Eltera

Employee Code of Ethics

Summary of Eltera's ethical guidelines for all employees

This summary reflects the key principles in the employee guidelines. It is intended as a concise overview and does not replace the full document.

Purpose and scope

Our shared ethical standards guide how we act, perform our work and represent Eltera. They support trust, a positive working environment and good relationships with customers and society. The guidelines apply to the Board, management and all employees, including full-time, part-time and temporary staff.

Integrity and responsible conduct

Employees are expected to act respectfully, provide good service and deliver high-quality work. Everyone must comply with applicable laws and regulations, internal guidelines and health, safety and environment (HSE) procedures. Employees should ask for guidance whenever they are uncertain about the right course of action.

Leadership responsibilities

Managers must lead by example, promote the ethical guidelines, guide employees in applying them, explain their importance and foster a culture of openness and trust.

Speaking up

Employees who witness or experience a possible breach are encouraged to report it to their immediate supervisor or managing director. Employees should be able to raise concerns without negative consequences for their work or position.

Loyalty and conflicts of interest

Employees may not operate a competing business or accept assignments from a competitor. They must inform their immediate manager about other paid employment, external board appointments or private business activities. Employees are responsible for considering potential conflicts of interest and seeking advice or notifying their manager when needed.

Business travel, gifts and hospitality

Participation in travel or events with suppliers or other business contacts requires approval from the immediate manager. Invitations and their purpose must be documented. Gifts, services and hospitality must comply with applicable laws, rules and standards, and must be handled openly and transparently.

Equal treatment and respect

Eltera aims to provide a workplace based on equality, respect and openness. Discrimination and harassment based on gender, nationality, ethnicity, religion, age, sexual orientation, marital status or political beliefs are not accepted. Employees are encouraged to intervene against such behaviour.

Confidentiality

Employees must comply with confidentiality obligations. Suspected loss, misuse or risk of disclosure of confidential information should be brought to the attention of the immediate manager or managing director.

Climate and environment

Everyone has a responsibility to help reduce environmental impacts, including following waste sorting and handling procedures. Employees also have an advisory role in recommending solutions that support responsible and smarter energy use for customers.

Health, safety and working environment

Eltera seeks a safe, healthy and meaningful working environment. Internal control, HSE routines and required training are used to prevent accidents, near misses and health risks. The guidelines emphasise training, competence development, employee wellbeing, appropriate equipment, prevention of harassment and corrective action to prevent recurrence of incidents.

Source: “Etiske retningslinjer ansatte” (16-page Norwegian employee guidelines). Company references have been updated from ElteraGruppen to Eltera in this summary.