

Employee Code of Conduct



Table of contents

Introduction	3
CEO's greetings	5
Our company and values.....	6
We comply with legislation and rules.....	8
We respect human rights and the rights of employees	9
Human rights, equality and non-discrimination	9
Rights of employees	10
We take care of the environment and our employees	11
Impact on climate and the environment	11
Our management principles	12
Rules of the work community	13
Well-being of personnel	14
Occupational safety	15
Competence and development at Kaukokiito	16

We protect information and property	17
Data protection	17
Information security	18
Protection of property	19
Ethical business practices guide our operations	20
Corruption and bribery.....	20
Gifts and hospitality	20
Conflicts of interest	21
We communicate openly and reliably	22
Internal communications.....	22
External communications and marketing at Kaukokiito.....	23
Report suspected misconduct.....	24

Code of Conduct of the Kaukokiito chain

OUR WAY OF WORKING – This Code of Conduct defines the ethical principles of the Kaukokiito chain and our way of operating in society.

The Code of Conduct guides the actions of every Kaukokiito employee across the Kaukokiito chain. The purpose of the Code of Conduct is to ensure that each and every one of us acts in an ethical manner and follows the law and rules in their work. The Code of Conduct describes what kind of behaviour and actions we at Kaukokiito consider to be in line with our values and principles.

Kaukokiito's Code of Conduct guides us in our own operations and when we work with our customers and partners, for example. When we act in accordance with the principles presented in this Code of Conduct, we are a reliable and responsible partner for our customers and other stakeholders. In addition, we are a good workplace and partner for our employees and subcontractors.



Our values guide our internal culture and everyday operations.





Every Kaukokiito employee must familiarise themselves with the Code of Conduct, follow its principles and promote compliance with it.

To whom does the Code of Conduct apply?

This Code of Conduct applies to all Kaukokiito employees. As an employee of Kaukokiito, it is important for you to understand this Code of Conduct, and it is your responsibility to follow it and promote compliance with it.

Kaukokiito's Code of Conduct forms the basis of thinking and action, but it is not a replacement for an individual Kaukokiito employee's own consideration and thinking in situations that may raise ethical issues. If you face an ethical problem or are unsure about something, you can look to this Code of Conduct for answers and find out who you can turn to if you have any concerns or questions.

We also expect our stakeholders to comply with Kaukokiito's Code of Conduct. The Supplier Code of Conduct is confirmed with selected suppliers when cooperation begins or changes occur.

Monitoring the implementation of the Code of Conduct

Breaching the Code of Conduct can cause significant harm to Kaukokiito's business and reputation. It is therefore important that every Kaukokiito employee commits to complying with the Code of Conduct. Kaukokiito employees must regularly complete training on the Code of Conduct.

We encourage you to raise any concerns you may have in order to develop our operating methods. Every Kaukokiito employee has the right and duty to report illegal or unethical activities or other inappropriate conduct. At Kaukokiito, we cannot accept any kind of unethical conduct or conduct in breach of the Code of Conduct, and we will take action as soon we detect such conduct.

The Code of Conduct is reviewed annually and updated as necessary.

Kaukokiito's Board of Directors has approved this Code of Conduct on 25 November 2025.



Kaukokiito takes sustainability into account in its daily operations

Sustainability is not just words. It's actions. Actions and activities carried out by all of us – each and every Kaukokiito employee. That is why it is important that we all know what is expected of us and what kind of activities we do not accept. This is covered in our Code of Conduct.

By acting in a responsible manner and following our Code of Conduct, we ensure the current and future success of Kaukokiito. Our commitment to these shared guidelines is the starting point, and we cannot compromise on that.

Petri Angervuori
CEO, Kaukokiito



**Sustainability
is not just words.
It's actions.**



The cornerstones of our operations

Kaukokiito's values form the core of our corporate culture and the basis of our Code of Conduct by guiding our actions. They are shared by every Kaukokiito employee, and they guide our daily work and choices.

Kaukokiito is owned by four carriers, who, together with Kaukokiito, form the Kaukokii-to chain. Kaukokiito's strategy focuses on knowledge-based management, sustainable development, customer orientation and uncompromising quality. Our Code of Conduct is an important part of the chain's common operating methods to which every Kaukokii-to employee is committed.

Sustainability is an integral part of our strategy, and as a signatory to the UN Global Com-

pact, we promote sustainable development goals that are applicable to our operations. Our sustainability programme defines the priorities and goals of sustainability development for the future.

