



**Group Policy**

Functional Policy Owner

Policy Holder

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**Code of Conduct**

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## **CODE OF CONDUCT**

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## **1. A message from the Board and the CEO**

At Electrolux Professional, we have a strategic framework to guide us in our behavior, provide direction and inspire our communication.

The Electrolux Professional Code of Conduct is a fundamental part of our strategy. It serves as an introduction to our most important policies and principles, and is a guide to the Electrolux Professional way of doing business.

We have a firm commitment to always act ethically and respect human rights. Doing this is everyone's responsibility, starting from the top. I firmly believe that an ethical approach is vital to the success of our Company.

Illegal or unethical behavior or actions by Electrolux Professional or any representative of the Group can undermine our long-standing reputation of honesty and integrity, and will not be tolerated.

It is up to each of us to create a company where we are proud to work, a place where everything we do and all decisions we make are governed by the principle of ethics, integrity and respect for people and our planet.

Read the Code of Conduct to understand what is expected of you. Use it for reference and as a guide. Keep in mind that the Code cannot cover all situations that you may face and sometimes the right way to act is not obvious. Whenever you have questions, do not hesitate to ask for help.

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Alberto Zanata on behalf of the Board of Directors

## **2. Introduction to the Code of Conduct**

### **2.1. Who does the Code of Conduct apply to and how should it be used?**

This Code applies to all Electrolux Professional employees and all other representatives acting on behalf of the company, including permanent and temporary employees, consultants, contractors, senior management and board members of Electrolux Professional Group companies.

All employees and other representatives are responsible for following this Code. Employees should also consult Electrolux Professional Group Policies and Directives as they give additional direction and details. These can be found on Electrolux Professional's Intranet.

### **2.2. Business partners and suppliers**

Electrolux Professional places high expectations on suppliers and other business partners.

We are committed to upholding high standards for human rights, labor rights, environmental responsibility and anti-corruption in all of our business practices, which means that we require the same from our partners.

We expect our suppliers to adhere to the principles in our Group Workplace Directive, which are the same requirements that apply to our own operations.

Our Responsible Sourcing Program supports sourcing decisions by assessing prospective suppliers, monitoring supplier performance and providing training inside Electrolux Professional as well as among suppliers.

Related policy and directive:

Group Purchasing Policy and Group Workplace Directive

### **2.3. Managers are expected to be role models**

If you are a manager at Electrolux Professional, you are expected to be a role model and to set a good example by your own conduct, actions and decisions. This means that you must work in line with the Code of Conduct. You are obligated to ensure that the people on your team are given the necessary training to understand and commit to the Code, as well as the policies and directives related to it. You are also obligated to act upon and report all violations of this Code and the Group Policies. As a manager, you may seek guidance from HR, Legal, Internal Audit, Sustainability function or relevant Policy Holder.

### **2.4. Legal compliance**

We shall operate in full compliance with laws and regulations applicable to our operations. We shall also conduct all of our business in accordance with this Code of Conduct and our policies and directives. If the Code contradicts local law, then the stricter should apply, provided that the Code does not violate the law.

### **2.5. When in doubt, seek legal consultation**

Timely legal consultation is essential for protecting Electrolux Professional interests and to ensure that we are in compliance with relevant laws and regulations. You will likely be faced with situations where the Code of Conduct does not provide a clear answer. In these situations you should discuss the matter with your line manager or local in-house legal counsel. There are a number of matters and situations where you are required to consult with in-house legal counsel. In the absence of local in-house counsel, you may always contact the Legal Department in Stockholm.

### **2.6. When a violation occurs**

Employees who do not act ethically or violate this Code or our Group Policies may be subject to disciplinary action. Depending on the facts and circumstances, this action could include dismissal.

In many cases, the rules in the Code of Conduct and related policies and directives are based upon requirements of law, meaning that any failure by you to follow them could result in both disciplinary actions and legal sanctions being taken against you as well as Electrolux Professional.

