



Accessible
Reliable
Progressive

Hemsö Code of Conduct



The Hemsö Code of Conduct contains a set of principles that describe how we, as colleagues and professionals, are expected to act.

Hemsö strives toward operating with the highest possible levels of credibility, honesty and transparency. This means that we have a responsibility to act professionally and ethically, as well as to treat all persons with respect. Hemsö is committed to maintaining sound long-term relationships with all interested parties, as well as to high levels of professional integrity in its operations.

The security of, and respect for, all persons who are affected by our operations is imperative. An open and accepting work environment encourages and inspires discussion, reaction and initiative. This, in turn, allows for a more enjoyable time at work and an environment we can all thrive in.

Nils Styf, CEO, Hemsö

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The purpose of the Code of Conduct is to describe and define the standpoint of Hemsö concerning ethical issues relating to its operations.

The Code describes how the core values, visions, obligations and expectations of Hemsö inform its operations and provides guidance for its employees.





Guidance and framework

The Code of Conduct (“the Code”) contains expectations for all employees and consultants in their professional roles. The Code shall guide all efforts, thereby ensuring compliance with the visions, goals and strategies of Hemsö, as well as with various requirements and requests from customers or authorities.

When faced with a decision or considering taking any measures, ask yourself the following:

- am I setting an example?
- could my actions be perceived as unethical or in violation of the values of Hemsö?
- are my actions in conflict with the interests of Hemsö and its clients?
- could my actions negatively impact the reputation of Hemsö?
- do I need further guidance or advice?

Responsibilities

Shareholders

Shareholders expect fair return on investment and that Hemsö regularly, and transparently, presents its operations and results, so that they are able to make informed decisions.

Clients

To Hemsö, responsibility toward clients means to keep current clients and to find new clients by providing premises and maintaining relationships in ways that meet expectations for quality and sustainability while maintaining sound business ethics. Clients of Hemsö include our contractual partners as well as those who use our premises.

Employees

The Hemsö work environment shall be characterised by respect for, and confidence in, each individual as well as by transparency, participation and collaboration between management and employees. Through systematic efforts, Hemsö aims to maintain a work environment that is safe, conducive and promotes employee development.

At Hemsö, all employees shall have equal opportunities, rights and obligations. All employees shall be treated equally, fairly and with respect irrespective of ethnicity, sex, transgender identity or

expression, age, nationality, disability, sexual orientation, religion or other belief as well as political conviction. The business climate at Hemsö shall be permeated by respect towards and understanding for others.

The above means that:

- Hemsö is obligated to provide all employees with a safe and conducive workplace.
- Hemsö aims to offer employees many opportunities for skill development.
- Hemsö shall ensure that the personal data of employees is registered, archived and processed in strict confidence.
- Hemsö takes active measures to ensure an open and accepting work environment.
- Hemsö takes active measures to promote workplace health for all employees.
- Hemsö respects the rights of all employees to voluntarily establish or join trade unions and to negotiate collectively.



Suppliers and partners

Neither Hemsö, nor its employees, accept any gifts, payments or seek any advantages from other persons or organisations in exchange for favours. Employees and other representatives of Hemsö are prohibited from, directly or indirectly, offering or approving payments, gifts or other benefits with the purpose of gaining an undue advantage. All employees must actively avoid conflicts of interest between private financial matters and the operations of Hemsö. As such, employees of Hemsö do not use its suppliers for private matters, irrespective of scope or purpose.

Communication

The daily operations of Hemsö and how representatives address tenants and other interested parties generates value, which is important and strengthens the Hemsö brand. Through its communication, Hemsö presents its activities and values.

Any information made public by Hemsö must be correct, relevant and clear and must not be misleading. Information regarding decisions, facts and circumstances must be sufficiently detailed so that readers are able to understand its importance for Hemsö as well as how it may affect the financial results and market position or the price of its shares and bonds. Hemsö's information efforts shall be informed by transparency and availability so long as no compelling reasons exist for refraining from providing information or making comments.

The market activities of Hemsö

Hemsö always seeks to build mutual trust and solid, long-term business relationships.

It is the responsibility of each employee to act in accordance with the values of Hemsö and to comply with, and communicate, the applicable rules and regulations, as well as policies and guidelines.

Hemsö endeavours to uphold a transparent business climate with sound business ethics. Additionally, Hemsö aims to maintain a high level of security and respect for all who are affected by its operations. It is imperative for Hemsö to deter and prevent all forms of corruption.

In the event of suspected irregularities or violations, employees have the right and the obligation to report their suspicions. There is also an option for external parties, e.g. suppliers, to report urgent issues.

All information is treated confidentially and there is no requirement of evidence, please report to:

whistleblower@hemso.se





Sustainability

Hemsö aims to be the best property company for community services and its business is based on owning, managing and developing properties for public use in a sustainable manner.

This means being a responsible, long-term owner that manages the company in a sustainable way in all aspects of its operations. Properties owned by Hemsö make up a part of the national infrastructure and are provided for nursing homes, education, care facilities and for the legal sector.

The complete document of Hemsö's code of conduct is situated on Hemsö's intranet as well as on the website hemso.se/en



Do you have any questions or concerns? Please contact me:

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HEMSÖ

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