Our personnel is our most important asset. Our goal is a motivated, competent and thriving staff as well as a safe work environment. We create opportunities for everyone to succeed and develop in their work.

➤ We are open and reliable

We talk about things openly and keep our promises.

➤ We develop ourselves boldly and flexibly for the benefit of the customer

We develop our operations and services in a creative and innovative manner, driven by the customer experience.

➤ We work for our healthy and productive work community

The secret of our success is our skilled and healthy Kaukokiito employees.

➤ We are a domestic Kaukokiito family, not a faceless operator

Our domestic family business is reflected in our appreciation for domestic work, care for our customers and colleagues, our respect for each other, team spirit and a low level of bureaucracy.



THE PIONEER OF DIGITALISATION,
TRANSPORT AND OVERALL LOGISTICS –
WE DELIVER BETTER CUSTOMER
EXPERIENCES.



We are open and reliable



WE DEVELOP RESPONSIBLY
AND SUSTAINABLY
TOGETHER WITH OUR
CUSTOMERS

WE PRACTISE KNOWLEDGE-BASED
MANAGEMENT; WE SHOW THE WAY

We develop ourselves boldly
and flexibly for the benefit of
the customer

We prioritise our healthy
and productive work
community



WE ARE THE NO. 1 CHOICE
OF CUSTOMERS AND
PROFESSIONALS



WE ARE A PIONEER OF
QUALITY – DAY AND NIGHT



We are a domestic and
human-faced Kaukokiito
family

In all our operations, we comply with legislation and rules – we expect our partners to do the same

All of Kaukokiito's operations are based on laws, decrees and other guidelines, and all of our employees have a responsibility to follow them.

In all situations, we act in accordance with the company's rules and guidelines and follow the Code of Conduct of Kaukokiito. We keep ourselves up-to-date on any changes to legislation and inform our employees about them.

Every employee must take responsibility for their actions and follow the appropriate course of action in their work. We also require our partners to comply with legislation.

As an employee of Kaukokiito

- I take responsibility for my actions and follow appropriate conduct in my work.
- I am familiar with the guidelines and the legislation relevant to my work.
- I comply with the effective legislation and decrees as well as the company's internal instructions and rules.
- I will inform the appropriate instances if I detect any breaches of legislation, decrees or other guidelines or rules.
- I will not instruct anyone to act against the legislation, decrees or rules.

Please contact your supervisor if you are unsure about the appropriate course of action in a specific situation.



Human rights, equality and non-discrimination

At Kaukokiito, we are committed to respecting internationally recognised human rights in all our operations. We do not condone any violations of human rights.

All humans are equal. We are committed to respecting and complying with internationally recognised labour and human rights standards, including the UN Universal Declaration of Human Rights and the International Labour Organization's (ILO) Fundamental Principles and Rights at Work.

Equality, non-discrimination, and fairness are important principles in Kaukokiito's recruitment choices, salaries, career advancement opportunities and other matters relating to our personnel. Through their actions, every Kaukokiito employee contributes to creating a

good work atmosphere and a fair work community, where we value everyone as individuals and care for each other. In the Kaukokiito work community, we have zero tolerance for bullying at the workplace, discrimination, mental or physical abuse or sexual harassment. We do not condone any kind of discrimination based on gender, nationality, ethnicity, skin colour, age, religion, beliefs, opinions or any other personal characteristics.

We do not tolerate the use of child labour and do not allow the practice of modern slavery, such as forced labour, human trafficking or exploitation. We comply with local laws, agreements and regulations regarding the employment of young employees and limit their participation in heavy or dangerous work.



At Kaukokiito, we have zero tolerance for discrimination, harassment or human rights violations.



As an employee of Kaukokiito

- I treat everyone with respect, fairness and dignity.
- I am open to other people's views and opinions and learn from them.
- If I experience or notice bullying, discrimination, mental or physical abuse or sexual harassment at the workplace, I will immediately take it up with my supervisor. I will also immediately notify HR about the issue.

Further information

- [Report to employer about a harassment issue.](#)
- [Principles of responsible recruitment and anti-exploitation at Kaukokiito.](#)

Rights of employees

Kaukokiito is committed to treating employees equally and fairly, ensuring fair working conditions for all employees and respecting their rights to safeguard their own interests.

