

# Employee Code of Conduct

## 1. Purpose

This Code of Conduct outlines the standards of professional behavior expected of all employees of VBN Components AB. It is intended to promote a safe, respectful, and legally compliant workplace culture and to guide employees in making ethical decisions.

## 2. Scope

This Code applies to all employees, regardless of position or contract type, as well as to consultants and contractors when representing VBN Components AB.

## 3. General Expectations of Conduct

### *3.1 Respectful Workplace*

Employees must treat colleagues, customers, suppliers, and visitors with dignity and respect. Harassment, bullying, discrimination, or retaliation of any kind will not be tolerated.

### *3.2 Use of Company Property*

Company equipment, materials, and digital resources are to be used responsibly and primarily for business purposes. Misuse, theft, or negligent damage of company property is prohibited.

### *3.3 Confidentiality and Proprietary Information*

Employees must safeguard confidential business information, including trade secrets, customer data, pricing, and proprietary processes. This obligation continues even after employment ends.

### *3.4 Health and Safety*

All employees must contribute to a safe and healthy work environment by complying with safety protocols, reporting hazards, and taking reasonable care of themselves and others.

### *3.5 Representation of the Company*

Employees must act professionally and ethically when representing VBN Components AB, whether internally or externally, in person, digitally, or on social media.

## 4. Legal and Regulatory Compliance

Employees are expected to comply with all applicable laws, industry regulations, and internal company policies. This includes, but is not limited to, labor laws, environmental regulations, data protection laws, and anti-corruption rules.

## 5. Disciplinary Action

Non-compliance with this Code of Conduct may result in disciplinary action, which can include:

- Verbal or written warnings
- Mandatory training or reassignment
- Suspension or demotion
- Termination of employment
- Legal proceedings, in cases of serious or criminal conduct

## 6. Reporting and Guidance

Concerns or breaches of this Code should be reported to a manager, HR, or the CEO. Reports will be treated seriously, investigated fairly, and handled confidentially. Retaliation against whistleblowers is strictly prohibited.



Effective Date: June 11, 2025  
Version: 1.0

A handwritten signature in blue ink that reads "Magnus Bergman". The signature is fluid and cursive, with a long horizontal stroke at the end.

Magnus Bergman, CEO, VBN Components AB