



# FreshDrive AB Code of conduct

- Business concept and policies-

This code of conduct reflects our view, our behavior and our values regarding relationships with customers, employees, suppliers and other stakeholders.

The code of conduct and our values are important tools for living and working as we wish and plan. It should permeate all of our work and is based on FreshDrive's value base, which safeguards the equal value of all people. Together, we have developed the values commitment, joy and responsibility. The words themselves are beautiful, but it's how we live them, through our behaviors, that really matters.

All our policies clarify what we want to achieve, how we relate to the various subjects in real life, every day. We are constantly working on development and improvement to strengthen ourselves and others, for a future that is sustainable.

Our mission is to perform environmentally adapted car care with high quality on an efficient way of working.

## Table of contents

**FreshDrive AB Code of conduct ..... 1**



- Business concept and policies- ..... 1
- 1. Quality policy ..... 2
- 2. Environmental policy ..... 3
- 3. Wages and benefits ..... 3
- 4. Employment policy and conditions ..... 3
  - 4.1 Our ethical recruiting policy ..... 4
- 5. Work environment ..... 4
  - 5.1 In case of emergency ..... 4
- 6. Gender equality ..... 5
- 7. Non-discrimination ..... 5
- 8. Rights of minorities and indigenous people ..... 5
- 9. Harassment ..... 5
- 10. Freedom of association and collective bargaining ..... 6
- 11. Drug Policy ..... 6
  - 11.1 Rehabilitation policy ..... 6
- 12. Land, forest and water rights and forced eviction ..... 7
- 13. Use of private or public security forces ..... 7

## 1. Quality policy

FreshDrive AB’s services shall meet customers’ requirements and needs, and be performed according to established conditions.



Our services shall maintain a high and consistent level of quality with continuous improvement.

## 2. Environmental policy

- We must prevent pollution, waste and the use of natural resources.
- We do not consume more resources than necessary, to protect the environment.
- We shall apply and comply with applicable environmental legislation and regulations.
- We will constantly work to improve our environmental work with a focus on energy efficiency, renewable energy solutions, sustainable resource management, chemical reduction and waste reduction
- We have limited emissions of GHG and report our emissions of carbon dioxide in a sustainability report

## 3. Wages and benefits

All our employees should be provided a written contract that regulates tasks, salary, working hours, holidays, in accordance with current legislation and collective agreements, before they enter employment.

Employees must be granted and compensated for any type of paid leave to which they are legally entitled.

Withheld or reduced wage as a disciplinary measure is strictly prohibited.

## 4. Employment policy and conditions

Modern slavery, including slavery, servitude and forced or compulsory labour and human trafficking, are strictly prohibited.

All employees can voluntarily terminate their employment contract and are free to leave their employment after reasonable notice. The notice period for an employee resigning is one month.

We do not allow child labour. FreshDrive AB shall take necessary preventive measures to ensure that we do not employ anyone below the local minimum legal age for employment, this will be confirmed before they enter employment.

#### 4.1 Our ethical recruiting policy

At FreshDrive AB it is our responsibility to ensure that our recruitment practices are ethical, unbiased and inclusive. To ensure that this is followed we have developed an ethical recruiting policy that is used when hiring.

- When recruiting, we must ensure that it is done ethically
- When recruiting, we must ensure that no individual will be discriminated or treated less based on race, color, religion, gender, gender expression, age, ethnicity, disability, marital status, pregnancy or sexual orientation.
- When recruiting, we must ensure that the recruitment process is documented and transparent.
- When recruiting, we must ensure that workers are made aware of their terms of employment and contracts. Contracts should be understood, signed and provided to workers.
- When recruiting thru third parties, we must ensure that they follow an ethical recruitment policy and that no illegal activities are conducted.
- When recruiting, we aim to employ all workers on permanent contracts.
- When recruiting, we must ensure that laws and regulations are followed regarding personal data
- When recruiting, we must ensure that no indirect discrimination occurs, for example by setting requirements that disadvantage a group.