We are committed to treating our employees fairly and equally. We always pay a salary that meets or exceeds the requirements of the law or collective agreement. We comply with local labour laws as well as agreements and regulations regarding working hours, breaks and rest periods. Employees are guaranteed the necessary breaks and rest periods, and overtime is compensated in accordance with the collective agreement.

Our employees have the right to freely organise in trade unions or other employee advocacy groups. Our employees are free to decide whether or not to join these organisations, without fear or discrimination. We respect our employees' right to ask about their rights from a trade union when negotiating their terms and conditions of employment. Kaukokiito is committed to participating in constructive collective agreement negotiations and listening to the views of employee representatives.

As an employee of Kaukokiito

- I am aware of my rights.
- I have acquainted myself with the collective agreement that applies to me.
- I take up any issues constructively.



Impact on climate and the environment

Kaukokiito is committed to promoting the mitigation of climate change and reducing its impact on the environment. Our goal is to offer fossil-free transport services by 2040.

As a logistics operator, we play a central role in society, enabling reliable and high-quality transport services for our customers. However, traffic causes significant greenhouse gas emissions. This is our most notable impact on the environment. In addition to transport emissions, we monitor and develop the environmental impacts of our entire operations, such as emissions from our value chain, energy consumption, materials and waste.

We are committed to reducing the emissions from all our operations in accordance with science-based climate targets. In our annual

sustainability report, we communicate about our company's carbon footprint and its development.

We have a responsibility to consider environmental impacts in everything we do. In addition to our own operations, we actively work with suppliers and customers to prevent or reduce greenhouse gas emissions and other harmful environmental impacts.



As an employee of Kaukokiito

- Through their actions, every Kaukokiito employee can help reduce our environmental impact.
- I am aware of the environmental impacts of our operations and my own opportunities to influence things, and I take active action to reduce our environmental impact in my own work.
- I reduce the use of materials and appropriately recycle waste.
- If you have any ideas on how we could further reduce our carbon footprint and environmental impact, please get in touch with your manager or the person responsible for environmental matters in your company.

Further information

- Quality and environmental policy
- Sustainability policy
- [Sustainability report](#)

Our management principles

We have prepared a responsible management handbook so that our supervisors can succeed in their own management work in accordance with the goals and principles of our chain.



As a supervisor at Kaukokiito

I act fairly towards my subordinates

- I act consistently and keep my promises.
- I recognise good success and show appreciation.
- I intervene in actions that violate our values.

I encourage my subordinates in a goal-oriented manner

- I see my subordinates as individuals and show them respect.
- I set clear goals.
- I support and monitor performance.

I lead by example

- I am easy to approach.
- I promote operations in accordance with our strategy and values through my own actions.
- I build a culture where everyone can feel safe and speak their mind.

I promote renewal both for myself and others

- I am open-minded and bold in trying out new ways of thinking and working.
- I create solutions instead of problems.
- I ensure the continuous development of individuals and our entire work community.

Further information

- Handbook for responsible management

Rules of the work community

Kaukokiito has drawn up rules for the work community to support a fair, safe and healthy work community. They guide day-to-day operations and strengthen the shared culture throughout the organisation.



As an employee of Kaukokiito

I act fairly and carry myself with dignity

- I take responsibility for my actions and follow appropriate conduct in my work.
- I act openly and honestly and keep my promises.
- I take others into account and treat everyone with respect.

I act responsibly in the work community

- I treat everyone equally and fairly.
- I never endanger my own or other peoples' physical or psychological safety with my actions.
- I take good care of Kaukokiito's and our customers' property, such as tools, equipment and workspaces.

I promote my own well-being as well as that of my work community

- I encourage and help others to succeed in their work.
- I behave respectfully towards other people.
- I am polite to others and greet them in a friendly manner.

I promote renewal both for myself and others

- I actively make sure that I have the necessary competence and knowledge to carry out high-quality work.
- I seek competence and knowledge in order for us to succeed together.
- I am open-minded and bold in trying out new ways of thinking and working.
- I create solutions instead of problems.

Well-being of personnel

We feel that everyone has the right to a fair and good working life, regardless of characteristics, background, life situation or nationality. We want to create a work community where everyone can be themselves and feel valued and accepted just as they are. In addition to diversity, the development of employee well-being, occupational safety and competence are important to us. Kaukokiito is a safe workplace for all of us.