### **2.7. Report concerns – You will be supported**

If you encounter violations of the Code of Conduct or any Group Policy, you should raise the concern with your manager or other suitable person or function within the company – this could include HR, Legal, Internal Audit, Sustainability function, relevant Policy Holder or Group Management.

The EthicsPoint is an alternative way of reporting misconduct in cases where you as an employee do not feel comfortable reporting through the above channels. Through the EthicsPoint you are able to report at anytime from anywhere in the world. You may to the extent legally possible remain anonymous<sup>1</sup>.

All employees are expected to report any knowledge that they may have of potential criminal conduct by any employee or representative of Electrolux Professional.

Anyone reporting a concern should know that Electrolux Professional has a strict non-retaliation policy. This ensures that there are no adverse work-related consequences for any employee who, in good faith, alerts management of possible violations of this Code of Conduct.

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<sup>1</sup> Note that in some countries there are legal restrictions when reporting concerns through the EthicsPoint

The EthicsPoint can be found on Electrolux Professional's Intranet.

### **3. Respect for people and basic rights**

Electrolux Professional is making our customers' work-life easier, more profitable and truly sustainable every day, by acting sustainably, creating better experiences for customers and employees and always striving to improve. This can only be accomplished through the company's greatest assets: its people.

#### **3.1. Human Rights**

##### **Our Human Rights Statement**

Electrolux Professional will seek to earn the trust of everyone impacted by our operations, demonstrating our commitment to ethics and human rights through our words and actions. We will always act ethically and respect human rights, as set forth by the International Bill of Human Rights and International Labor Organization's (ILO) Core Conventions.

We are a signatory of the UN Global Compact, we support the OECD Guidelines for Multinational Enterprises, and we apply the UN Guiding Principles on Business & Human Rights in our work to identify and remediate any negative impact on people that is a direct or indirect result of our operations.

Our expectations are detailed in this Code of Conduct, and the Group People Policy. Further mandatory requirements are listed in our Group Workplace Directive.

#### **3.2. Impact on people**

We must always consider what impact our activities and decisions have on our people and on those around us. We strive to conduct our business in a way that does not lead to any harm to people, whether it is directly caused by us or indirectly through our business partners or suppliers.

An essential part of our human rights effort relates to labor rights and working conditions. The rights of our employees and of those working for our suppliers or business partners shall always be respected and we will work to ensure high labor standards.

We do not tolerate child labor, forced labor, discrimination, harassment or abuse, and we are committed to decent working hours and compensation, freedom of association and collective bargaining. The health and safety of our employees is a top priority and we work to continuously identify, manage and mitigate any risks for accidents and illnesses.

Related policy and directive:

Group People Policy and Group Workplace Directive

##### ***What this means for you***

*Upholding human rights is the responsibility of every manager and employee at Electrolux Professional. In your area of work, consider how our operations, actions and decisions can impact people, and work to minimize any negative impact.*

*If you observe human rights risks to people, report it to your manager, another manager or an appropriate function. Concerns can also be reported through the EthicsPoint.*

*For guidance contact the Sustainability function.*

### **3.3. Working hours and compensation**

At Electrolux Professional, a balance between work and private life should be promoted.

We aim to have a responsible approach in regard to compensation. As a minimum, our employees must be compensated in line with or above the legal minimum.

Related policy and directive:

Group People Policy and Group Workplace Directive

#### ***What this means for you***

*You shall not be required to work harmful amounts of overtime.*

*Except in extraordinary business circumstances, you are entitled to at least one day off in every seven-day period.*

*You should have clear information about your working terms and conditions including compensation and working hours.*

*For guidance contact HR or the Sustainability function.*

### **3.4. Freedom of association**

Electrolux Professional is committed to a constructive relationship with our employees and continuously strives to develop an open working environment. We aim to have an open and transparent dialog to engage employees directly and, when applicable, their representatives. This includes the freedom of association and the right to bargain collectively.