#### 5. Work environment

We want to create competent and committed employees who can contribute to FreshDrive's development. We shall offer employees continuous training and good employment conditions to contribute to employee's development.

We shall provide employees with a safe, healthy and clean workplace in compliance with all applicable laws and regulations. Our work environment, work should lead to a good working climate, good health, low sickness absence and few occupational injuries.

We will conduct regular surveys of the work environment and carry out and follow up decided measures.

Each employee must show a personal responsibility for health and the environment in the daily work and immediately report any risks and threats to a good working environment, suggestions for improvement are welcomed

##### 5.1 In case of emergency

We have good preparedness if an occupational incidence and accident occurs. Everyone must be able to carry out first aid and call for paramedics.



All of FreshDrive's working places have clearly marked emergency exits. All our employees know how to act in the event of a fire. The following sequence should be Rescue – Warn – Alarm – Extinguish. Call 112.

## 6. Gender equality

FreshDrive AB is committed to conduct active, goal-oriented and systematic work to achieve gender equality and empower female employees. Women and men should have equal rights and opportunities for employment, promotion and development at work. All our employees should have the same opportunities to prosper and reach their full potential at FreshDrive AB.

## 7. Non-discrimination

In our work we highly value and have a continued work for diversity, equity and inclusion.

At FreshDrive AB we do not discriminate, this applies at all stages of employment, such as hiring, work training, promotion, termination, retirement and in any other stages. We do not discriminate regarding compensation and benefits. No Individual will be treated less based on race, color, religion, gender, gender expression, age, ethnicity, disability, marital status, pregnancy or sexual orientation.

## 8. Rights of minorities and indigenous people

Minorities and indigenous people are and have long been exposed and violated in society. This is something that we at FreshDrive AB are completely against. We aim to protect those who are more vulnerable in society. Therefore, we have strict rules to ensure that minorities and indigenous peoples are not discriminated against at any stage of employment, such as hiring, work training, promotion, termination, retirement and in any other stages. We do not discriminate regarding compensation and benefits.

## 9. Harassment

All employees at FreshDrive AB should be treated with respect and dignity. All employees are responsible for providing a workplace free from harassment.

All forms of violence and harassment in the workplace are prohibited. This includes verbal, physical, sexual and psychological abuse.

A person who is guilty of any form of harassment may be subject to disciplinary measures.

All employees should feel safe and protected in regard to filing harassment complaints.

## 10. Freedom of association and collective bargaining

All employees shall have the right to form and join trade unions or other external representative organizations of their own choosing without prior authorization and to bargain collectively.

No employee should feel threatened, harassed or discriminated because of them seeking to form or join an organization or bargain collectively.

## 11. Drug Policy

Alcohol and other drugs may not be used in our workplaces. No one may be at work under the influence or come to work with residual impact.

We should take joint responsibility to ensure that all employees feel good at their workplace and refrain from all forms of drugs. If you as an employee suspect or see that a colleague is using drugs you have the responsibility to report or intervene in the situation.

If it turns out that an employee at FreshDrive AB has a drug abuse, our goal is to help the employee and work towards continued employment. Therefore, we have a rehabilitation policy.

### 11.1 Rehabilitation policy

- Working conditions must be adapted to the worker's circumstances in order to prevent illness, injury or exclusion from work. Through a preventive and active rehabilitation program, short- and long-term absences will be reduced.
  
- FreshDrive AB shall always make an investigation in the event of sick leave for more than 4 weeks or if the employee has more than 6 sick occasions per 12 months.
  
- The employee must participate in the rehabilitation investigation and the Swedish Social Insurance Agency and Occupational Health Care must also be contacted.



## 12. Land, forest and water rights and forced eviction

This does not comply with our company's occupation and is protected by Swedish legislation.

## 13. Use of private or public security forces

We do not use any private or public security forces, in the event of damage, burglary or other crimes, we report this to 112 for urgent help from Swedish police or ambulance personnel.