

Our obligations

A guide to ethics, morals and integrity for Catena employees

CATENA



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Our most important guide

This document explains Catena's Code of Conduct. It forms the very basis of how we work. As an employee of Catena, you represent the Company and are an important piece of the puzzle that contributes to how we are perceived. Your actions reflect who we are and how we conduct ourselves. Use this summary as a guide to help you to make wise decisions regarding:

- business ethics
- human rights and working conditions
- environmental impact and corporate social responsibility

Remember!

Everything we do must be permeated by thoughtfulness and responsible decisions, regardless of our role or the information we have. Rigorous ethical standards, morals and integrity are a matter of course at Catena.



About our brand

Who we are

‘Catena develops efficient logistics facilities that serve the metropolitan regions of Scandinavia by working in a sustainable way and through collaboration with partners’.

This is our business concept. Our Code of Conduct goes hand in hand with our business concept and our core values. Every aspect strives coherently toward the same goal: to be at the leading edge and our customers’ first choice when it comes to sustainable logistics properties.

To give you a grasp of our holistic approach, we have outlined the key aspects that characterise our brand.

Our core values

Exceeding expectations

We behave professionally in everything we do, large or small, and have the skills we need to meet current and future needs. Based on this, we always go a little further, daring to be innovative.

Taking long-term responsibility

Both our own working environment and society as a whole are affected by how we act and the decisions we make. What we deliver must be sustainable over time - ecologically, socially and financially.

Being committed

We work closely with our customers and our colleagues, and we are passionate about what we do. At Catena, we believe in having fun at work and are not afraid of this joy being contagious - we are happy to share!

Our vision

‘Linking Scandinavia’s cargo flows’.



About ethical considerations in business relationships


We make responsible decisions

At Catena, we do not tolerate corruption in any form. However, it can sometimes be difficult to determine what counts as abuse of power or corrupt behaviour.

This chapter presents the key aspects of making well-founded decisions and conducting ethically responsible business.

Our efforts with anti-corruption

To know how to act toward partners and customers, there are some important points to keep in mind. Although many of these may seem obvious, they are worth repeating.



As an employee of Catena, you must never exploit your position or your business contacts for personal gain or to the benefit of your immediate family.

You must always avoid situations that can create or give the impression of creating a conflict of interest.

You are never to give or receive bribes.

You are to take a stand against illegal employment and financial crime.

When engaging in business entertainment, you are to stay within what is considered a reasonable degree of hospitality for normal business activities and respect the rules of our business partners.

Aspects to keep in mind

Bias and conflict of interest

If you are personally or financially linked to a specific matter, a competitor or a business partner, there is a risk of bias - that you cannot act impartially and professionally. When your personal interests are at risk of being at conflict with your obligations as an employee, you should not take part in making any decisions on the matter concerned.

Secondary occupations

You must not engage in any activities or conduct any operations that compete with Catena, or which adversely impact your work in any manner. If you feel uncertain about a matter - always check.

Market abuse

To avoid the risk of distorted competition, Catena subjects all projects that exceed a certain monetary amount to a procurement process. At least two to three suppliers must participate in every tender procedure. It is extremely important that our suppliers comply with all relevant laws and regulations. Therefore, prior to a procurement process, we conduct an overall assessment of each supplier that takes into account both hard and soft values.

Hospitality and gifts

To avoid subjecting our business decisions to unethical influence, or giving the impression that we wish to manipulate other parties, we must be careful with hospitality activities and gifts. A business partner may wish to treat you to dinner, entertainment, a sporting event, or a trip. Never accept anything that you feel can exert influence on you. You can read more about this in the Employee Manual if you are unsure of what is appropriate.

Money laundering

Always be careful about who you are doing business with. Read up about and exercise due diligence on your business partners. No one should have the opportunity to engage in money laundering activities through Catena. All our transactions are to be conducted pursuant to applicable regulations on the prohibition and prevention of money laundering.

”
**If it feels
wrong -
it probably is!**



Read more in the Employee Manual if you feel unsure of what is appropriate.



About human rights and working conditions

We respect that everyone is equal

At Catena, it goes without saying that all human beings are equal and have the same rights - regardless of age, gender, transgender identity, ethnicity, religion, functional diversity or sexual orientation. This applies to all our colleagues, business partners and suppliers.

In this chapter, we summarise the most important things you must keep in mind in terms of human rights and working conditions.

Our work with human rights is based on



The Global Compact's ten principles

The UN's Universal Declaration of Human Rights

OECD Guidelines for Multinational Enterprises

The core International Labour Organisation (ILO) conventions



You can find links to these at the end of this

Our rights and obligations

As an employee of Catena, you not only have your own rights, but also the obligation to be watchful that other people are being treated correctly. This applies to the entire operation, from the micro-perspective of your own workplace to the macro-perspective, that includes our suppliers.



The micro-perspective: Safety at Catena

- At Catena, you have the opportunity to influence your work, and the company works proactively to ensure that you and your colleagues thrive and feel a sense of solidarity.
- We need competent managers and, therefore, all employees are entitled to continuous competence development and training.
- Our workplaces must be safe from a physical and psychological point of view and comply with applicable laws and regulations.



