

## Ethical guidelines/Code of Conduct of Personalhuset

### Employee behaviour

- Customers, colleagues and other business partners must be treated with respect and fairness.
- Discrimination and harassment, including sexual harassment, is unacceptable at Personalhuset.
- The employees of Personalhuset Staffing Group must perform their work without being under the influence of alcohol or narcotics.

### Prevention of corruption and bribery

- Regardless of local practice - interpersonal payments, kickbacks and bribery between Personalhuset and its customers and suppliers or public servants, are strictly prohibited.
- It is forbidden to accept gifts or other rewards from business partners, unless in conformity with business practice, and provided that gifts are of modest value and have a business function.
- We recognise that there are lines with respect to nepotism, bribery and corruption that should not be crossed.

### Compliance with competition rules

- Compliance with the Norwegian Competition Act and competition regulations is central to our business practices.
- Personalhuset Staffing Group does not participate in price-fixing, nor does it allocate services to, or share markets with, its competitors.
- Personalhuset Staffing Group does not participate in illegal bid-rigging with its competitors.
- Personalhuset Staffing Group does not discuss competitive issues (such as pricing, discounts, bonuses, sales conditions etc.) with its competitors.

### Dealings with business partners

- We must honour agreements and fulfil our obligations toward our candidates, clients and suppliers.
- We must operate in accordance with applicable laws and regulations.
- We must operate in accordance with the Ciett Code of Conduct and the staffing industry statutes within The Confederation of Norwegian Service Industries (NHO Service).
- We protect our business partners' confidential information in accordance with existing contracts and agreements, laws and regulations.
- Any complaints from customers, candidates or suppliers must be dealt with effectively and must be considered a valuable contribution to our continuous efforts to ensure high-quality services.

### Corporate responsibility

Personalhuset is a member of NHO Service and Trade, and as such, is required to conduct its business in a manner that safeguards good business practice.

- We must be unambiguous about informing our customers of our terms of business.
- We must operate in accordance with applicable laws and regulations.
- We must operate in accordance with the World Employment Confederation Code of Conduct and the staffing industry statutes within NHO Service.
- We are continuously required to reduce the negative impact that our business has on the environment.
- Our social, environmental and ethical obligations must be reflected in all our interactions with our customers, employees, suppliers and other parties involved.

### Reporting/whistleblowing

If you witness a breach of Personalhuset's ethical guidelines or any other form of inappropriate conduct, you should first inform your immediate manager or adviser.

Personalhuset has introduced basic rules for whistleblowers so that our employees, business partners, or other interested parties should have the opportunity to report serious and sensitive matters. Whistleblowing can be anonymous, but transparency will ensure better case-handling and a better outcome for all parties involved. If you wish to report a serious or sensitive matter, please contact our HR-responsible or the company's safety representative.

Alternatively, whistleblowing can be done by email. Please write to: [varsling@personalhuset.no](mailto:varsling@personalhuset.no)