our supply chains.

## **Confidentiality and information security**

All employees sign a non-disclosure agreement upon employment. By signing this, we undertake not to use, reveal, hand out or in any other way make available to unauthorized persons information about data and company or business secrets, personal information, or other matters that we have become aware of through your work for Evidi AS or some of Evidi's affiliated companies. The confidentiality declaration also applies after termination of employment or assignment.

Rules surrounding the information system in Evidi are described in a management system, which is based on ISO standard 27001. The management system is revised regularly. Processing of information in Evidi is in accordance with regulatory, internal, and contractual requirements for information security. The information is secured in a good way through physical, technical, and organizational measures. The safety strategy is firmly rooted in management.

Evidi follows the applicable laws and regulations for the processing of personal data, and privacy is taken seriously. Everyone who works in or with Evidi must be able to trust that we process personal data in accordance with personal data protection legislation, as well as protect information and maintain confidentiality.

## **Communication and media**

Evidi's communication must be open, honest, and inclusive. This applies to both internal and external communication and is important for trust in the company. Only selected people speak to the media on behalf of the company, and all external communication must be done in collaboration with Evidi's Communications department.

Every employee must exercise good judgment regarding what is said in various media about customers, partners, competitors, and colleagues. We are aware that in practice it is difficult to distinguish between what you say as a representative of Evidi and as a private person. Act in accordance with general rules for good public manners.

If it is discovered that illegal material has been published on behalf of Evidi or material that could damage the company's reputation, the Communications department must be contacted for help in dealing with it.

## **Our business-practice**

Evidi's customer relations are a critical factor for us, and we must treat our customers-relations with utmost respect - and we will always deliver what we have promised. We live out our core values in our work together with our customers. It is our credibility.

Assignments and deliveries must be delivered with a high level of competence and integrity, and our customers must be confident that we give advice and recommendations that are in the best interest of the customer. Our customers should experience that the insight they give us into their own business is not shared with other customers.

In cooperation with business partners, we do not exchange competitively sensitive information other than what is necessary for the project or delivery. When choosing partners, suppliers, products, or services, we do not let personal preferences or relationships influence our choices or decisions but make these based on our or the customer's business needs.

## **Compliance in agreements and financial matters**

Our agreements with employees, business associates or partners must be in writing and properly archived. Oral agreements can be difficult to document and can lead to suspicions of illegality or that something unethical has taken place.

Evidi's accounts must always be complete and accurate, and employees who take part in cost accounting, transactions or accounting must ensure that all transactions are complete and accurately documented in accordance with good accounting practice and internal rules and requirements.

Any form of corruption is unacceptable, and Evidi expects all employees, customers, and partners to act honestly, transparently, and promptly. Offering or receiving benefits by virtue of one's position, office, or mission, and thereby obtaining unfair advantages for oneself or one's own organisation, in the form of money, gifts or services, is considered corruption.

Employees must exercise great care regarding gifts, services, and invitations to and from customers, partners, suppliers and other collaborators, at sizes beyond what concerns normal attention. In the event of doubt as to whether a gift, service or invitation falls within the scope of normal attention, one must consult with their immediate manager or other responsible manager.

### **Conflicts of interest**

A conflict of interest occurs if someone has interests that may influence decisions and judgments. For example, conflicts of interest may arise between demands from customers, own business interests and demands from owners.

Everyone at Evidi has a responsibility to ensure that their own decisions are not influenced by personal gain. We declare ourselves incompetent in situations where a conflict of interest may arise and avoid situations that could cast doubt on our integrity. In the event of uncertainty about this, one must consult with the immediate manager or other person in charge.

Examples of conflicts of interest can be exploiting business relationships in Evidi for one's own or others' benefit, entering a different employment relationship than Evidi - with or without compensation, or taking up a board position outside Evidi without approval from the CEO.

### **Company assets**

We are responsible for using Evidi's assets responsibly and with discretion, in accordance with applicable policy and instructions. The assets are available to carry out work tasks, and include equipment, information, software, systems, and the like owned by the company.

The same rules and responsibilities apply to customers and partners' assets. Misuse of Evidi's, customers' or partners' assets in any form or case is not accepted.