Related policy and directive:

Group People Policy and Group Workplace Directive

#### ***What this means for you***

*You are free to form and join organizations of your own choosing, or decide not to.*

*Managers must not prohibit employees from exercising this freedom.*

*The dialog between union/employee representatives and management should be constructive and respectful.*

*For guidance contact HR or the Sustainability function.*

### **3.5. Discrimination is not acceptable**

Discrimination has no place in our work environment. No one shall be discriminated against based on personal characteristics or beliefs such as gender, age, religion, marital status, race, caste, social background, disease, disability, pregnancy, ethnic and national origin, nationality, membership in worker organizations including unions, political affiliation, sexual orientation, or similar. All employees must always be treated strictly according to his or her abilities and qualifications in any employment decision.

Related policy and directive:

Group People Policy and Group Workplace Directive

***What this means for you***

*Regardless of differences, positions, ages, or other types of distinctions, treat everyone with respect, dignity and courtesy.*

*Ensure any employment decisions you make are free from discrimination.*

*For guidance contact HR.*

**3.6. We have zero tolerance for harassment**

As part of our commitment to having a diverse and inclusive workplace, we have zero tolerance for harassment and bullying. Victimization at work, such as recurring negative actions directed against individual employees, is not permitted. All employees shall treat one another with respect, dignity and common courtesy.

Harassment can take the form of written and verbal remarks, gossip, jokes and banter, defamatory or offensive language and comments or bullying in which people in authority abuse their position through insulting, intimidating or malicious behavior.

Related policy and directive:

Group People Policy and Group Workplace Directive

***What this means for you***

*Treat everyone with respect and courtesy.*

*Never send explicit or sexually suggestive emails, or make derogatory comments or taunts about someone's ethnicity or religion.*

*Do not ask intrusive questions about someone's personal life and do not make repeated unwelcome social or sexual invites.*

*Do not abuse your position towards a less senior employee.*

*Speak up if you find yourself in a situation where someone is being bullied or harassed.*

*For guidance contact HR.*

**3.7. There is no tolerance for child labor and forced labor**

Electrolux Professional does not tolerate child labor or forced, involuntary or trafficked labor in any form.

Additionally, we have zero tolerance for any abuse, exploitation or sexual activity with any person against their will or for payment (prostitution), when travelling on business or in any other way representing the company.

Related policy and directive :

Group People Policy and Group Workplace Directive

***What this means for you***

*If you observe anything that indicates a risk for child labor, forced labor or trafficking connected to Electrolux Professional activities or those of our suppliers or business partners, contact the Sustainability function or HR.*

### **3.8. Our work environment encourages well-being and safety**

Knowing that our employees are the single-most important factor in achieving long-term success, Electrolux Professional is committed to continuously developing a work environment that enables sustainable performance where all employees can deliver at their best. Our commitment to health and safety goes beyond ensuring compliance with rules and legislation.

Health and safety are a key priority in the design and development of our work processes and how we organize our activities. Electrolux Professional always strives to reduce or eliminate workplace injuries and occupational illnesses.

Management, at all levels, is directly responsible for working to minimize potential negative impacts on the individual.

Related policy and directive:

Group People Policy and Group Workplace Directive

#### ***What this means for you***

*Safety is the result of everyone's commitment and we can all contribute to a healthy and safe working environment.*

*Always follow safety instructions in your workplace.*

*Consider if there are risks to health, safety and wellbeing in your area of work and suggest how they can be addressed.*

*For guidance contact HR or the Sustainability function.*

## **4. Fair and legal business**

Violations of law may lead to badwill, damage claims and in some cases criminal investigations and sanctions for both the company and individuals.

### **4.1. We believe in fair competition and comply with antitrust legislation**

Antitrust laws or competition laws are implemented around the world to preserve competition in the marketplace. These laws prohibit anti-competitive agreements and abuse of a dominant position in the market.

At Electrolux Professional we believe in a fair and competitive market and compete on the merit of our products, brands and services. We do not take actions that are illegal under competition laws and all Electrolux Professional employees are expected to strictly abide by the laws on fair competition.

There are various types of activities that are not allowed under competition laws and these rules apply when dealing with competitors, customers, suppliers and other business partners.

