

# Code of Conduct

**The global presence of SPM Instrument raises high demands on our staff and business partners to assume responsibility for themselves and for each other. Therefore, we have established a set of regulations, constituting our Code of Conduct. The Code of Conduct is to be observed by everyone in the company; staff members, management and board members. SPM business partners and suppliers are also informed of this set of regulations. We expect everyone to observe and follow our Code of Conduct.**

## Our business ethics

We shall always act as a reliable, honest and long-term company living up to our commitments. We always strive for long-term cooperation with our business partners and suppliers.

We build long-term business relationships through cooperation, environmental consideration and businesslike commitments.

## Laws, agreements and regulations

In the countries where we do business, the laws, agreements and regulations of the respective countries shall be followed. We respect and observe competition rules, environmental legislation, labor legislation, agreements and other regulations pertaining to our business.

In all business deals, we shall stand for good business ethics, unquestionable by customers as well as suppliers. Close cooperation means confidential information is handled between SPM, our customers and our subcontractors. We shall provide one hundred percent protection of all confidential information or commercial secrets.

## Personal interests

Our employees shall avoid situations where personal or economic interests may conflict with the interests of SPM Instrument. If there is a risk for such conflict of interest, the employee shall report the matter to his or her superior for handling.

## Diversity and equality

Our group of companies recruits and provides equal opportunities and treatment to staff members regardless of sex, civil status, ethnicity or nationality, sexual preference, transgender identity, race, religion, political opinions, age or functional disabilities. Diversity is promoted on all levels and is regarded a great asset.

## Human rights

We respect international human rights conventions. We support and respect basic human rights in our operations. We do not tolerate, under any circumstances, child labor, coerced labor or labor under threats of violence.

We actively work to eliminate all forms of discriminatory treatment of employees. We always follow agreements, laws and regulations wherever our group operates.

## A healthy and safe work environment

We offer our employees a a healthy and safe work environment. Although we do not have many injuries or accidents, we strive to improve the work environment and to prevent and minimize risks in the long run.

*We work for a healthy and safe work environment on a daily basis. Each case of work-related unhealthiness is considered a failure.*

## Our environmental responsibility

It is our ambition to limit the environmental impact of our products throughout their entire life cycle – from development, manufacturing and use through to recycling. We of course follow current directives such as ROHS and WEEE.

## Information and observance

Managers in our company are responsible for making the contents and meaning of this Code of Conduct known to their part of the organization, and to co-workers and business partners. Any occurrences conflicting with the Code of Conduct shall be promptly reported to a superior or to SPM management.