

SLO's Code of Conduct – a guide for business partners

SLO Oy's Code of Conduct defines behavioural regulations and guidelines that we expect our business partners also to comply with.

1 Compliance with legislation and other rules and directives

SLO and its business partners are fully committed to complying with any and all applicable legislation and other regulations. Fundamental of those are laws that pertain to competition, corruption, bribery and misuse of leverage, personnel, human rights, safety at work, product safety and protection of privacy.

2 Prevention of corruption and misuse of leverage

SLO and its business partners do not condone corruption or other misuse of leverage in any shape or form. Every employee that requests for or accepts advantages without the explicit permission from their company is guilty of taking bribes. SLO requires that its business partners do not offer bribes to SLO's employees either.

3 Managing conflict of interest situations

Whenever a director's or an employee's personal interests come into competition or clash with the company's interests this gives rise to a conflict of interests' situation. Each SLO staff member and a director, manager or an employee of a business partner are to avoid circumstances which might lead to a conflict of interests.

4 Fair and open competition

SLO as well as its business partners promote fair and open competition and strive to developing relations that are based on long-term mutual trust. All competition on markets and customers are practised in full compliance with the Competition Law.

5 Confidentiality

SLO and its business partners are committed to ensuring confidentiality of all data relating to each other's business operations, personnel, clientele and partners. Confidential information is not to be destroyed or disclosed to a third party. Parties shall immediately communicate possible data leakages and breaches to the other party.

SLO and its business partners abide by the Data Protection Act and related Supplementary Laws and only personal information that is essential for conducting business relations is collected.

6 Corporate Social Responsibility

SLO and its business partners operate in accordance with good and ethical business practices. Internationally recognised human rights are promoted and respected, and no human rights violations are allowed in any form. People are appreciated and treated with respect. Threatening with violence, physical or mental abuse or other unlawful harassment and discrimination based on bias or prejudice is strictly prohibited.

7 Code of Conduct violations

SLO and its business partners do not tolerate any illegal or unethical acts. Employees who violate against the Code of Conduct will be disciplined. A serious violation may lead to termination of employment with or without notice. Cases of suspected corruption and other offences will be reported to the appropriate authorities. Any offences committed by a business partner's staff member will be reported as per their own reporting process.

Guide to SLO's reporting procedure is available at www.slo.fi. SLO and its business partners handle all complaints fairly and efficiently. Illegal or unethical behaviour will be promptly investigated. All information received shall be kept strictly confidential.