Our organisation values the work ability and overall well-being of every employee. We proactively promote work ability while respecting the individual's situation and right to receive timely support. To support our employees' work ability, we offer effective occupational health care services and diverse employee benefits.

- Everyone has the right to a safe and healthy working environment that supports work ability.
- Supervisors actively support work ability, hold early-support discussions and refer employees to support services, if necessary.
- Employees are expected to participate in maintaining work ability through open interaction, an active approach and cooperation.
- Work ability matters are handled confidentially, taking the realities into account and respecting privacy.



As an employee of Kaukokiito

- I continuously promote my own well-being as well as that of my work community.
- I discuss matters that affect my work ability, bring up problems in a constructive manner and seek solutions together with my supervisor.
- I am willing to get to know my colleagues openly and to accept their differences.
- I respond to the personnel survey.

Further information

- Early support model: see the more detailed guidelines of your company

Occupational safety

Every Kaukokiito employee has the right to a safe working environment. Occupational safety is recognised as one of the competitive advantages of Kaukokiito. We invest in an occupational safety culture that includes psychological and physical safety, where every Kaukokiito employee can come to and leave work healthy.

By following the occupational safety guidelines and practices, we are all continuously building a better occupational safety culture and a safer work community. Our safe operating methods enable us to provide safe and reliable services to Kaukokiito's customers.

We are continuously monitoring work-related accidents, near misses and targets for development within occupational safety. Good occupational safety culture is based on consistent operating methods across Kaukokiito as well as preventative measures that reduce the risks we have detected. To promote this, we perform regular occupational safety rounds (6S safety practice) and encourage every Kaukokiito employee to actively submit occupational safety observations. We fix

any issues related to occupational safety in a timely manner as quickly as possible.

Kaukokiito has absolute zero tolerance for working under the influence of substances and being intoxicated at the workplace. Employees are prohibited to come to work under the influence of substances, and they must be fit to work throughout the working day. For example, working while hung over is strictly prohibited. This applies to all substances classified as intoxicants, and we do not tolerate any detectable amounts thereof for our employees.

We provide regular training on occupational safety to our employees and cover occupational safety matters extensively in our orientation programme. Based on the emergen-

cy plan, our personnel are familiarised with emergency preparedness and fire safety, among other things. We pay particular attention to the transportation of dangerous goods and the related competence of Kaukokiito

employees. Every member of Kaukokiito personnel working in production (employee, supervisor, driver, subcontractor) must have a valid Occupational Safety Card.

As an employee of Kaukokiito

- I have the right to a safe work environment and appropriate working conditions.
- I always come to work in a state where I am fit to work.
- I am always be provided with orientation in my tasks and occupational safety before I begin working.
- I participate in occupational safety training.
- I am always be provided with undamaged and safe work equipment and instructions.
- I take responsibility for working in a safe manner.
- I actively familiarise myself with the safety guidelines provided by my employer, and I follow the instructions and regulations set by my employer and legislation.
- I address any security threats and risks that I observe and always make a safety observation in situations that require it.
- With my actions, I set an example of good occupational safety culture. I never endanger my own safety or the safety of other people.
- I create an atmosphere where it is safe to present ideas, ask questions and develop operations.

Further information

- [Instructions for making a safety observation](#)
- Occupational safety instructions (check company-specific instructions)
- [Occupational safety report](#)

Competence and development at Kaukokiito

At Kaukokiito, we want to provide all of our employees with opportunities for personal growth and development. Our goal is that every Kaukokiito employee can use their skills to develop their own work, our teams and our company.

People are a valuable resource for Kaukokiito, and we encourage our personnel to continuously learn and develop their competence. At Kaukokiito, we offer training and development opportunities to our personnel in order to help them improve the knowledge and skills they need in their work. We want to encourage every Kaukokiito employee to actively develop their competence. Accordingly, our company wants to give them good prerequisites to do so.

Competency always starts with a thorough and high-quality orientation, which we offer

to every new Kaukokiito employee in accordance with our orientation programme. We make sure that everyone has sufficient competence and knowledge to carry out their work as well as possible.

Kaukokiito Academy supports professional growth and offers extensive learning opportunities in several different training programmes and through teaching in course form. In addition, we provide, for example, occupational safety training and training that gives professional qualifications to our employees.



