



# Bong

## Code of Conduct



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# Our shared **values** and **ethics in action**

## THE IMPORTANCE OF PRINCIPLES AND VALUES FOR GUIDING OUR ACTIONS

Earning, establishing and retaining trust and confidence inside and outside our business is vital. We support and use the United Nations' Universal Declaration of Human Rights, the International Labour Organization's Declaration on Fundamental Principles and Rights at Work, the OECD Guidelines for Multinational Enterprise, the United Nation's Global Compact and our own core values and our Code of Conduct to guide and direct all our decisions and every action.

Our Code of Conduct is designed to demonstrate our shared values and ethics in action, and is not intended to be exhaustive. It contains general guidance about Bong's expectations, situations that may require particular attention and available channels of communication.

It applies to board members, management, employees, suppliers and other business partners, as well as independent consultants and temporary employees or interns.

It is complemented by our Code of Conduct for Suppliers, our Equality and Diversity Policy, rules of corporate governance and other relevant policies (Information policy, Insider trading policy etc).

The Code of Conduct is a "living" document and will be amended as required. It was adopted by the Board of Directors on 13th December 2017 and is effective as of 1st January 2018.



Håkan Gunnarsson  
*CEO, Bong AB*



Christian Paulsson  
*Chairman of the Board*

# Introduction and **background**

## **BONG AND GLOBAL COMPACT**

Bong is a participant in the UN Global Compact. The Global Compact is the world's largest voluntary corporate citizenship initiative. As participants in the UN Global Compact, we are committed to incorporating the initiative and its principles into our strategy and corporate culture. We report on our adherence to these principles in our annual Sustainability Report which is also a "Communication on Progress" according to Global Compact.



# Our Code of Conduct

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## THE PRINCIPLES OF GLOBAL COMPACT

### Principle 1

Businesses should support and respect the protection of internationally proclaimed human rights; and

### Principle 2

Businesses should make sure that they are not complicit in human rights abuses

### Principle 3

Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

### Principle 4

the elimination of all forms of forced and compulsory labour;

### Principle 5

the effective abolition of child labour; and

### Principle 6

the elimination of discrimination in respect of employment and occupation.

### Principle 7

Business should support a precautionary approach to environmental challenges;

### Principle 8

undertake initiatives to promote greater environmental responsibility, and;

### Principle 9

encourage the development and diffusion of environmentally friendly technologies.

### Principle 10

Businesses should work against corruption in all its forms, including extortion and bribery.



## OUR QUALITY POLICY

Bong offers envelope and packaging solutions which increase the value and effectiveness for Bong's customers. This will be achieved through customer focus, responsibility and faultless execution.

## OUR CORE VALUES

The customer is our passion.

We seek excellence in everything we do.

Strong teams are the foundation of our success.

We interact with mutual respect.

We see change as a creative opportunity.

# We comply with **laws, regulations and policies**

We abide by all the appropriate international and national laws and regulations.

We adhere to internal Bong policies and procedures, and ask for guidance whenever we are unsure.

## **WE ADHERE TO HIGH ETHICAL STANDARDS**

We conduct our business with professionalism and integrity, and to high moral, ethical, and legal standards.

We keep our promises, and take due care of our own employees and the people and firms we do business with.

We develop working partnerships that are fair, responsible and mutually beneficial.

We keep correct and complete internal records, and issue transparent and accurate external reports.



# We maintain a decent, safe, healthy and fair workplace

## **DECENT WORKING CONDITIONS**

Employees shall not be forced to work more than the limits on regular and overtime hours allowed by the law of the country in which they are employed. All employees shall have contracts specifying the terms of employment.

## **CHILD LABOUR**

Children under the minimum working age established by local law or fifteen (15) years, whichever is greater, shall not be used as labour force.

## **SAFE AND HEALTHY WORKPLACE**

We take responsibility for our own safety, and our colleagues', by following the company's safety standards, wherever we are in the world.

We get the necessary safety training before we start a job, and intervene if others are in danger or are violating safety rules.

We adhere to all local Health & Safety regulations, and where appropriate, exceed them.

We do not tolerate any form of abuse, intimidation, or harassment at work, whether that's physical, sexual, or psychological.

## **FREEDOM OF ASSOCIATION**

Bong respects the right of each employee to engage in or refrain from collective bargaining, agreements and other collective activity as contemplated by applicable law, including the right to form and join trade unions for the protection of his or her interests.

## **EQUAL OPPORTUNITIES AND DIVERSITY**

We treat all our people with respect, and give them all equal opportunities for personal growth and professional development, regardless of their sex, sexual orientation, transgender identity or expression, ethnicity, religion or other belief, disability and age. Please refer to Bong Equality and Diversity Policy for more details.



# How we do **business**

Our relations with customers and business partners shall be characterized by fairness and honesty.

We will comply with our Code of Conduct, regardless of where in the world business is being conducted.

We will compete in the marketplace fairly and in full accordance with applicable law.

We will not be involved in any form of bribery, i.e. we will not offer or accept payments, economic benefits, gifts or favours in violation of applicable laws or generally accepted business practices.

We refrain from any dealings with competitors or other firms that could be harmful to our customers' interests.

## **WE ONLY WORK WITH ETHICALLY SOUND SUPPLIERS**

All suppliers are required to comply with all laws, regulations and industry standards of the applicable jurisdiction(s) and also to conduct its business in accordance with the highest ethical and environmental standards. Please refer to Bong Supplier Code of Conduct for details.