If you would like to explore the subject in-depth, further information is available in our Work Environment Handbook and Employee Manual.



The macro-perspective

How we assess our suppliers

When it comes to human rights, there is a risk of non-compliance in our supply chain. Breaches of the human rights of construction workers are more common in the building and property sector than in other sectors in Sweden. It is not unusual for human rights to be disrespected further down the supply chain, for example, in connection with the manufacture of building materials abroad.

Since Catena frequently collaborates with external suppliers, it is crucial to ensure that they live up to our requirements. How we accomplish this:

- Suppliers must sign the following before they are approved:
 - Supplier Code of Conduct
 - Sustainability Policy
 - Sections of this Code of Conduct
 - A self-declaration (for companies with more than 20 employees)
- New suppliers must be approved before purchases can be made
- Existing suppliers are reviewed every third year pursuant to ISO14001
- Catena is entitled to conduct an on site audit or random



For more in-depth information about human rights and working conditions, our Code of Conduct is available in full on the intranet.




About our environmental impact and corporate social responsibility

We contribute to a sustainable future

At Catena, the sustainability perspective is included as a matter of course in everything we do, in every project and in every detail. The logistics industry accounts for a relatively large share of emissions that significantly impact the environment and society. Therefore, we must act responsibly, make carefully considered choices that last over time and always be at the forefront.

This chapter comprises a list of what you must consider and the documents that you can utilise to work toward a more sustainable future.

Our environmental and climate efforts - itemised



To reduce our adverse impact on the environment and climate, we adhere to the ISO14001 environmental management system.

Our Sustainability Policy and our internal sustainability programme have well-defined criteria that must be complied with in order to minimise the climate impact of our projects and our sourcing.

To conduct our work in the most resource-efficient manner possible, we must always be open to innovations that help us to reduce our climate and environmental footprint.

We always apply the precautionary principle. This requires that we be vigilant about whether our operations cause any damage or inconvenience to the environment and health of people. If you notice a risk of any such developments in the course of your work, you are to do everything to prevent, impede or counteract them.

Our social responsibility

Our sustainability efforts encompass social responsibility. As a key player in the logistics industry, we, at Catena, have an obligation to be involved and to ensure that societal development is moving

- Actively driving the development of a more sustainable logistics network.
- The development and long-term management of efficient logistics facilities.
- Exercising a positive influence on our stakeholders.
- Cooperating and sharing knowledge with other social partners.

Communication and safety

When communicating externally, it is important that we do so carefully.

Everyone who comes into contact with you, or with Catena, should be confident that we comply with applicable laws and

- Do not share confidential information with unauthorised parties.
- Report financial and sustainability data in accordance with applicable laws and policies.
- Adhere to laws and regulations for handling
- Comply with laws and regulations on the collection and use of personal data.



For more in-depth information about the subject, our Code of Conduct in full and our Sustainability Policy is available on the intranet.



About monitoring and compliance

How to do the right thing

In this compilation, we have presented an outline of our Code of Conduct. It is our most important policy document and, together with our core values, constitutes the heart of Catena's operations. Everyone who works at Catena - regardless of whether it concerns an employee, Board member or consultant - has a shared responsibility to abide by the Code of Conduct.

To ensure that we always conduct our work based on the same policies and stay updated on applicable regulations, you and your colleagues at Catena are required to review the Code of Conduct a minimum of once a year.

What if something happens?

Failure to comply with Catena's policies could result in employment law measures being taken. It is important that you take action if you discover that something is in breach of the Code of Conduct or if you notice any other violations. You have two alternatives:

- You can report to your immediate superior, the CEO or a Board member.
- You can submit an anonymous report via Catena's whistle-blower service.

About our whistle-blower service

At Catena, we want you to have all the conditions in place to help you act correctly. If you feel uncomfortable about personally reporting the poor judgement or misconduct of someone else, you can use Catena's whistle-blower service. The service can be used anonymously and is managed by an independent third party to ensure that reports are processed as professionally as possible, without internal influence. Your report is handled by a specially appointed whistle-blower committee outside the Catena organisation.

[You can find the service here](#)



Thank you!

You have now come to the end of this document. Thank you for taking the time to read this! Do you have any questions? Do not hesitate to contact your immediate supervisor or speak to your colleagues. On the intranet, you can find Catena's Code of Conduct in its entirety, as well as our other policy documents.

References

- [Code to Prevent Corruption in Business, published by the Swedish Anti-Corruption Institute \(Institutet Mot Mutor, IMM\).](#)
- [The Global Compact's ten principles](#)
- [The UN's Universal Declaration of Human Rights](#)
- [OECD Guidelines for Multinational Enterprises](#)
- [The core International Labour Organisation \(ILO\) conventions](#)
- [Environmental Management System ISO14001](#)
- [The General Data Protection Regulation \(GDPR\)](#)

Internal documents

- [Catena's procurement guidelines](#)
- [Catena's sustainability policy](#)
- [Catena's tax policy](#)
- [Catena's personal data policy](#)
- [The Employee Manual](#)
- [The Work Environment Handbook](#)
- [Catena's whistle-blower service](#)

In doubt?
Don't be afraid
to ask! We help
each other to make
sensible deci-
sions.



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