As an employee of Kaukokiito

- I actively make sure that I have the necessary competence and knowledge to carry out high-quality work.
- I actively develop my competence and bring up any wishes and needs that I have with regard to my competence and development.
- I have the right to get feedback from my manager and colleagues to support my development at work.
- I participate in any suitable training organised by Kaukokiito in order to develop my competence. If I cannot participate in training for whatever reason, I have the right to make arrangements with my manager so that I am able to participate in any training of my choosing.
- I acknowledge that completing some parts of orientation training and equipment and information security training is required before I can begin my work.

Further information

- From your supervisor, your company's intranet and the Tietotermiäali system.

Data protection

We respect the privacy of our personnel and partners as well as their rights to their information. We always process personal data in a secure manner and in accordance with legislation.

Reliable processing of personal data applies to all data regarding Kaukokiito's own personnel, customers, partners or other parties. When processing personal data, we always follow Kaukokiito's guidelines regarding the processing of personal data as well as laws and regulations.

Personal data refers to data that can be used to identify a person. The purpose of good data protection is to protect privacy and prevent any violations of it. We make sure that the information in our person register is correct and that it does not include any information that endangers the privacy of our employees and partners. In recruitment situations, we process the applicants' information in a responsible manner.



As an employee of Kaukokiito

- I participate in all the data protection training provided by the chain.
- I am aware of data protection-related risks and practices.
- I follow the guidelines and rules related to data protection.
- I always process personal data in a responsible manner and in accordance with the guidelines.
- I will immediately notify HR about any data protection violations.

Further information

- [Data protection guidelines](#)
- [Data Privacy Policy](#)
- If you have any questions, you should primarily contact your immediate superior.

Information security

We have a high standard of information security and we protect confidential information. Every Kaukokiito employee is responsible for maintaining information security in our operations. We follow our information security guidelines in all our operations.

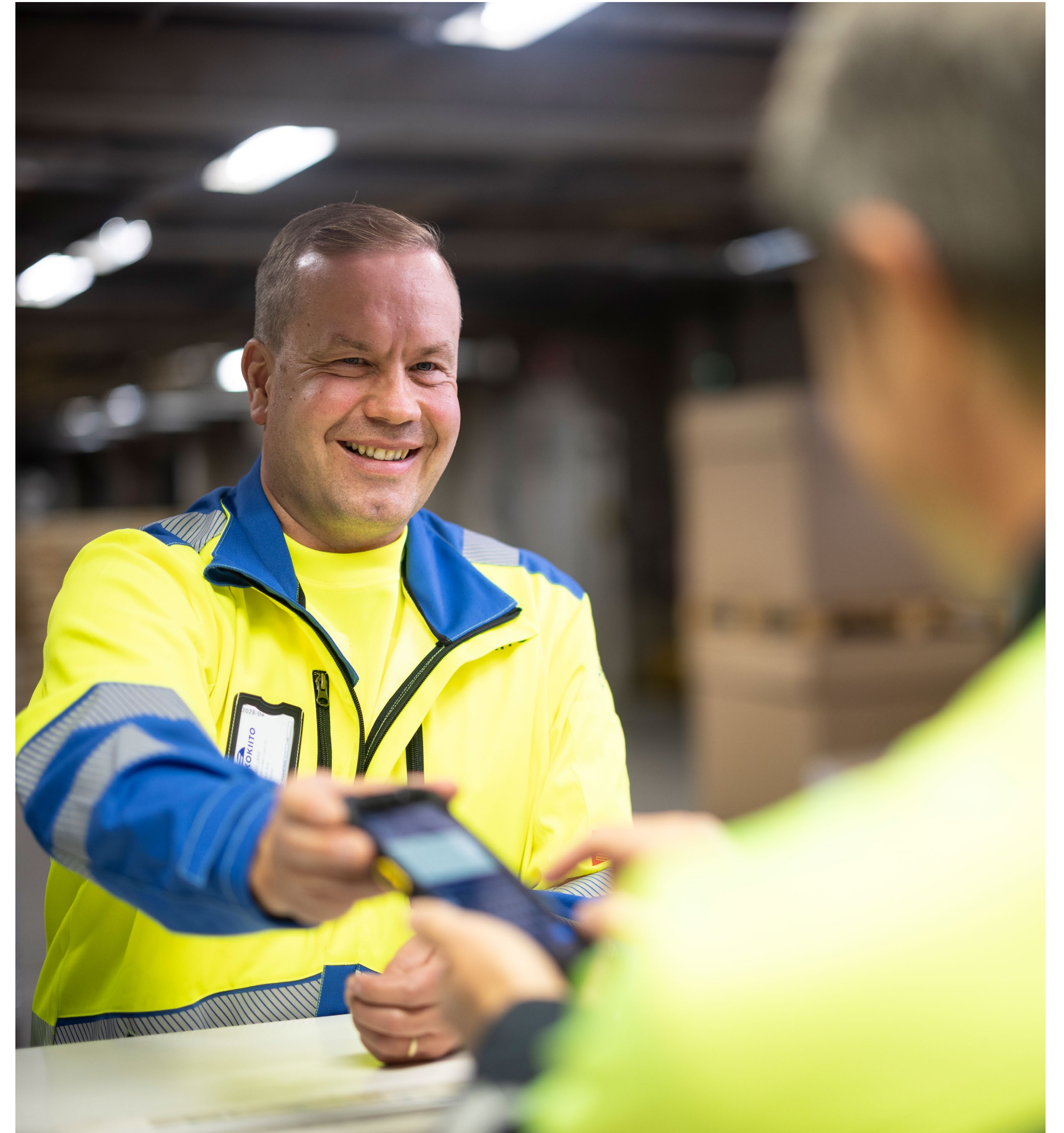
Operating in a manner that upholds information security is a prerequisite for successful business. Kaukokiito utilises comprehensive information security solutions to observe and react to any vulnerabilities and deviations that occur in the environment. We regularly audit our critical IT services and keep up our personnel's awareness through regular training and information bulletins. Good information security is based on the daily actions of every Kaukokiito employee and their understanding of information security and cyber risks.