Related policy:

Group Antitrust Policy

#### ***What this means for you***

*Never enter into any kind of agreement or understanding with a competitor on pricing, trading conditions, production, technical development, bids, customers, market sharing or other market activities.*



*Never discuss pricing, profits, costs, bids, customers, market development, technical development or other non-public sensitive information with competitors without prior approval from in-house legal counsel.*

*Respect the customers' independence. Never attempt to fix or otherwise dictate our customer's resale price. Do not attempt to limit the customer's right to freely resell our products without prior approval from in-house legal counsel.*

*Do not apply dissimilar conditions for similar transactions with customers. Do not apply any tactics for the purpose of excluding competitors from the marketplace.*

*For guidance contact the Legal Department.*

*Remember that heavy fines apply for violations of the laws and that violations further lead to bad- will, damage claims and in many countries criminal investigations and sanctions for both the company and individuals.*

## **4.2. Knowing current trade rules is vital for our business**

Being a global company means that we must comply with international trade rules. Export control and trade sanctions prohibit or restrict the export of specific goods or conducting business in certain countries and/or with certain individuals, companies or organizations.

Violations would not only damage our reputation, but may also lead to criminal prosecution for the company and for the individuals responsible. Trade rules are complex as the rules vary by location and may change following world events.

Related policy:

Group Export Control and Trade Sanctions Policy

### ***What this means for you***

*Employees involved in trade or export must follow applicable rules and procedures, for example:*

*Identify when a trade activity or a business dealing may lead to a situation where the rules about export control and trade sanctions apply.*

*Conduct adequate due diligence in high-risk markets or high-risk situations.*

*Recognize and act on certain red flags that may appear when doing business.*

*For guidance contact the Legal Department.*

## **4.3. We have zero tolerance for corruption**

Corruption is the abuse or misuse of entrusted power for personal gain. Electrolux Professional does not tolerate corruption in any form. This extends to all business dealings and transactions in all countries where we operate. Electrolux Professional and anyone representing Electrolux Professional (including a third party) must not participate in or endorse any corrupt practices.

### **4.3.1. Bribery**

Bribery can be described as offering/giving or demanding/ receiving something of value to influence a transaction or decision. Electrolux Professional does not tolerate any form of bribery regardless of its nature, including both public and commercial bribery. We do not tolerate business partners that offer bribes or other inappropriate benefits and we will take action if such activities are revealed.

Bribes can take the form of:

- Cash, gift certificates or vouchers
- Gifts of significant value
- Commissions or kickbacks
- Payments to charity
- Travel or entertainment
- Favorable publicity

#### **4.3.2. Gifts & Hospitality**

Business gifts and hospitality should be acts of goodwill and not rewards for doing business with us. Also, gifts and hospitality offered to or received from employees of customers or suppliers — including prospective customers and suppliers — can be considered a bribe and must therefore meet certain criteria such as complying with normally accepted business practices.

In short, any gift or hospitality, whether given or received, must be of moderate value and should never influence decision making. In terms of value, applicable thresholds should be adhered to.

Bear in mind that gifts to public officials shall be avoided since they are normally considered to be in such a position that it may unduly influence his or her decision making.

Related policy:

Group Anti-Corruption Policy

#### ***What this means for you***

*Understand and comply with the Group Anti-Corruption Policy.*

*Understand and adhere to any applicable Electrolux Professional rules on gifts and hospitality.*

*Participate in anti-corruption training regularly.*

*Do not give or accept bribes in any form or anything that could be considered a bribe.*

*Neither you, the company, family members nor friends may receive any improper benefit through your position as an employee or representative of Electrolux Professional.*

*You will not suffer demotion, penalty or other adverse consequences for refusing to pay a bribe or otherwise engage in corrupt practices.*

*If you are offered an inappropriate gift, favor or other questionable benefit, raise the issue with your manager, the Legal Department, Internal Audit or HR.*

*For guidance contact the Legal Department.*

#### **4.4. Our Products are made with quality and safety in mind**

Electrolux Professional complies with legal requirements and our own standards for quality and safety when our products are designed, developed, manufactured, marketed and sold. Deliveries of products to customers should not occur until quality requirements, safety standards and compliance requirements are fully satisfied. We present our products and services accurately and require substantiation of our statements.

