

# Icoteria

## *Code of Conduct*

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## **Social requirements**

### **Human Rights**

- Icoteria treats all employees, temporary or permanent with respect and dignity and be entitled to fundamental human rights. Icoteria makes sure that all employees working directly or indirectly for them know and understand these rights
- The freedom of expression and the privacy of employees, customers, vendors and other stakeholders is especially respected
- Diversity is promoted. Discrimination is prohibited regardless of grounds and specifically on ethnicity, gender, sexual orientation, marital, social or parental status, religion, political grounds, nationality, disability, age or union affiliation.
- Icoteria does not employ a person who is below the minimum legal age for employment. It is strictly forbidden to use children or minors under the minimum legal working age as labor.

### **Labor Rights**

- All employees, temporary or permanent have a written contract in a language understandable to them. The contract contains: working hours, overtime compensation, notice period, salary and frequency of payment.
- Icoteria has fair pay and terms and must meet basic needs, which could be equal to a minimum wage by national law, including allowances and benefits..
- The employees are informed about, and fully understand, their employment conditions and rights in their own language. Employees are encouraged to use grievance mechanisms, i.e. to be able to voice concerns without fear of punishment or retaliation.
- Working descriptions, including documented hazard work, are established, updated and communicated to all employees and consultants. All employees have access to basic amenities such as drinking water, toilets and adequate rest facilities or dorms that are clean, safe and fit

for purpose.

- Any form of involuntary labor is strictly forbidden. Nor are employees required to lodge deposits or original identity papers or equivalent. Employees are allowed to move freely and have the possibility to leave the premises outside of working hours.
- Nobody is subject to physical punishment, unlawful detentions, physical, sexual, psychological or verbal harassment or abuse. Deduction from wages as a disciplinary measure are not be permitted.
- All employees are free to form and to join, or not to join, trade unions or similar employee representative organizations and to bargain collectively.

## Health & Safety

- Construction, Field Maintenance, Repair and Network Roll-Out Services involving the following: work in confined spaces; overhead work/ lifting operations; ground/civil/ construction work; radio frequency; electrical work; work at height; driving (where it is an integral part of the job) have to comply with OHSAS 18001 or equivalent standard
- Icotera's working environment contains fair working conditions and be safe and healthy, including both physical and psychosocial health.
- Icotera provides appropriate health and safety information and training to employees including, but not limited to: fire safety, correct handling of chemicals and machinery, emergency preparedness and first aid.
- Adequate steps to correct and prevent physical accidents and injuries as well as psychosocial illnesses are taken to limit built-in causes of hazards working environment. Icotera provides appropriate personal protective equipment without any charge to the employee. Physical incidents and accidents as well as psychosocial illnesses are documented and reported to Icotera's top management.

## Anti-corruption requirements

- All forms of corruption, including but not limited to extortion, bribery, facilitation payments, nepotism, fraud and money laundering, are strictly forbidden.
- No one shall offer, ask for, give or accept, directly or indirectly, a personal payment, gift or benefit in exchange for favorable treatment intended to influence a business transaction or to obtain a personal or business advantage. This provision includes both families and employees of Icotera, the Supplier and its subcontractors.
- Icotera employees are strictly prohibited to receive or give any kinds of gifts during procurement processes and in relations with officials. It is also strictly forbidden for Icotera employees to be published in any advertising or promotional materials for Supplier products or services.
- Employees of Icotera Procurement can only accept and give gifts on behalf of Icotera, if the gifts demonstrate a clear business objective, are appropriate for the nature of the business relationship and are of limited value. Events have to be directly related to business. All gifts will be registered and will be the property of Icotera.
- Fair competition and open markets has to be respected and business decisions must not be motivated or affected by personal relationships or interests.

## Environmental requirements

- lcotera is responsible to have a system for environmental management including goals and measurement, such as ISO14001 or equivalent. lcotera cares to reduce the negative impact on the environment affected by its operations and apply a precautionary approach and strive to maintain and increase biodiversity.
- lcotera cares about prioritizing energy from renewable sources and limit water consumption, notably in distressed areas.
- lcotera employees are responsible to strive to reduce environmental impact from transportation by using road, sea or rail transport whenever possible.
- lcotera is responsible to evaluate any use of chemicals and substances on a regular basis and investigate whether it is possible to replace them with less hazardous alternatives. Chemicals are to be handled and disposed in a safe and correct way, making sure the environmental negative consequences are minimized. The chemicals used by lcotera will be documented.
- Innovative developments in products and services that offer environmental and social benefits, e.g. eco- design, are strongly encouraged.
- The architecture and location of antennas, towers and masts must take electromagnetic waves, noise, view disturbances, property rights, accessibility, environmental impact and public health and safety into consideration