As an employee of Kaukokiito

- I participate in all the information security training provided by the chain.
- I am aware of the risks and practices related to information security and do my part to promote a good information security culture within the organisation.
- I follow the guidelines and rules related to information security.
- It is my responsibility to report to my manager or to IT Support on any disturbances that I detect as well as any situations where I detect a potential threat to information security.

Further information

- [Information security guidelines](#)
- If you have any questions, you should primarily contact your immediate superior.



Protection of property

At Kaukokiito, we always handle company property and funds in a responsible and legal manner. We always follow the same principles when handling the property of our customers.

The assets of Kaukokiito comprise tangible and intangible property. Tangible property includes, among others, transportation equipment, the machines and devices in the terminals, information technology and funds. Intangible property includes, for example, IT architecture and information related to our business activities.

At Kaukokiito, we handle and use company property in a responsible and careful manner at all times. We protect Kaukokiito's property against damages, thefts, loss and misuse. Reliable and high-quality handling, storing and transportation of our customers' property is a central part of our operations. We always take care of our customers' and other stakeholders' property as if it were our own.

Every Kaukokiito employee is responsible for ensuring the responsible handling of the company's and its customers' property. Any damages and violations must always be reported immediately.

As an employee of Kaukokiito

- I use company property only to promote Kaukokiito's business.
- I will not take Kaukokiito property into my own use in situations where it is against the instructions given to me and in violation of agreed practices.
- I always take good care when handling the property of Kaukokiito and its customers.
- I immediately notify my supervisor about any damages to property.
- For my part, I make sure to take into consideration the appropriate professional secrecy and loyalty.



Corruption and bribery

At Kaukokiito, we do not condone any form of bribery or corruption.

Corruption is the abuse of authority for personal gain. Corruption can also be defined as the abuse of one's own position in order to achieve an advantage or perform a task. Corruption often takes the form of giving and receiving unlawful benefits, conflicts of interest and favouritism.

We act honestly in all situations and do not abuse our power or position to gain an advantage.

We do not influence authorities, competitors, suppliers or any other parties in any way that violates good ethical practices or legislation. We do not seek to influence another person by giving or promising them undue advantages that the recipient could benefit from.

Gifts and hospitality

At Kaukokiito, we do not give or accept to receive any inappropriate gifts or inappropriate hospitality under any circumstances.

Honest and transparent operations play a key role in ensuring the equal treatment of our partners. In our operations, it is important for us to make sure that we are not being influenced in an unethical manner and that we do not exert any inappropriate influence over other parties' decision-making. Inappropriate hospitality or gifts can create a conflict of

interest or be associated with bribery.