Related policy:

Group Quality Policy



### ***What this means for you***

*Always follow all legal requirements as well as Electrolux Professional policies that relate to the design, manufacture, sale, performance, and marketing of our products and services.*

*Never cut corners or make decisions that may compromise product compliance.*

*Do not manipulate tests or test results.*

*Do not construct products so that performance improves for specific areas only during test conditions.*

*Never give inaccurate information about the quality, safety or other aspects of our products or services.*

*For guidance contact the Group Quality Function or the Legal Department.*

## **5. Business activities with integrity**

Integrity should guide employees to make sound decisions and always act in the best interest of the company. Electrolux Professional employees do not mix political and personal matters with business.

### **5.1. When personal matters may influence business decisions, there is a conflict of interest.**

Situations where a private or personal concern appear to be incompatible with the interests of Electrolux Professional must be avoided and reported to your manager and HR.

The best way to handle conflicts of interest is to avoid them entirely. If they do arise, you must be open and transparent about the situation.

These conflicts may occur in a variety of ways, for example:

- With employment outside your job, in which the interests of one job contradict the other.
- Due to family interests, in which a family member or other relative is hired or supervised by you.
- When goods or services are purchased from a relative or a friend or a firm controlled by any of these.
- If you or a family member have a financial interest that could affect your judgement.
- And also when you or a family member have a personal interest, direct or indirect, in any supplier or customer of Electrolux Professional.

Related policies:

Group People Policy and Group Anti-Corruption Policy

### ***What this means for you***

*Disclose any conflict of interest immediately to your manager and HR.*

*Do not engage in outside employment or activities which might conflict or appear to conflict with the interest of Electrolux Professional or which would reduce your efficiency or dedication in performing your duties at Electrolux Professional.*

*For guidance contact HR or the Legal Department.*

## **5.2. Electrolux Professional avoids political involvement**

Electrolux Professional observes neutrality with regard to political parties and candidates. Neither the Electrolux Professional name nor any resources controlled by any Group company shall be used to promote the interest of political parties or candidates.

Political lobbying is a legitimate activity carried out by certain authorized employees of Electrolux Professional, but such activities must always be performed transparently and clearly on behalf of Electrolux Professional.

Employees who engage in dialogue with governments and other public bodies to inform or influence public policy must do so responsibly and transparently in accordance with local laws.

### ***What this means for you***

*You may participate personally in political activities and make political contributions, but such participation shall be on your own time, and such contributions shall be at your own expense.*

*Do not make any political contribution or expenditure of any such nature on behalf of Electrolux Professional.*

*Do not reimburse any employee for any such contribution or expenditure.*

*If you engage in personal political activities, you must not act or appear to act as a representative of Electrolux Professional.*

*For guidance contact the Investor Relations & Communication function.*

## **6. We are all responsible for protecting our company's assets**

It is essential for our business to secure and safeguard our assets, including physical property, intellectual property and financial assets. We are all responsible for protecting our assets and for using them with care and efficiency.

### **6.1. Steer clear of fraud and using company assets for activities that would harm our reputation**

We do not tolerate fraud and misuse of the company's assets. Fraud includes any act, as well as omission to act, with the purpose to deceive others – such as the company, the public or investors – to take actions resulting in economic harm to them.

Property, equipment, resources and funds must be used only for business purposes and not for personal gain.

Examples of asset misuse include theft, falsification of expense or time reports, an inappropriate use of a company computer, telephone or facilities or the improper use of employee discounts.

