

Code of Conduct

AddLife 

Code of Conduct

- 1 About this code
 - CEO word
 - Vision and mission
 - AddLife core values
 - UN Global compact
 - To whom does the code apply?

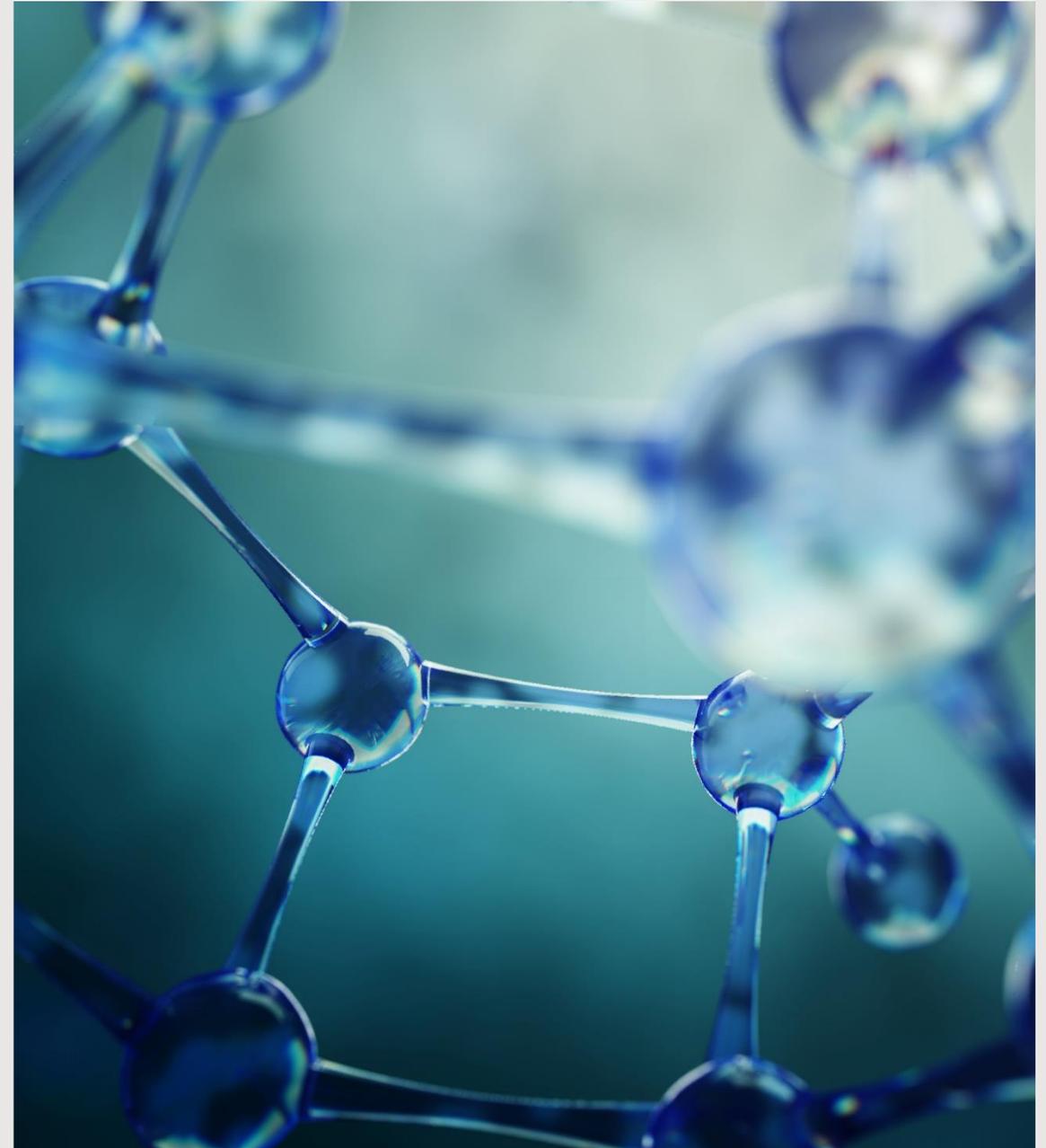
- 2 Your decision-making compass

- 3 Our operations
 - Environmental responsibility
 - Fair competition
 - Gifts and other benefits
 - Conflicts of interest
 - Protection of AddLife assets
 - Obligations of confidentiality
 - Personal data
 - Product and safety
 - Marketing practices
 - Trade sanctions and restrictions
 - Animal welfare

