

Code of Conduct



Plast AB Orion



CODE OF CONDUCT – PLAST AB ORION

PRESIDENT'S PROLOGUE

At Plast AB Orion, we are committed to being the first choice partner for all customers looking for injection moulded plastic parts. We will do this by providing high-quality, innovative products, services and added-value solutions while when possible using resources in a sustainable, socially and environmentally responsible manner.

As employees, we should always conduct ourselves with integrity and comply with – and ensure that Plast AB Orion complies with – all applicable laws and regulations.

With this commitment in mind, this Code of Conduct is developed to clearly outline and define the type of ethical behavior that is required of every employee.

Plast AB Orion is committed to conducting business in a fair and honest manner, and aims to become the most respected and trusted partner. In order to achieve this objective, each of us must bear in mind that we are representatives of Plast AB Orion and that we must conduct ourselves accordingly in a work related context.

This implies that we should be honest, reliable and thorough in our conduct, and that we should exercise good judgment in decision-making. I request and expect that each Plast AB Orion Employee will carefully read this Code of Conduct in its entirety, and will act in accordance with both its letter and spirit.

Peter Jutnäs

Managing Director
September 2017



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OUR MISSION

To be the first choice partner for all customers looking for injection moulded plastic components, and to be widely recognized for our competence, high level of services as well as our respect for society.

To build trust and confidence with customers, by delivering outstanding quality products in right time as well as allowing a high grade of services which add real value to their businesses.

To respect the expectations and ambitions of employees, stakeholders and suppliers through a never ending search to improve.

OUR CORE VALUES

Our business approach and the values that guide our conduct is based on the “The Toyota Way”.

It is a management philosophy and a set of principles that represents the highest level of guidance for our business practices as well as our behavior in our daily work. All employees are expected to apply these values in their daily work and relations with others.



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Toyota Way

Challenge

We maintain a long-term vision and strive to meet all challenges with the courage and creativity needed to realize that vision.

Kaizen

We improve our business operations continuously, always driving for innovation and evolution. As no process can ever be declared perfect, there is always room for improvement.

Genchi Genbutsu

We practice “Genchi Genbutsu”, which means “going to the source”, to find the facts to make correct decisions, build consensus and achieve goals.

Respect

We respect others, make every effort to understand others, accept responsibility and do our best to build mutual trust.

Teamwork

We stimulate personal and professional growth, share opportunities of development and maximize individual and team performance.



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PLAST AB ORION AND US

Plast AB Orion is committed to enhancing its business performance in order to continue to provide employment and maintain fair and stable working conditions. At the same time, Plast AB Orion tries to create a harmonious and stimulating work environment. In exchange, we as employees strive to perform our duties with integrity. By fully utilizing our talents and cooperating with others, we seek to enhance the business performance of Plast AB Orion.

Respect for human rights

We respect human rights and do not discriminate on grounds of race, gender, ethnicity, age, religious or sexual orientation, physical disability, or marital or parental status. Workplace harassment or intimidation will not be tolerated.

Plast AB Orion is among other things committed to adhere to the Human Rights conventions regarding the abolition of child labour, the elimination of forced and compulsory labour as well as the conventions on elimination of discrimination in respect of employment and occupation and the freedom of association and collective bargaining.

Achieving and maintaining a safe and healthy working environment

Plast AB Orion strives to create a safe, healthy working environment for all its employees. Should a problem or accident occur, we shall take appropriate action and investigate any causes thoroughly in order to put measures in place to prevent their reoccurrence. Using or being under the influence of drugs and/or alcohol during work time is absolutely prohibited.

Outside activities

We focus on our work and duties and execute them with integrity. While employed by Plast AB Orion, we should not take up outside employment which could harm or otherwise negatively affect the quality of the performance of our work or the interests of Plast AB Orion. We should not acquire any interest or participate in any activity outside Plast AB Orion that could damage Plast AB Orion's reputation or integrity.

Improvement of work efficiency and skills

We strive towards innovative thinking and continuous improvement, and are committed to enhancing our efficiency. We also continuously pursue personal growth and enhancement of our professional capabilities, through training and all other appropriate means. Although personal growth has many dimensions and can have different meanings to different people, personal growth at Plast AB Orion includes such elements as enhancing experience and knowledge, and the ability to take on new responsibilities.



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OUR ACTIVITIES

IN PLAST AB ORION

Plast AB Orion strives to provide high quality products, services and added-value solutions that meet the demands of customers. Plast AB Orion also seeks to maintain high standards of health, safety and environmental management, and sets ambitious targets for all its activities, including research and development, procurement, production, distribution, sales and services. In doing so, Plast AB Orion is committed to act as a good corporate citizen and respect the rules of the societies in which we act. Plast AB Orion is also committed to protect its assets and trade secrets.

Compliance with Laws and Regulations

We shall comply with all applicable laws and regulations in the relevant Plast AB Orion Territory where we operate. It is our responsibility to be familiar with the laws applicable to us in any business situation including competition laws and environmental laws.

It is our responsibility to conduct ourselves in work-related situations and otherwise in a way that does not reflect or risk reflecting negatively on the good reputation of Plast AB Orion.

