Cedra Norge AS

Code of Conduct

Cedra

Code of Conduct for Cedra Norge AS

1. Introduction

The Code of Conduct is a collection of ethical rules and expectations for employees, partners, and other representatives of Cedra. The guidelines are based on our core values and the principles of the UN Global Compact, which encompass human rights, labour standards, environmental responsibility, and anti-corruption.

These ethical guidelines set out how we are expected to conduct ourselves in relation to customers, business partners, employees, and other stakeholders. Cedra operates in a complex business environment where we may encounter challenging situations and difficult decisions. By acting with integrity and professionalism, we help build long-term relationships with our stakeholders based on trust.

The guidelines provide a common framework and support for employees and partners in various situations, ensuring that our conduct aligns with Cedra's values. The document is available on Cedra's website. These ethical guidelines apply to all employees, partners, and others who represent the company. Each individual is responsible for familiarising themselves with, understanding, and complying with these guidelines.

2. Core values

Our core values form the foundation of our business. These should be regularly reviewed and updated to reflect the company's culture and fundamental values.

- We lead the way and drive development
- We care and take responsibility
- We deliver everything to the highest standard

...for colleagues, customers, and society.

3. Compliance with laws and regulations

We comply with all applicable laws, regulations, and international standards in the countries in which we operate. Any breaches of laws or regulations must be reported in accordance with our whistleblowing procedures.

4. Client relationships

We prioritise long-term and sustainable client relationships. New engagements are approved in accordance with internal processes, which include consideration of ethical and statutory independence requirements. Client and engagement-related information is documented in accordance with external and internal requirements.

5. Responsibility and business conduct

5.1 Good business practice

Our audit and advisory business is founded on sound business practices. As an authorised firm, we comply with a comprehensive regulatory framework that ensures independence and high quality. Responsible conduct is essential to maintaining trust and a strong reputation.

How we conduct ourselves outside the workplace is also important, for example at conferences, training events, business trips, or when communicating on social media. All employees are expected to act as ambassadors for the company and help maintain and strengthen Cedra's reputation and credibility.

5.2 Corruption and bribery

We actively oppose all forms of illegal activity, including all forms of corruption and bribery.
Any gifts, benefits, or hospitality must be reasonable and approved in accordance with the company's policies.

5.3 Conflicts of interest

We shall avoid situations where personal interests may influence our decisions or actions. Any potential conflicts of interest must be reported to the employee's immediate manager.

5.4 Fair competition

We conduct our business in accordance with competition laws. We compete fairly and honestly. We exchange information or enter into agreements and collaborations with competitors, customers, or suppliers only where this can be done without improperly influencing the market or competitive conditions.

5.5 Financial crime

Financial crime, including money laundering and terrorist financing, is a significant societal challenge. As a provider of audit and advisory services, we play a critical role in preventing, detecting, and combating financial crime. We also have a legal obligation to report suspicions of criminal activity.

To fulfil this role, it is of utmost importance that we establish, follow, and continuously improve the quality of our internal processes so that they meet both internal requirements and legal obligations related to customer due diligence and risk assessments. We also ensure that our employees receive training and possess sufficient knowledge of regulations and internal processes so they can prevent, detect, and combat financial crime in their roles.

To help prevent and combat financial crime and money laundering, we also provide advice and expertise to our clients that assist them in identifying and addressing financial crime.

6. Responsibilities towards employees

6.1 Health, safety and working environment

We work to maintain a safe, secure, and healthy working environment both in our offices and at our clients' premises.

Each employee is expected to comply with safety procedures and report any deviations or incidents to their manager.

6.2 Diversity and inclusion

We foster an inclusive corporate culture based on trust and mutual respect. We value diversity and treat everyone with respect, regardless of gender, age, ethnicity, religion, disability, sexual orientation, or other characteristics. We do not tolerate harassment or discrimination. All employees shall have the opportunity to participate in and influence their work situation and contribute to the company's development.

6.3 Fair working conditions

We respect human rights both within our own operations and throughout our clients' and suppliers' organisations. We support our clients in providing fair and safe working conditions in accordance with applicable laws and regulations.

7. Our conduct in the workplace and on social media

It is important that our values are reflected in how we interact with one another in the workplace in order to create a positive and attractive working environment. Examples of desired behaviour include:

- I recognise and praise colleagues who do a good job.
- I pay attention to and support colleagues who are struggling.
- I ask colleagues for help when facing a challenge.
- I offer support and help relieve colleagues who have a heavy workload.
- I am willing to learn and am curious about how my colleagues work.
- I keep my promises.
- I do not speak negatively about colleagues behind their backs.

Respect for one another on social media

We expect all interactions within Cedra to be characterised by good communication, mutual respect, and a positive atmosphere, in all situations where our employees, partners, and representatives are present. This also includes our conduct on social media.

We recognise that each individual's participation on social media affects not only their own reputation but may also impact Cedra's reputation. Therefore, we act respectfully, in line with our values, and show consideration for colleagues, clients, suppliers, consultants, business partners, and other stakeholders when using social media.

8. Environmental responsibility

We continuously work to reduce our environmental footprint through efficient use of resources and reduced waste and emissions. We prioritise sustainable solutions and support innovation that contributes to combating climate change. When selecting suppliers, sustainability is considered as part of the evaluation criteria.

9. Media relations and communication channels

Interactions with the media shall be characterised by openness, clarity, and accuracy, regardless of who represents Cedra in a given matter. Our approach to media relations is to be accessible and respond credibly and accurately to media inquiries. Credibility depends on being transparent, taking responsibility for our operations, and responding to questions regarding any deficiencies that receive media attention.

All communication shall take place through the company's established communication channels. Cedra has appointed spokespersons who are the only individuals authorised to speak on behalf of Cedra in traditional and social media. The Chair of the Board represents the Board, while the Chief Executive Officer speaks on behalf of Cedra on matters relating to day-to-day operations. Other designated spokespersons may represent the company and respond to media inquiries on general and specific topics.

Social media is an important tool, and employees are encouraged to share Cedra's communications through social media channels. In doing so, we can all contribute to strengthening the company's brand. It is important to remember that we may be associated with Cedra when using social media in a personal capacity.

When using social media, the same values, rules, and guidelines that govern our work also apply. As representatives of Cedra, we demonstrate sound judgement and common sense when participating in discussions related to Cedra, both on social media and in other social settings.

10. Managing company assets and information

Cedra's intellectual property rights, including know-how, ideas, trademarks, domain names, copyrights, and similar assets, represent valuable resources for our business. Such assets may be lost or diminished if they are misused or handled improperly. Secure information management is essential to our operations.

10.1 Protection of company assets

We use the company's resources and assets responsibly and solely for business purposes. Unauthorised use or misuse of company assets is prohibited.

10.2 Information management and confidentiality

We safeguard information and personal data relating to clients, employees, and suppliers. All employees are required to comply with the company's privacy and information security policies.

11. Reporting violations and whistleblowing

We encourage employees to report breaches of these guidelines or applicable laws without fear of retaliation. The company provides a secure and anonymous whistleblowing channel for this purpose.

12. Follow-up and compliance

Cedra's Board of Directors and partners are ultimately responsible for ensuring that these ethical guidelines are implemented throughout the organisation. All employees must read, understand, and comply with the guidelines. If the guidelines do not provide sufficient guidance, employees should consult their manager.

Compliance with these ethical guidelines shall be monitored regularly and updated when necessary. These guidelines are important to Cedra. Serious violations may result in disciplinary action or legal proceedings.