- 4 Our working environment
 - Safe and healthy
 - Fair working terms
 - Equal opportunity and diversity
 - Non-discrimination
 - Development
 - Disciplinary measures
 - Freedom of association
 - Alcohol and drug abuse

- 5 Our role in society
 - Respecting human rights
 - Forced labour
 - Child labour
 - Anti-corruption
 - Money laundering
 - Political activities
 - Relationship with the community
 - Communication

- 6 Raising concerns



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AddLife is a leading and value adding partner to the healthcare sector, from research to medical care, with a mission to offer high-quality, cost-effective solutions to both the public and private segment. This implies that we also have a special responsibility to be guided by strong ethics, transparency, and integrity in all our operations and in our business conduct.

This Code of Conduct is an essential tool that serves as guideline and decision-making compass for all employees, independent of role, geographical location or company in the Group. It is the responsibility of each and every one of us to read, understand and act in accordance with the Code of Conduct.

By acting in accordance with this Code of Conduct and our core values, we make sure to protect and further strengthen our reputation and the trusting relationships we have with so many customers, business partners and patients. This way we will enable ourselves to live up to our vision to improve people's lives.



Fredrik Dalborg

President and CEO



Vision and mission

AddLife's vision

To improve people's lives by being a leading and value adding player within in life science.

AddLife's mission

AddLife provides added value to its customers who are active in the healthcare sector, from research to medical care. This is done by offering high-quality, cost-effective solutions of services and products to both the private and public sectors, mainly in Europe.



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AddLife core values

Our core values are Simplicity, Responsibility, Commitment and Innovative.

Our success is built on a well-supported corporate culture throughout the group, including all subsidiaries (hereafter named only as AddLife). The core values govern the decentralized and entrepreneurial business model and are the guideline for our employees in their daily work. Our actions define us; therefore, we need to act and behave in line with our values.

UN Global compact

As a signatory to the UN Global Compact, we actively support human rights and conduct our business in a manner that is socially responsible and consistent with the principles of the [Global Compact](#), the [International Bill of Human Rights](#), the [ILO Core Conventions](#), and the [OECD Guidelines for Multinational Enterprises](#).

To whom does the code apply?

This code applies to all employees within the AddLife group, independent of your role, geographical location, or company in the group.

It is the responsibility of each one of the employees to read, understand and act in accordance with the code. AddLife is committed to offer regular training on the code to all employees.

If you are a manager, you have a special responsibility to champion this code, making sure it is a part of the way you, and your team, do business. This includes leading by example and ensuring that employees receive necessary information and training. As a manager you are also responsible to ensure that relevant national legislation and regulations are observed.

Your decision-making compass

The aim of this code is to provide guidance on how to act and behave as AddLife representatives. The code cannot account for all eventualities and scenarios and sometimes we will face situations where it is complex to know what the right thing is to do or situations without a clear course of action. These are moments when you should use your sound judgement and common sense and ask yourself the following questions:

- Is this in line with our code of conduct, our other policies and national law?
- Is it ethically and morally justified? Does it feel right? If not, why?
- Is it in line with our core values and accepted behaviour?
- How would this look to other colleagues or to someone outside AddLife if you told them about it?
- Could this harm AddLife's reputation?

In case above questions do not resolve your dilemma, be transparent and discuss the issue with your manager.

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Our operations

We build business relationships through integrity and transparency, and we have zero tolerance for non-compliant behaviour.

Environmental responsibility

Sustainability is a central part of AddLife's vision to improve people's life. When working proactively with our environmental impact, we create long-term value for our customers, employees, investors, suppliers, patients, other stakeholders, and society at large.

Due to our value chain position, our direct environmental impact is often relatively small. Still, we feel ownership for the impact along the entire life cycle of the solutions provided by us.