Related policy and directive:

Group Internal Control Policy and Group Global Travel Directive

### ***What this means for you***

*Follow all applicable local travel and expense rules.*

*Private expenses such as personal travel or entertainment may not be claimed as business expenses.*

*Company computers may not be used for any illegal activity or for viewing inappropriate material, including pornographic sites, hate sites or any other sites which would harm our reputation.*

*The private use of company re- sources, for example computers or telephones, should be kept to a minimum.*

*For guidance contact HR, IT, the Legal Department or Internal Audit.*

## **6.2. Accounting and reporting should be accurate and complete**

The integrity of our financial statements is essential to maintaining the trust of our shareholders, customers, suppliers and other stakeholders. All financial transactions must be recorded and accounted for according to applicable accounting principles set out in the Electrolux Professional Financial Manual.

Entering information in our books or records that intentionally hides or misleads the true nature of any transaction or entering misleading information in order to influence targets or KPIs is not allowed.

Accounting fraud could include the misstatement of revenues, expenses, assets or liabilities. It could also be the intentional misapplication of the Financial Manual in order to influence targets or KPIs.

It is prohibited to manipulate or alter accounting rules in order to reach a financial target.

Related documents:

Electrolux Professional Financial Manual

### ***What this means for you***

*Always follow the Electrolux Professional Financial Manual when reporting financial transactions.*

*When reporting information, do not misstate facts and make sure that the information accurately reflects the underlying transaction.*

*If you notice an error in a financial record, or suspect that fraud has occurred, report it immediately.*

*For guidance contact Group Finance or Internal Audit.*

## **6.3. We protect our intellectual property**

Electrolux Professional intellectual property, such as know-how, ideas, trade secrets, patents, trademarks, domain names, design and copyrights, are valuable assets for the company. Such value can be lost or compromised if these assets are misused or wrongly disclosed.

Intellectual property is protected not only through applications, registrations and renewals, but also through oppositions, invalidation or infringement litigation against third parties to make sure that we have as much freedom to operate as possible.

Related policy:

Group Intellectual Property Policy

### ***What this means for you***

*Contact the Legal Department or the Patents Team if you believe that Electrolux Professional could get useful intellectual property rights or that third parties are infringing or appear to infringe our intellectual property.*

*Respect the valid intellectual property rights of others.*

*Do not engage with third parties to develop an idea or invention without first consulting the Patents Team regarding patent or design rights or the legal department regarding trademark, domain names or copyright issues.*

*Note that intellectual property developed by you during your time as an employee remains the property of Electrolux Professional even after you have ended your employment.*

*For guidance contact the Legal Department or the Patents Team.*

## **7. Protection of information as a valuable asset**

We encourage employees to communicate about our brands, products and company, but not to leak or communicate confidential information.

### **7.1. Confidential information**

Information about Electrolux Professional is a valuable asset. Employees may from time to time have confidential information. This could include financial information, trade secrets, prices, sales and profits, strategies and plans, contractual information, customer and supplier lists, information about new products or any other non- public information about Electrolux Professional. Confidential information could also constitute inside information depending on the circumstances (see the section on Inside Information).

Confidential information about Electrolux Professional must be protected, handled carefully and not shared with unauthorized third parties or publicly unless you have been specifically authorized to do so.

The obligation to protect confidential information continues after termination of employment. This is also valid for information shared with us by customers, suppliers and other business partners.

Related policies:

Group Communication Policy and Group Information Security Policy

#### ***What this means for you***

*Make sure that all information that you share about Electrolux Professional meets the requirements stated in the Group Communication Policy and Group Information Security Policy.*

*Be careful not to post any confidential information on social media or discuss confidential or sensitive information in places where you may be overheard by others.*

*If it is necessary to share confidential information with a third party, make sure that there is a non-disclosure agreement in place.*

*Be mindful of the fact that your obligation to protect confidential information may also remain after you have left the company. This also means that new employees cannot share confidential information relating to their previous employers and should never be asked to do so.*

*When working with Electrolux Professional information, only use approved company equipment and services.*

*Use your Electrolux Professional email account or other company channels for all work-related communications. Do not use any personal email account, social media or similar medium.*

*For guidance contact the Investor Relations & Communication function or the Legal Department.*

### **7.2. Inside information**

Electrolux Professional is a company listed on the stock exchange. As an employee you may therefore at some point come in contact with inside information.

