

# Sustainability Policy

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The purpose of the sustainability policy is to ensure that NP3 is a respected employer and a reliable partner for customers and suppliers, and thereby helps to maintain a high level of confidence in the company.

The sustainability policy clarifies what conduct our stakeholders can expect of company staff. We also expect our suppliers and business partners to act in accordance with the sustainability policy when performing tasks or representing NP3.

The sustainability policy is based on the UN's Global Compact, an international initiative aimed at ensuring compliance with human rights, labor rights, the environment and anti-corruption.

## Human rights and working conditions

NP3 supports and respects internationally proclaimed human rights, and no one who works at NP3 shall be subjected to physical or mental suffering at work in any way. All employees are free to peacefully and legally form or join organisations as they choose, as well as to negotiate collectively. No employee must be subjected to discrimination due to e.g. their sex, transgender identity or expression, ethnic background, religion or creed, disability, sexual orientation or age. All employees must treat each other with respect and dignity.

NP3 shall provide a good work environment. The work environment must comply with laws and agreements, as well as be safe and sound, both from a physical and social perspective. In this way, we promote physical and social well-being and prevent work-related injury and illness. The goal is that no one should become ill or injured at work. NP3 stands for safe employment, and has a pro-active approach to health and safety, and continually improves our awareness, competence and knowledge in this area.

NP3 supports active exercise and preventive healthcare, as thriving and healthy employees benefit the company. NP3 as a workplace shall have a good balance between work and leisure. The workplace shall be free from bullying, discrimination or any other degrading treatment, all employees should feel safe, and respect for non-conformism shall be ensured.

All employees shall be given equal opportunities. We base recruitment or promotion of employees on the required qualifications irrespective of nationality, gender, religion, sexual orientation, disability or age.

## Environment

NP3 owns, builds, develops and manages property, and shall, in all of these business areas, work to reduce the environmental impact as far as possible. NP3 performs environmental work that always complies with or surpasses current environmental legislation and other sectoral environmental requirements.

NP3's successes depend on the confidence of the tenants, employees, owners, competent authorities and other stakeholders that the company will act in a responsible and eco-friendly and sustainable way. To achieve this, NP3 shall reduce its carbon footprint by:

- Setting out environmental requirements when procuring products and services from contractors and suppliers.
- Being attentive to tenants' environmental requirements, and together with tenants, working towards a good indoor environment.

- Working to continually reduce carbon dioxide emissions in the sector.
- Reducing annually the total energy consumption (kwh) in comparable holdings.
- Working actively to replace fossil fuels with other energy sources.
- Working to increase the proportion of “green” properties through investments in energy efficiency and/or environmental certification for new production, as well as for major additions and renovation projects.
- Striving to minimise landfill and incineration waste.
- Being aware of the environmental risks and liabilities of the properties, and producing sustainable solutions when measures are taken.
- Complying with current legislation.

### **Anti-corruption and business ethics: relations with customers, suppliers and other stakeholders**

Employees must conduct themselves with honesty, and consideration, commitment and integrity towards business partners and other employees. NP3 has a zero-tolerance policy towards all forms of corruption and financial irregularities, e.g. bribes, unauthorised commission, fraud, embezzlement and money laundering. NP3 is obliged to comply with the Swedish Anti-Corruption Institute’s code.

No representative of NP3 may, directly or indirectly, demand, receive or offer to give to a business partner’s employees or other representatives or third part any form of a bribe, unauthorised commission or any other unlawful or unethical advantage.

Entertainment and gifts must be characterised by transparency, moderation and always be a natural part of the business relation.

Employees’ private interests must not affect their judgement or actions when they perform work tasks for NP3. Employees must report any potential or occurring conflict of interest to the CEO. Employees may not take part in private business arrangement where a conflict of interest can arise with NP3’s interests. Employees are obliged to inform the CEO of any possible activities run outside of NP3.

Employees must draw a clear line between their professional role as an NP3 employee, and their private presence on the Internet and in social media so that these are not confused.

### **Responsibility and governance**

- NP3’s board of directors decides on the company’s sustainability policy.
- The CEO has the ultimate responsibility for ensuring compliance with the sustainability policy.
- Every employee is responsible for conducting themselves according to the sustainability policy.
- Company management is expected to discuss the content of the policy with other employees and to create a work environment in which the staff feel safe to address problems relating to the sustainability policy. NP3 encourages employees to report matters of fraud and corruption to the company’s management. Management is also responsible for regular staff training on the sustainability policy.
- In the event of an employee reporting to the CEO/management person or audit committee any matter related to the sustainability policy, their anonymity shall be ensured.

### **Reporting of suspicions of non-compliance**

Employees are encouraged to report non-compliance of the sustainability policy to the CEO or another person in the management team. Employees can also, if they so wish, report the suspected violation to a member of the audit committee. NP3 will not tolerate any discrimination or retaliation towards an employee who has, in good faith, reported any suspected violations.

### **Updating**

This policy shall be updated annually or as needed, and is decided upon at ordinary board meetings.