We work actively on finding climate smart solutions as well as understanding and taking steps to reduce our environmental impact. These are implemented to the extent they are technically feasible, reasonable from a business economic viewpoint and environmentally justified. Important decisions and larger investments shall consider potential sustainability impacts.

Fair competition

We comply with applicable competition laws, not undertaking agreements or understandings between competitors that can undermine competition, including bribes or other corruptive behaviour, price fixing, allocation of customers or geographic markets, bid rigging or abuse of a dominant position.

Gifts and other benefits

As AddLife employees, we do not offer, accept, request, or authorize gifts, benefits, or reimbursement to or from third parties that constitute a violation of this Code or national laws or that could lead to a conflict of interest, influence the objectivity of a business decision, or raise questions about our integrity.

AddLife only provide gifts, hospitality, and entertainment to third parties in a lawful and transparent manner and then only as an appropriate compliment to legitimate business relationships.

Inappropriate gifts are those that are significant of value, cash, or cash equivalents as well as anything else of benefit that may influence, or appear to influence, business decisions. If we are offered an inappropriate gift, we politely and firmly decline and report this to our manager.

Conflicts of interest

Our business decisions are always based on AddLife's best interests.

We avoid conflicts of interest and properly disclose actual or potential conflicts of interest to our manager as soon as we become aware of them. A conflict of interest arises when our private interests, personal relationships, or activities outside AddLife influence, or appear to influence, our objectivity. For example:

- Consulting/employment by competitor, supplier, or customer
- Making a significant investment or holding significant equity, debt or other financial interest in a competitor, supplier, or customer
- Having a financial interest in a transaction such as the purchase or sale of products, materials, equipment, or services.

In cases of doubt, always turn to your manager for guidance.



Protection of AddLife assets

AddLife's assets are used in company business and in accordance with our policies. As employees we are responsible to protect our intellectual and physical property, including trademarks, know-how, patents, confidential information, cars, computers, and other equipment.

Use of personal assets/devices is not allowed when conducting AddLife business.

Any loss, or threat to, these assets must be reported to the nearest manager.

Obligations of confidentiality

Confidential information must always be protected and only shared with authorized people. When you have access to confidential information, it directly implies an ongoing responsibility to exercise due care in accordance with local laws and your employment contract. If confidential information needs to

be shared with external parties, always make sure to have a valid non-disclosure agreement in place.

Personal data

All employees must respect the right to the protection of personal data. Personal data of employees, customers as well as other third parties must be handled in accordance with applicable privacy laws and relevant policies.

Product and safety

We create competitive advantage by delivering high quality products and value adding services, combined with climate smart solutions to our customers. Health and safety are central in everything we do.

Our products and services must meet applicable legislative and regulatory requirements related to product safety and labelling.



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Marketing practices

We advertise, promote, and label our solutions in a responsible manner, respecting applicable product regulations and marketing laws.

We ensure that advertising and promotion of our solutions are capable of justification. In no case do we exploit fears for patient's well-being. All claims should be validated with data.

In achieving the highest quality for our customers, AddLife conducts education and trainings at our premises or through seminars or conferences. Sometimes, it might be appropriate to cover participants' costs such as registration fees, lodging, travel costs and meal expenses. Legislation in this area differs between markets and AddLife always complies with applicable national regulation.

Trade sanctions and restrictions

We conduct our business in accordance with applicable trade laws and regulations. This could include sanctions and import/export restrictions related to certain products or doing business with certain individuals, countries, or businesses.

Animal welfare

AddLife always respects animal welfare and we comply with national and international animal welfare legislation.

Our working environment

We provide a healthy working environment, physically and socially, and strive to be an attractive employer regarding the personal development of our employees.

Safe and healthy

Each of us is responsible for contributing to a safe and healthy workplace. AddLife shall, as a minimum, strictly observe national laws and/or collective bargaining agreements.

We shall all seek to prevent, mitigate, and address safety and health-related risks and promote the well-being of all our colleagues. Managers must also ensure that employees and contractors are provided with adequate training and, when necessary, safety equipment.

