

Code of Conduct



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Environment

DPJ prevent and minimize negative environmental impact – to do this we;

- Evaluate our environmental aspects from a life cycle perspective and create action plans to protect the environment and minimize negative environmental impact
- Develop a structured supplier assessment for all suppliers
- Select suppliers who work systematically with environment in their organization
- Take responsibility for our waste by reusing and recycling as far as possible, and creating clear instructions for recycling our products
- Reduce the environmental impact from both own and external transport, in relation to turnover
- Establish documentation and procedures so that we and customers can trace the origin of our products.
- Reduce the use of packaging without affecting the risk of damage during transport and handling.

We see these statements as a commitment for management and personnel to continuously reduce the negative impact on the environment.

Work Environment

This policy is available for all employees to access both digitally and in a printed version at our office. The policy is communicated to all new employees and kept up to date as part of the systematic work environment management.

Our employees should thrive and be free from bad health caused by work. Work environment issues are part of our ongoing work within the company and we fix problems that have arisen immediately, within the technical and financial framework we have. We work preventively to reduce risk factors in workload and accidents. We bring in external expertise in the work environment area when this is required in specific cases.

We will work to ensure that our employees have a work environment where they thrive, develop and feel good both physically and mentally. Therefore, we will work for a sustainable staffing with good conditions to perform the work without stress due to the company's personnel planning and scheduling. Our work environment should be safe and secure. We must have good collaboration internally and externally for a good social work environment.

Our target areas within work environment are:

- Reducing sick leave
- That our employees are satisfied
- That we do not have any serious incidents

As an employer, we are responsible for:

- Report risks, accidents and incidents to the relevant external party and make sure to minimize risks and hazards.
- Work systematically to improve our work environment management by improving the management system (handbook and associated appendices) for the work environment.
- Allocate and ensure that employees with delegated work environment responsibilities have the knowledge and authority required to perform the task.
- Ensure that laws, procedures and guidelines are followed by us as an employer and by our employees.
- Work in consultation with workers, employee representatives and external parties to ensure a good working environment.

- Select suppliers who work systematically with work environment in their organization
- Adapt the work environment as far as possible to our employees' physical and mental health and conditions.
- Ensure availability of personal protective equipment according to needs and implement routines for the use of these
- Have an established emergency preparedness routine including fire drills, fire safety rounds and emergency preparedness awareness trainings being performed yearly with all employees
- Actively work to prevent abusive discrimination and harassment according to our separate non-discrimination policy and gender equality policy

As an employee, you undertake to:

- Work for a good social work environment.
- Report accidents, risks and incidents.
- Comply with the laws and procedures that exist within the company.
- Follow other guidelines and policies within the company.
- Participate in trainings provided by the employer in the field of work environment.

Quality

DPJ see customer satisfaction as a critical success factor for individual assignments as well as for the company's long-term development. We carry out our assignments so that our satisfied customers will become future references in our marketing.

Our customers and other stakeholders can expect that:

- We deliver products and services on time and according to agreements that meet specified and unspoken customer requirements
- We have good knowledge of the customers' and the market's needs for interior design for different environments
- We protect and carry the values of the brand and the designer.
- We are building a strong financial foundation.
- We work to minimize errors and complaints at all levels.
- We measure customer satisfaction and are responsive to customers' opinions. The aim is to constantly improve the shopping experience.
- We work to ensure quality that our suppliers have a long-term ability to maintain quality and guarantees on all offered products.
- We meet customer requirements and other applicable requirements from stakeholders
- We choose suppliers who work systematically with quality in their organization
- We constantly improve the business and develop the level of quality at all levels

The management and our employees undertake to;

- Meet applicable requirements from customers and other relevant stakeholders including legal requirements,
- Contribute to continually improving operations and improving the quality of our products and services.

Information Security and Integrity

DPJ secure information security and integrity in our business and operations – to do this we;

- Prevent disclosure of information according to rules related to classification of the data and according to any established contractual agreement such as non-disclosure agreements.
- Ensure that employees log into the company's servers with personal AD accounts.
- Ensure that the company's servers are only accessible within the internal network. For external access, a VPN connection is required in addition to the personal login.
- Only give permissions to various systems and information to those who need this in their work.
- Ensure that backups are taken daily on all of the company's servers. These are saved in 14 versions for 14 days in two server halls in two different locations, on two different networks.
- This also includes backups of the business system's database.
- The company's operating partner has a guaranteed response time for fault rectification of 5 minutes on weekdays 08.00-17.00 and 1 hour at other times.
- Maintain good security in the form of firewalls as protection against intrusions and basic protection for information stored in systems
- Ensure that all employees understand the obligation to report weaknesses and incidents in IT security
- Ensure that every employee takes responsibility for keeping their passwords and their IT equipment secure - passwords are an important part of our digital security and are never disclosed to another person
- Only give permissions to various systems and information to those who need this in their work
- Select suppliers who work systematically with information security in their organization
- Ensure that privacy is respected, and that personal data is processed securely and in compliance with laws and regulations and the separate privacy policy
- Ensure that intellectual property rights are respected and that related laws and regulations within this area is adhered to.

We see this policy as a commitment for management and personnel to continuously improve the information management system. DPJ also ensure compliance with applicable laws related to information security.

