

Code of Conduct Engagement Guide

Supporting material to develop a Code of Conduct



Introduction



This package has been created to support any company to set up, or enhance, a Code of Conduct.

To have a Code of Conduct established sets the base for good practices in all Sustainability areas, i.e., Anti-corruption and Business ethics, Human and Labor rights, Health and Safety, Environment.

Sustainability expectations are increasing in the market and there are proofs that a well-established way of working with Code of Conduct gives a competitive advantage in the market.

This short Guide is thought to give answers on why the Code of Conduct is important. What it is, and insights on how to establish a Code.

Questions can be sent to: [Responsible Sourcing Support@ericsson.com](mailto:Responsible_Sourcing_Support@ericsson.com)

Agenda



Why having a Code of Conduct is important

Code of Conduct content

How to develop a Code of Conduct

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Sustainability aspects in the market



Governments

Increased number of legislations

Customers/ ICT industry

Increased focus on compliance in Supply chain

NGOs

Increased focus on living conditions and environmental protection

News/Media

Increased focus on reporting sustainability incidents and risks



Why consider a sustainability approach?



Relationship



Strengthen competitive position

Meet customer expectations

Be perceived as a trusted partner

Investor & lender security



Satisfy investors and lenders

Be proactive and build trust

Reputation & values



Make positive impact on the Society

Mitigate brand risks

Create employee trust and pride

Enhance supplier awareness

Attract Talent

Regulations & standards



Meet or exceed legal obligations

Prevent penalties

Conform to/comply with international guidelines & standards

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Code of Conduct Content



Anti-corruption
and Business
ethics

Human and
Labor rights

Safe and
Healthy working
conditions

Environmental
management

- These areas are what a Code of Conduct should include.
- The areas that you should use to build your Management System around.
- Including what policies and instructions you establish for giving guidance to your employees.
- Describe what your expectations are in terms of behaviors in the company.
- Setting the frame for the company culture.

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How to Develop a Code of Conduct for your Company



What is a Code of Conduct?

Put simply, a Code of Conduct is a set of rules that guides behavior in your business.

The Purpose of the Code of Conduct

The primary purpose of a Code of Conduct is to establish standards to ensure that working conditions are safe, that workers are treated with respect and dignity, and that business operations are environmentally responsible and conducted ethically.



How to Develop a Code of Conduct for your Company



Development of the Code of Conduct – What should it include?

- Company mission statement
- Company vision statement
- Unacceptable behaviors and their consequences
- Legal compliance
- Employee rights
- Internal practices (e.g., internal ways of working, company culture)
- External practices (e.g., confidentiality, privacy, etc.)
- Consequence management (e.g., disciplinary actions)

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Guidelines for Code of Conduct Content



Anti-corruption
and Business
ethics

Human and
Labor rights

- The following questions give you an idea of what you may need to secure in your Management System in relation to these requirements.
- You should view the questions as guidelines that lead you to the best approach for your own Code of Conduct, with selected examples and not as a mandatory list of items.

Safe and
Healthy working
conditions

Environmental
management

Anti-corruption and Business ethics



Are your employees trained on the basics of Anti-Corruption and know how to recognize red flags of corruption?

Does your Company provide guidance for employees about proper gifts and hospitality?

Does your company have routines for preventing and handling corrupt behavior?

How does your company manage expenditures relating to serving your company's contracts and ensure that they are accurately recorded in your books?

Human rights



Have you analyzed your company's actual and potential human rights impacts?

What concrete actions have you taken to address, mitigate and prevent such impacts?

Does your company have a way to handle complaints related to adverse human rights impacts and to provide remedy to affected stakeholders?

Does your company evaluate barriers, such as local legislation or business practices, which would prevent you from ensuring the respect of human rights?

Does your company have a process to ensure your suppliers, and sub-suppliers adhere to the same standards on human rights?

Labor rights



Does your company have a process in place to continually ensure compliance with local and international labor standards?

Are your company's employees free to join, or not to join, independent trade unions and bargain collectively?

Does your company analyze risks of modern slavery such as employing migrant or seasonal workers, the use of labor brokers, national legislation enabling poor labor practices etc.?

Does your company provide clear information to your employees on their employment conditions, including a written contract?

Does your company monitor average working hours and ensure employees do not exceed legal requirements?

Does your company have process in place to ensure you do not employ underage workers?

Does your company prevent all types of discrimination at the workplace?

If supplying and/or sourcing materials/components that include raw materials, does your company have processes in place to trace the origin of such raw materials and ensure that are responsibly sourced?

Does your company have procedures in place to identify, document, and follow up incidents and accidents in order to remedy and prevent future events from reoccurring?

Safe and Healthy working conditions



Does your company conduct Risk Assessments to identify risks and control measures to mitigate them?

Are your employees encouraged to actively contribute and participate in the development and implementation of OHS?

Does your company have procedures in place to identify, document, and follow up incidents and accidents in order to remedy and prevent future events from reoccurring?



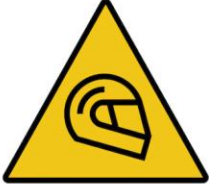





Does your company keep records on planned and completed trainings?

Do you have control of all the legal requirements on how to handle them?

Lifesaving rules

Guide of rules to consider in any company with building and installation work.

Lifesaving rules

<h3>Driving</h3> <p>Do not exceed speed limits, and never use handheld phones or devices while driving</p>		<h3>Traveling</h3> <p>Always wear a seat belt when driving or when you are a passenger of a vehicle</p>	
<h3>Helmets</h3> <p>Always wear a helmet when riding motorcycles or bicycles</p>		<h3>Alcohol and drugs</h3> <p>Never work or drive under the influence of alcohol or drugs, including prescribed drugs that may impair performance</p>	
<h3>Personal protective equipment (PPE)</h3> <p>Always use the correct PPE for your work environment</p>		<h3>Drop zones</h3> <p>Do not enter a drop zone unless you are authorised and wearing the correct PPE</p>	
<h3>Working at heights</h3> <p>Always use a fall-arrest system and pay attention to environmental conditions</p>		<h3>Electricity</h3> <p>Always verify energy isolation before work. When working in the proximity of power, always maintain a safe distance</p>	

Stay safe. Be well.

Ericsson Care

Environmental Management



Does your company have an environmental policy?

Does your company have an implemented procedure for identifying and grading the different ways in which you affect the environment (your “environmental aspects”) – including risks?

Does your company have a system for identifying relevant environmental laws and regulations, and for keeping the information accurate?

Does your company consider environmental factors in relevant business decisions, for example when purchasing vehicles, products, travels or selecting process chemicals?

Are you considering your environmental management work to be proactive and efficient as it is today?

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Useful links supporting development of Code of Conduct



[Code of Conduct training – Ericsson](#)



[Introduction to Life Cycle Thinking \(learnlifecycle.com\)](#)



[Code Interpretation Guidance](#)

(RBA Code of Conduct v7.0, effective as of Jan. 1, 2021)



[Responsible sourcing – Ericsson](#)