Fair working terms

Our terms and conditions of employment, including financial compensation and working hours, shall at least meet the minimum requirements of national legislation and applicable collective agreements, or shall accord with relevant standards in the locations where we conduct business. We encourage an open dialogue with the employees about the terms and conditions.

Equal opportunity and diversity

All employees are offered equal opportunity for equal work irrespective of sex, gender identity or expression, age, sexual orientation, disability, ethnicity, religion, or other beliefs.

This includes recruitment, development, training, compensation and terms and conditions of employment and promotion.

In cases where compensation gaps for equal work exist, we shall make active efforts to even these out. We also strive for a more equal gender balance and diverse organisation at recruitment.

We encourage both men and women to use their parental leave rights in accordance with national legislations.



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Non-discrimination

We strive for a non-discriminatory corporate culture based on responsibility and respect. We do not permit any discrimination or harassment in any form.

Development

All employees should have annual opportunity to have development reviews with their managers. During these, employees and managers are encouraged to review progress and identify development opportunities going forward, including local and corporate training.

Disciplinary measures

Employees are treated with respect and dignity. No employee may in any circumstances be subject to physical punishment or any other form of physical, sexual,

psychological punitive measure, harassment, or compulsion. No deduction from wages may be made as a disciplinary measure, unless governed by collective bargaining agreement or approved by law.

Freedom of association

We recognize the right of employees to decide on whether to be represented by unions of their own choosing or organize to bargain collectively, or individually.

Alcohol and drug abuse

We do not tolerate or allow the abuse of any substances, such as alcohol and drugs. The use, storage and distribution of illegal drugs on AddLife properties is strictly prohibited.

Our role in society

Respecting human rights

We support and respect the United Nations Guiding Principles on Business and Human Rights. As such, we seek to continuously evaluate how our operations impact human rights and take steps to avoid violations of such rights.

Forced labour

We do, under no circumstances, accept any form of forced labour, work unwillingly performed or unpaid work in any form. This includes agreements made under forced conditions, and illegal workforces.

Child labour

We do not tolerate the use of child labour, as defined in ILO conventions 138 and 182. The UN's convention on the Rights of the Child serves as guidelines for

all business conducted in our name. No person below the age for having completed compulsory schooling or below the age of 15 years may be employed.

Anti-corruption

We do not tolerate corruption, bribery, or unfair, anti-competitive practices. All sales and marketing of our products and services shall be conducted in accordance with relevant laws and regulations in the country concerned. We shall not act in breach of applicable laws on competition. We do not participate in non-permissible cooperation with competitors, customers, or suppliers, nor do we do business with those we suspect of violating these anti-corruption rules.



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Money laundering

No employee shall ever engage or participate in any activity that may directly or indirectly involve the laundering proceeds of criminal activity. We comply with anti-laundering legislation in all the jurisdictions where we do business.

Political activities

We maintain neutrality towards political parties and candidates. Neither the name of AddLife and the names of the group's companies nor any other resources whatsoever under the control of the group's companies can be used to promote the interests of political parties or candidates. We do not make payments or donations in any kind to political parties or candidates, or their institutions, agencies, or representatives.

Our politically neutral position does not prevent us from engaging in policy debates on subjects concerning our business.

Relationship with the community

We have the ambition to contribute to our local communities and have a positive influence where we operate. We strive to engage with organisations whose missions are aligned with ours.

Communication

We maintain an open dialogue with those affected by our operations and are committed to professional and transparent communications, without breaking our confidentiality obligations.



Raising concerns

As employees we are all responsible for maintaining the integrity of AddLife. We shall seek to maintain a culture where we all feel confident to raise concerns and where open and transparent dialogues are honoured. If you are an employee within the AddLife group we encourage you to raise concerns with your manager, or if needed, a higher level manager.

Whistleblowing service

Any person, including employees, detecting or suspecting a breach of this code can always report this through our whistleblowing service. A person who blows the whistle does not need to have firm evidence for expressing a suspicion.

Our whistleblowing service offers a possibility to alert the organisation about suspicions of misconduct in a confidential way. Whistleblowing can be done openly or anonymously.



Blow the whistle