Compliance with Plast AB Orion policies and internal directives

We shall comply with all Plast AB Orion Management policies or internal directives applicable from time to time.

Management and usage of assets and confidential information

Plast AB Orion possesses tangible and intangible assets that are valuable and vital to the successful operation of its business. In order for Plast AB Orion to use such assets effectively during the course of its business activities, we shall manage its assets with due care and professionalism.

This means that, within Plast AB Orion, the following directives apply:

- **Protection of intellectual property rights and other intangible assets**

We shall continually protect Plast AB Orion's intellectual property against any infringements. This includes all intellectual property rights and other intangible assets that are created or developed, directly or indirectly, by or for Plast AB Orion.

- **Protection of confidential information, trade secrets and knowhow**

Plast AB Orion's trade secrets and other confidential information and know-how may not be disclosed except to those authorized to use it. We shall abide by the Plast AB Orion rules for the usage of confidential and sensitive information and we shall do our utmost to avoid disclosure or leakages of trade secrets. Even after termination (for whatever cause) of our employment or assignment within Plast AB Orion, we are not allowed to disclose any confidential information we may have acquired knowledge of during our employment or assignment with Plast AB Orion. The Plast AB Orion "Confidentiality Guidelines" provide detailed guidelines and rules for dealing with information and data that are of a confidential or business sensitive nature.



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Prohibition on Insider Trading

We are prohibited from trading a company's stock or other securities with using nonpublic information obtained during our business activities in Plast AB Orion (insider trading). We shall understand that insider trading is a crime in most countries and destroys the mutual trust between companies, investors and business partners.

Protection of personal information

We shall treat all personal data with due care and in compliance with applicable laws and regulations. We shall obtain and retain personal information about customers and business partners only by legitimate means, shall strictly manage and protect such information, and shall only use such information for its intended purposes.

Use of business communication facilities

Telephone, e-mail, internet and other communication facilities provided by Plast AB Orion are to be used for business purposes and with care. The Plast AB Orion End User IT Policy provides rules for dealing with e-mail, internet, IT and telecom systems, hardware, software and password-use in the workplace.

Accounting and Reporting

Plast AB Orion shall maintain accurate and reliable financial records. All financial and other reports shall give an accurate account of Plast AB Orion business transactions.



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TREATMENT OF SUPPLIERS, CUSTOMERS AND OTHER THIRD PARTIES

Contracts and other commitments

Plast AB Orion submits to the principle that agreements and other commitments should be honoured and Plast AB Orion shall strive to comply with such agreements and other commitments.

Fair trade

Plast AB Orion shall engage in fair transactions and is obligated to comply with the rules of fair competition.

Conflict of interest

Personal relationships with suppliers, customers and other third parties may give rise to situations where a conflict of interest – real or perceived – may arise. We should therefore at all times ensure that we remain independent (and are seen to be independent) from any third party that has a contractual relationship with Plast AB Orion.

Demanding and accepting advantages

A conflict of interest may arise when a Plast AB Orion employee is offered gifts, hospitality or other advantages that could influence his/her judgement in relation to business transactions such as the placing of orders and entering into contracts. No Plast AB Orion employee is allowed directly or indirectly to demand or accept any unjustified gifts or other unjustified advantages from any supplier, customer or other third party (including any public organs, authorities and similar bodies) in connection with business transactions and otherwise.

Offering and granting advantages

Plast AB Orion competes on the basis of offering high quality products, services and value added solutions. No Plast AB Orion employee may, directly or indirectly, offer or grant any unjustified gifts or other unjustified advantages to suppliers, customers or other third parties (including any public organs, authorities and similar bodies) or their representatives in connection with business transactions and otherwise. Plast AB Orion employees shall not participate in transactions which amount to profit sharing or illegal political donation in relation to governments and governmental and political organizations and their representatives.



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ORION AND SOCIETY

Plast AB Orion maintains close ties with the communities in which it operates and aims to always act as a good corporate citizen. Plast AB Orion strives to communicate openly and honestly with stakeholders and engages in activities that contribute to the sustainable development of local communities and society as a whole.

Environmental Preservation

Plast AB Orion believes that economic growth and conservation of the natural environment are compatible. Plast AB Orion strives to offer products, services and added-value solutions that are clean, safe and of high quality. In the product development stage, Plast AB Orion shall endeavor to develop products that will help reduce exhaust and noise emissions and improve energy efficiency and recycling rate. In the production and distribution stages, Plast AB Orion shall endeavour to reduce the use of energy and harmful chemicals, and to reduce waste and emissions, thereby helping to diminish the adverse effects on the environment.

Relations with local communities

Plast AB Orion strives to enhance its reputation and gain the trust of local communities through participation in local community events and programmes. Plast AB Orion maintains ties with the communities in which it operates and aims to always act as a good corporate citizen. Plast AB Orion strives to communicate openly and honestly with stakeholders and engages in activities that contribute to the sustainable development of local communities and society as a whole.

Corporate Communication

With awareness that, as Plast AB Orion employees, each one of us has a public relations role to fulfill, we shall conduct ourselves in a manner that supports society's trust in Plast AB Orion by providing accurate information. Plast AB Orion could be negatively affected by incorrect or negative information and only the Managing Director should make official statements on behalf of Plast AB Orion