

# **code of conduct**

HiQ has defined a set of values constituting the foundation of its code of conduct.

As a consultancy company HiQ's image is to a very high degree determined by the way our consultants present and conduct themselves. When handling projects outsourced to us by our customers the handling of the project as a whole – including the use of interfaces and external partners – is essential to us.

The code of conduct is guidance for both management and employees supporting all business activities. The code of conduct must always be reflected in everything HiQ does ensuring that the integrity of neither HiQ nor the customer is compromised.

## **Compliance with the law**

Conformance to the law is a fundamental principle of HiQ and violation of the law must be avoided under all circumstances.

Any employee guilty of violating the law in relation to his/her duties will be liable to disciplinary consequences.

## **Social and ethical considerations**

HiQ acts according to the principles of the standard "Social Accountability 8000":

- We do not accept the use of child labour or forced labour
- We provide a healthy and safe working environment for all employees
- We respect the freedom of Association and Right to Collective Bargaining
- Employees are not discriminated based on race, caste, origin, religion, disabilities, gender, sexual orientation, union or political affiliation, or age
- Corporal punishment – mental or physical – is never used
- Regarding working hours and planned overtime, we comply with the applicable law and work in accordance with collective bargaining agreements. In general, weekly working hours are currently aimed to be 37.

The principles of the SA8000 standard covers the principles outlined in the United Nations' Universal Declaration of Human Rights and the principles of International Labour Organizations declaration on Fundamental Principles and Rights at Work.

HiQ recognizes the importance of social responsibility and demonstrates this through sponsorships and by facilitating a dialog internally in the company.

## **Environment**

No formal environmental policy of HiQ has been formulated. When buying office equipment for the HiQ office, equipment marked with the Nordic Swan or the environmental flower introduced by EU is favoured. As an addition to this, recycling of office waste is done to the extent possible.

## **Sub-contractors and suppliers**

Sub-contractors and suppliers of HiQ must as a minimum follow the same high standards as HiQ. In case of breach of the principles in this code of conduct a dialog will with the supplier or subcontractor will be initiated instantly. The purpose will be to identify possible corrective and preventive actions. If the sub-contractor or supplier is not willing to correct work practices the corporation will be re-evaluated.

## **Conflicts of interest, gifts and bribes**

HiQ employees must avoid activities that lead to any conflict of interest. This includes acceptance and giving of personal gifts or hospitality to or from HiQ stakeholders, others than what can be considered reasonable hospitality given in the ordinary course of business. Any agreement or understanding regarding favours or benefits in exchange for the gifts must be avoided. Gifts of other than nominal value must not be accepted without full disclosure to and prior relevant clearance from the employee's supervisor. HiQ and its employees will not pay or offer to pay bribes or illicit payments to anyone in order to obtain or retain business. HiQ does not provide financial support to political parties or other political groups. HiQ employees must not profit, nor assist others to profit, from opportunities that are discovered through the use of corporate information or position. HiQ employees must not use corporate assets for other than legitimate business or other authorized purposes. HiQ employees must also not compete with the company.

## **Implementation**

The code of conduct is implemented in the policies and policy goals of HiQ and the code of conduct is promoted by HiQ employees in their daily work.