

# Code of conduct



**kpa unicon**

# Code of conduct



At KPA Unicon we firmly believe in 3 main values, empathy, awareness and passion. These values are the basis of our code of conduct, which is meant to guide our employees to make the right choices and represent our company in a way that matches our brand. Our goal as a company is to do good things and at the same time bring value to our partners and customers.





# — Empathy

## **Human rights**

At KPA Unicon we make sure that all our employees, clients and partners are treated equally and do not tolerate any form of discrimination based on their ethnicity, age, gender, religion or any other quality, internal or external. We under no circumstance condone the use of child labour or forced labour and expect the same promise from all our partners. We make sure all our employees are treated and paid according to the laws and regulations and receive proper healthcare.

## **Responsible suppliers**

We only work with responsible companies. We evaluate our subcontractors before we start working and we require all the necessary information to conduct our evaluation. We avoid working with companies who we see to be in conflict with our code of conduct. We only use suppliers approved by us or the customer.

## **Flexibility**

We understand the changing situations in life, were it with one of our partners, customers or possible future affiliates. We are always flexible and ready to think of new solutions in the case of an unexpected change of plans. We always find a way to adapt to change.

## **We care for our customers**

We always try to find the best possible solution for our customer considering local challenges and utilizing local fuels. With our solutions we want to provide value not for only our customers, but also for the local people using them. One of the basic principles of our operations is bringing the customer success, and it is based on deep knowledge of the customers' needs and operation. We strive for long relationships and partnerships with our customers, and so being an even bigger part of our customers energy production.

## **Fair competition**

We respect our competitors and are committed to fair competition. With our customer-value increasing solutions we aim to be a competitive player on the market and won't use the competitor's confidential information for our good or against our competitors. We require the same from all our employees.

## **Honesty**

Our operation is based on honesty. We communicate with our owners, staff, customers and other stakeholders transparently and honestly.



# — Awareness

## **Sustainability**

We consider the effects on our climate with everything we do. Our responsible energy solutions help make our environment healthier by using renewable energy sources, recovering energy from waste and by cutting emissions. Our aim is sustainable resource use with continuous development of our operation and technology.

## **Safety**

Our employees are our most valuable asset, that's why our goal is to reach zero accidents on our sites a year. Primarily, the employer is in charge of keeping work safety at the level it should be at, still it is every person's own responsibility to work safely and not break any work safety regulations. We always brief our visitors, employees and partners in work safety at our sites, and expect that our employees participate in guiding visitors on safety matters. Our employees are required to act according to work safety regulations and to report any mishaps. We do not tolerate violence, inappropriate behaviour or working under while intoxicated. Every employee is responsible for creating a safe and nice work atmosphere..

## **Training**

We firmly believe in the knowledge and skill of our employees, that's why we encourage everyone to improve their skills regularly.

## **Privacy and data protection**

Privacy and protecting it are extremely important. We only gather the information absolutely necessary to complete each project. We also heavily focus on data protection and keeping all the information we gather safe. We expect our employees to understand that leaking any of our or our customers information can have a very negative impact on our or the customers business. We handle all information with confidentiality.

## **Conflict of interest**

The company comes first when making decisions. We do not tolerate any form of pursuit of personal gain on the expense of our company from our employees. When conflicts of interest occur, we contact the employer and decide about the procedures together.

## **Abiding the law**

We are committed to fully working according to local laws and regulations. We always consider local laws when planning new projects and expect the same from all our associates. We continuously develop our operations to match the changes in laws.

## **Corruption**

We do not tolerate corruption in any form in the areas where we operate. Our employees are obligated to inform their employer if they notice signs of corruption or bribery. We can accept the giving or receiving of a small gift with low value, when it is not directly linked to ongoing negotiations and no favours are expected in return by either party.



# — Passion

## **Trendsetter**

We want to be known as a future oriented trendsetter for sustainable energy solutions. Therefore, we are always open to new perspectives, methods and ideas. Our goal is to influence the energy business by leading the discussion for clean energy and by taking initiatives. We continuously try to find new ways of bringing value to our customers by utilizing new technologies and innovative operating models. We provide tomorrows energy solutions today.

## **Quality**

Quality comes first for us and our operating is based on continuous improvement. It is our duty to ensure that both the quality and customer demands are met in our work.

## **Development**

Continuous development and innovations, for cutting emissions and developing energy solutions for example, are crucial to advance our field. We believe continuous improvement brings us closer to cleaner energy production.



**Energy for good.**