

CODE OF CONDUCT POLICY

Last updated: November 29, 2023

Introduction

This Code of Conduct Policy by Configura Sverige AB (“CSAB”) describes and establishes the minimum standards that must be met by any Partner (referred to herein as “You”) that sells goods to or does business (“Service”) with CSAB, CSAB’s customers, manufacturers and/or developers (collectively referred to herein as “Customers”) customizing extensions for the Configura CET Runtime Platform referred to herein as “Extensions,” or for any other business purpose.

Professional Excellence

You shall perform services in a professional manner, in accordance with the highest professional standards and only within Your areas of competence and qualification and shall have the expertise, experience, and skill necessary and appropriate to perform the Services required. This includes but is not limited to this agreement in its entirety, e.g., Certification Policy, Quality Policy but also best practices as illustrated by and within our community.

You should contribute to the advancement of the Services for CSAB and CSAB’s Customers and/or for the Extensions by using best practices, continuing their professional education, and contributing to the development of the future workforce.

It is Your responsibility to ensure that You follow the laws and regulations that apply to the services that you provide or are providing to and under agreement with CSAB and/or CSAB’s Customers including any and all policies, procedures, rules of the Customer you have agreed to.

Respect Privacy

You should only use personal information for legitimate ends and without violating the rights of individuals and groups. This requires taking precautions to prevent re-identification of anonymized data or unauthorized data collection, ensuring the accuracy of data, understanding the provenance of the data, and protecting it from unauthorized access and

accidental disclosure; nor disclosing **confidential** or **proprietary information** about CSAB or CSAB's Customer, or its or their business practices.

No Discrimination, Abuse, Harassment, or Fraud

You shall respect the rights of others and not discriminate in hiring, compensation, training, advancement or promotion, termination, retirement, or any other employment practice based on race, color, national origin, gender, gender identity, sexual orientation, military status, religion, age, marital or pregnancy status, disability, or any other characteristic other than the worker's ability to perform the job, nor knowingly violate any law, statute, or regulation in the performance of professional services.

You shall treat workers with respect and dignity.

You should have a zero-tolerance policy for and shall not subject workers to corporal punishment, or physical, verbal, sexual, or psychological abuse or harassment or bullying and must not condone or tolerate such behavior, either in the workplace or on social media platforms.

Hacking, Viruses, & Network Attacks: You shall not access any computer or communications system without authorization, including the computers used to provide the Service. You shall also not attempt to penetrate or disable any security system, intentionally distribute a computer virus, launch a denial of service attack, or in any other way attempt to interfere with the functioning of any computer, communications system, or website; nor attempt to access or otherwise interfere with the accounts of other users of the Service.

Fraud: You shall not issue fraudulent offers to sell or buy products, services, or investments. You shall also not mislead anyone about the details or nature of a commercial transaction, nor commit fraud in any other way.

Health and Safety

You shall provide a safe, healthy, and sanitary working environment. You shall implement procedures and/or safeguards to prevent workplace hazards, and work-related accidents and injuries, including procedures and safeguards to prevent industry-specific workplace hazards, and work-related accidents and injuries.

General and industry-specific procedures and safeguards include those relating to:

- health and safety inspections;
- equipment maintenance;
- maintenance of facilities;
- worker training covering the hazards typically encountered in their scope of work;
- fire prevention; and
- documentation and recordkeeping.

Gifts and Entertainment for Referrals

You must maintain the highest ethical standards and must not offer, give, solicit, accept or receive cash, favors, gifts, or entertainment to or from CSAB, CSAB's Customers, and its or their officers, directors, employees, or agents for **personal or professional advantage or gain**; nor offer, give, solicit, accept, receive or participate in any fraud, kickbacks, bribes or other arrangements designed to induce referrals or business.

Exception: gifts or entertainment may be given only where appropriate and where there is no risk of creating the perception of influencing the recipient in his/her decision. Gifts must be of minimal value and entertainment must not go beyond what is reasonable. Lavish or inappropriate gifts or entertainment are strictly prohibited.

Ethical Practice

You shall maintain the highest standards of integrity, honesty, and high moral standards.

You shall conduct yourself honorably, responsibly, ethically, and lawfully so as to enhance the honor, reputation, and value of the profession.

You should avoid conduct or practices that deceive the public or represent a real or perceived conflict of interest; nor make any deliberately false or misleading claims or fabrications.

Working with CSAB and its partner network we shall observe a high level of business ethics and one of respect and fairness within the community. Transparency and collaborative spirit between both CSAB, Partners, Customers and users should be the preferred way of working. And you should ethically represent the best interests of the owner or client, as consistent with this Code of Conduct Policy.

Drugs and Alcohol

It is expected that there will be no unlawful use of drugs or alcohol in any location where services are provided to CSAB and/or CSAB's Customers. While the presence of alcohol, prescription drugs and over-the-counter medications may be permissible in a service setting, all alcohol/drug storage and use must be lawful.

What Happens if You Violate this Policy

Suspected violations of this Code of Conduct Policy or any provisions of your agreement with the CSAB will be reviewed and addressed as appropriate. When a violation of this Code of Conduct Policy or your agreement has been identified, it may constitute a material breach of your agreement with CSAB. This may lead to termination of your contract, recoupment of payments made to you, and/or referral for criminal prosecution or civil action if appropriate.

Report Violations

You shall self-report any violations of this Code of Conduct Policy.

You shall not retaliate or take disciplinary action against any worker who has, in good faith, reported violations or questionable behavior, or who has sought advice regarding this Code of Conduct Policy.

Updates or Changes to this Code of Conduct Policy

CSAB may update or change this Code of Conduct Policy from time to time. CSAB will notify You of any changes by posting the new Code of Conduct Policy on this page.

CSAB will let You know via email and/or a prominent notice, prior to the change becoming effective and update the "Last updated" date at the top of this Code of Conduct Policy.

You are advised to review this Code of Conduct Policy periodically for any changes. Changes to this Code of Conduct Policy are effective when they are posted on this page.

Your continued use of the Services constitutes your agreement to this Code of Conduct Policy and any updates. Any

Contact Us

If you have any questions about this Code of Conduct Policy, have questions or comments,
You can contact us:

By email : partners@configura.com

By mail : Configura Code of Conduct Policy, Configura Sverige AB, Storgatan
13, Box 306, SE-581 02 Linköping, Sweden