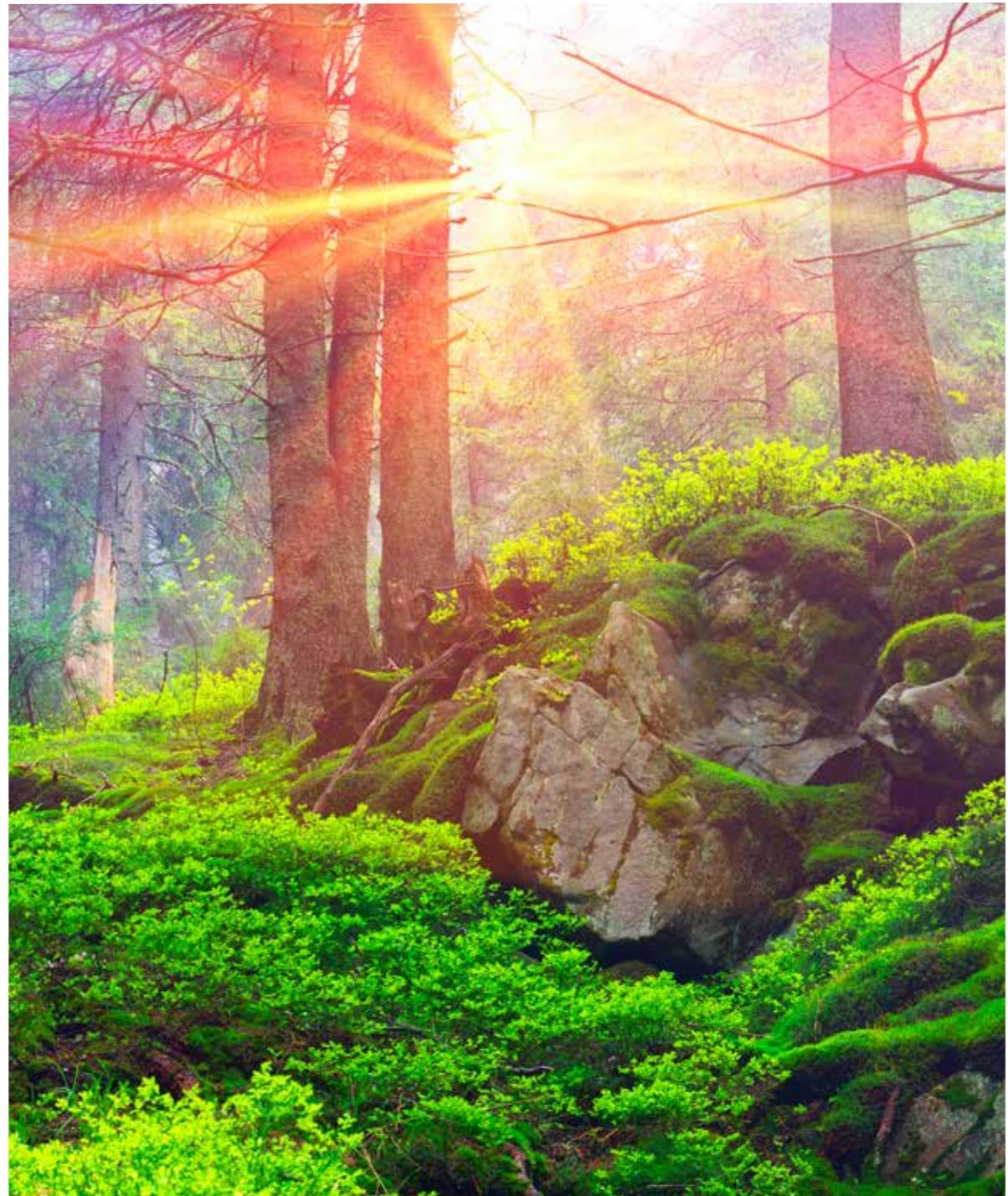
# We respect **the environment**

We comply with environmental legislation, and strive to exceed those demands.

We strive to minimize the environmental impact of our operations, source responsibly and use all our resources as efficiently as possible through the entire lifecycle of envelopes and packaging. Key environmental issues include the origins of raw forestry products, production of fine paper and conversion to envelopes and packaging, transports to and from our production units and product consumption and recycling.

We co-operate fully with any environmental inspections or monitoring.

Through information and communication, we continuously raise the knowledge and awareness of environmental issues among all employees.





# Implementation, compliance and **how to report a concern**

Our Code of Conduct lays down the fundamental principles of our operations. It is the duty of every manager, within his or her area of responsibility, to make sure that every employee and business partner is informed about the Code of Conduct and that it has to be complied with. The Code of Conduct shall always be enclosed with agreements with business partners and employment contracts.

## **HOW TO REPORT A CONCERN**

We want all our employees and other stakeholders to feel they can freely report any concerns they might have about possible violations of this Code. This might include, for example, suspected irregularities in accounting or financial reporting, potential conflicts of interest or illegal acts, as well as any environmental or human rights issues.

Employees can report concerns like this to their own manager, or to any other senior manager. If you wish to remain anonymous your identity will not be revealed unless it is absolutely necessary in order to carry out a proper investigation.

Messages can be sent by employees and other external stakeholders by e-mail to a dedicated and confidential mailbox, [codeviolation@Bong.com](mailto:codeviolation@Bong.com). Only an external Counsel on Legal Affairs has access to this email address, and the reported concern will be handled according to a set Whistleblower procedure.







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