Corporate Social Responsibility Policy

DPJ's customers and other stakeholders can expect that we take a social responsibility. Our policy is to always respect and comply with relevant laws and regulations in the countries where we are active. We also believe in promoting human rights throughout our organization, adhering to all wage, benefits and hour laws in the locations we operate. We do not use or condone unlawful child or any kind of forced labour, and do not conduct business with those who do. Additionally, we expect our suppliers to uphold the same standard in the work they do for DPJ.

We choose business partners who apply principles in ethical, environment and trade compliance related issues similar to those we apply. DPJ expects the partners who have chosen to collaborate with us to adhere to the values expressed in our business code. DPJ's employees may not accept bribes, engage in bribery or participate in any form of corrupt business activity. We also do not give or accept gifts with more than a symbolic value or participate in activities that could affect our objectivity in business decisions."

This anti-corruption policy sets out DPJ's rules regarding anti-corruption. Failure to comply with anti-corruption laws and regulations can have very serious consequences for DPJ and its employees, such as very large fines, immeasurable damage to reputation and even criminal sanctions such as imprisonment and fines. Consequently, DPJ's employees and business partners must take great care in exercising good judgement and never put themselves or others into a position which may violate this Policy or applicable anti-corruption laws.

It is never in the interest of DPJ to violate this Policy or any applicable anti-corruption laws. Any participation in a violation of this Policy or applicable law will be grounds for disciplinary action up to and including termination of employment.

DPJ respect Freedom of association and consider that it is the right of workers and employers to freely form and join Workers Organisations such as trade unions, worker associations and worker councils or committees for the promotion and defence of occupational interests.

No employee of DPJ shall offer, provide, authorize, request, accept or receive a "bribe", either directly or indirectly. No employee of DPJ shall perform his/her functions improperly in anticipation of, or as a consequence of a bribe. A "bribe" means an improper benefit, whether a financial benefit or other advantage, if the purpose of the benefit is to encourage improper performance or misuse of a person's position, regardless of whether that person has an assignment in the public or the private sector. A bribe could be;

Cash or other forms of payment to a person to secure a contract or obtain a permit/license, Gifts or entertainment intended to unduly influence the recipient to take a particular action, Payment of travel expenses/accommodation for a customer when there is no underlying business purpose for a trip. Giving and accepting benefits that constitute bribes is absolutely prohibited at DPJ. However, limited and reasonable corporate business gifts and hospitality can in some circumstances be accepted as a way of building business relationships if they are transparent, proportionate, reasonable and have a clear business purpose. It may be difficult to know where the boundaries lie for bribery and corruption. Assessment is often affected by the circumstances in each case. As a minimum, a gift, hospitality or expense must;

- Be given/accepted openly and be appropriately documented,
- Be appropriate and of modest value,
- Have a clear, legitimate business purpose,
- Be an act of appreciation or hospitality between companies (not between persons),
- Not consist of money, loans or anything that can be exchanged to a monetary value,
- Not place the recipient under any obligation or expectation,
- Not be misused to hide inappropriate gifts or entertainment,

And;

- Comply with law, business practice, ethical standards and the rules of the recipient's company,
- Not be offered on an overly frequent basis.

Additional criteria may have to be considered depending on the circumstances. If a DPJ employee is in doubt of whether or not a benefit is permitted, he/she should contact his/her immediate superior.

DPJ selects suppliers on the basis of merit, and we shall make it clear to all suppliers that we expect them to compete fairly and actively for our business. Suppliers of goods and services shall be evaluated on the basis of predetermined criteria in order to identify, assess and mitigate corruption as well as facilitating trade compliance.

DPJ works actively to prevent conflict of interest. Conflicting duties and areas of responsibility shall be segregated to reduce the risk of conflict of interest.

Facilitation payments are not permitted. A facilitation payment is a payment to government officials for carrying out or speeding up routine procedures or services. The key element of this definition is that the service which the payment relates to must be something that the payers is entitled receive with or without the payment, but the payment is intended to speed up or otherwise facilitate the service.

DPJ is politically neutral and does not make political donations. DPJ does not make charitable donations or sponsorships that could be interpreted as a substitute for political payments or used as a substitute for bribery.

All suppliers and partners working with DPJ must adhere to this Corporate Social Responsibility Policy and follow the same or at least corresponding policy. DPJ also expect all direct suppliers to have a systematic work with quality, environment, work environment/ occupational health and information security including privacy protection.

Responsibility for this Policy

The CEO of DPJ has the responsibility and the ultimate ownership of this Policy and the implementation and monitoring of compliance of the Policy. The contents of this Policy shall be regularly reviewed and updated.

Communication and Training

DPJ's employees shall receive information on this Policy. The special needs, including appropriate training, of persons in higher risk functions and of persons working in high risk countries shall be taken into account.

Monitoring of compliance

DPJ has introduced and will continue to introduce certain controls in its business in order to monitor compliance with this Policy and related procedures to highlight any failures to comply. In the day-to-day business, it is the responsibility of every manager to ensure that the employees of such manager's team comply with this Policy.

Compliance of management systems related to quality, environment and work environment is being assessed on a regular basis by approved certification body.

Compliance of financial accuracy, accurate records and compliance to laws and regulations within the financial area is being assessed on a regular basis by registered and approved audit organisation.

How to report suspected violations of this Policy

Employees are encouraged to report violations of this Policy or applicable law by contacting his/her immediate superior or local personnel department.

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