When a person has access to inside information, he or she is subject to legal and regulatory duties. Insider trading and unlawful disclosure of inside information are strictly forbidden.

Inside information regards a circumstance that is not public and if made public would have significant impact on the price of shares or other financial instruments. For example, financial results and major acquisitions and divestments would typically constitute inside information. A person in possession of inside information shall not disclose the information, use inside information to buy or sell Electrolux Professional shares directly or indirectly or recommend or prompt anyone else to buy or sell shares.

Related policies:

Group Insider Policy and Group Information Security Policy

***What this means for you***

*Seek advice from the Head of Legal or in-house counsel if you are unsure of whether or not you are in possession of inside information.*

*Do not share inside information or other sensitive information regarding Electrolux Professional to any third party including relatives.*

*Do not use inside information by buying or selling or prompting someone else to buy or sell Electrolux Professional shares or other related securities.*

*For guidance contact the Legal Department.*

### **7.3. How we protect personal data**

We respect every individual's fundamental right to protection of personal data concerning him or her, irrespective of nationality or residence. The need to protect personal data is increasing with the expansion of the online environment where vast amounts of data are transferred around the world. Almost everything we do online and when we use connected devices or appliances allows for the collection of personal data.

It is therefore important that we take appropriate actions to protect personal data and that we comply with applicable data privacy rules for storing, collecting and using personal data.

Related policies:

Group Data Protection Policy and Group Information Security Policy

***What this means for you***

*Always act respectfully and consider the privacy of others.*

*The collection, storage or use of personal data must be in line with the Group Data Protection Policy.*

*You may only access personal data to the extent necessary for your job responsibilities. If you have permission to access personal data, you are obligated to protect and keep all information confidential.*

*For guidance contact the Legal Department.*

## **8. Respect for the environment**

Every employee should look for ways to improve our environmental performance.

### **8.1. Respect for the environment**

Every Electrolux Professional employee plays a role in constantly improving our environmental performance. The minimum standard for doing this is set by our Group Environmental Policy, Group Workplace Directive and local legislation. Everyone must act in line with these commitments. But it does not stop there. By constantly looking for improvements and things that can be done better, we can ensure our products contribute to a more sustainable society.

Local laws and regulations may vary and in some cases be weaker than what we require in our Group Environmental Policy and Group Workplace Directive.

Examples of environmental violations are emissions from factories that exceed allowed legal limits, improper handling of hazardous waste or improper disposal of wastewater.

Related policy:

Group Environmental Policy

#### ***What this means for you***

*Do not take shortcuts because local law allows an action that we as a Group consider unethical or environmentally harmful.*

*Manage and document our environmental impacts diligently and in line with legal requirements – never falsify reports or other documents.*

*Ensure that the appropriate environmental permissions exist.*

*Consider how your team or area of work contributes to the bigger picture of the Electrolux Professional environmental footprint.*

*Use resources wisely, e.g. energy, water, chemicals and materials.*

*Minimize traveling by using web meeting facilities or the telephone.*

*For guidance contact the Sustainability function.*

## **9. Our Code of Conduct: Going forward**

The Code of Conduct applies to all of us and should guide our daily work.

*If you have concerns about possible violations of this Code of Conduct you should:*

- 1. Discuss your concern with your immediate manager as soon as possible.*
- 2. If you are uncomfortable doing that, speak to another manager, HR, Legal, Internal Audit, the Sustainability function, relevant Policy Holder or Group Management.*
- 3. If neither of these approaches feel appropriate, or you wish to be anonymous, report your concern via the EthicsPoint.*

The EthicsPoint can be found on Electrolux Professional's Intranet.



## **How to handle a difficult situation**

If you are in a situation where you are not sure of what to do, ask yourself the following questions:

- Is the decision or action considered legal?
- Is the decision or action in compliance with Group policies?
- If my family, friends and others outside Electrolux Professional became aware of this, would I feel comfortable?
- If my action was reported on the front page of the newspaper, would I still feel comfortable with my decision or action?