Acceptable hospitality or gifts are occasional, low in monetary value and always given openly. For example, catering or a lunch in connection with a meeting is acceptable hospitality. We do not offer our partners any gifts or advantages that we could not accept to receive ourselves. A gift should not lead to any obligations or expectations of getting something in return.



As an employee of Kaukokiito

- I am always honest and truthful in my actions.
- I understand that bribery and corruption are not allowed under any circumstances.
- I avoid situations that could create an impression of dishonest activity.
- I acknowledge my duty to report suspected corruption or bribery when I observe it.
- I do not offer, accept to receive or ask to receive any such hospitality or gifts that could influence my decision-making or the decision-making of partners.
- I acknowledge my duty to report gifts and hospitality received in accordance with the company's internal policy.

Further information

- [Anti-corruption and anti-bribery principles](#)

Conflicts of interest

Kaukokiito's personnel must act in the best interests of Kaukokiito and avoid conflicts of interest in which the employee's personal relationships or interests conflict with their obligations to the employer.

Particular attention must be paid to all purchasing and sales activities and other situations in which an authority or a family member or close friend of a Kaukokiito employee is involved in any way. In conflicts of interest, both external and internal, participation in decision-making is prohibited.

As an employee of Kaukokiito

- I avoid conflicts of interest in my own operations.
- I acknowledge my duty to disclose any conflicts of interest that I observe.

Further information

- [Anti-corruption and anti-bribery principles](#)



Internal communications

At Kaukokiito, our way to communicate to each other is guided by values. Our most important communications guideline is to communicate openly and keep our promises.

Well-functioning internal communications strengthen our employees' well-being at work and enhance the quality experienced by our customer. The clarity, consistency and intelligibility of messages are the cornerstones of everyday communications. We always communicate internally first before communicating outside the organisation.

At Kaukokiito, communications is not just about one-way communication of information. Instead, it's about interactive development work and developing things together. Relevant and timely information communicated through the correct channel allows for fluent working and a pleasant atmosphere.

At Kaukokiito, we listen to each other and give and receive feedback. Through communications, we help each other develop and succeed for the benefit of the customer.

As an employee of Kaukokiito

- I talk about things openly and keep my promises.
- I communicate in a clear, consistent and intelligible manner.
- I convey accurate and relevant information. I do not spread rumours or gossip.
- I consider the timing and channel of communications that would best ensure that my message is well received.
- I listen, give feedback and accept constructive feedback. With my communications, I help others to succeed.

Further information

- In these instructions and the linked processes.
- In the intranet, info boards and website of Kaukokiito.
- From your supervisor, HR and the responsible person assigned to the specific area.



External communications and marketing at Kaukokiito

External communications refer to communications and marketing through either digital or traditional media. The goal of Kaukokiito's marketing is to support our strategic business objectives and thereby produce better customer experiences.

Our communications is always honest, in accordance with legislation and good practices, and it must never mislead our customers or other stakeholders.

We promote continuous interaction with our customers and stakeholders through our website, social media channels, newsletter and, when necessary, press releases. The CEO of the company/operator in question is responsible for external communications.

We also invest in advertisements, mainly via digital channels.

We can prove that the factual claims we use in our communications are true, and we correct any possible errors. We separate opinions from facts.

We ask all the persons featured in our different communications channels in advance for their consent to use their pictures.

When we communicate through our personal social media channels, we keep in mind that we cannot reveal any information about our customers or comment on any posts in a disrespectful manner. We follow the rules of the online communities we use.



As an employee of Kaukokiito

- I always act in the best interest of my employer.
- When I take part in public discussion, I do so in a constructive manner, respecting all parties.
- I will notify management if I encounter any negative discussion about Kaukokiito in the media. This will allow us to correct any mistakes or misconceptions.

Further information

- Read the social media guidelines, brand book and graphic guidelines on the [intranet](#).

Report suspected misconduct

Following the general Code of Conduct and promoting its implementation is the responsibility of each and every one of us, and we are all responsible for creating and maintaining a good and ethical company culture. By reporting potential violations as soon as possible, you will help the company to maintain its reputation and address issues before they have a negative impact on the company's finances, reputation or legal status. Everyone has a responsibility to report any violations of the Code of Conduct.

If you notice or suspect that someone is violating the law, the Code of Conduct or Kaukokiito's approved practices or instructions, please report your suspicions without delay. Report a violation or suspicion by contacting your immediate superior or HR or through the anonymous whistleblowing channel.

All concerns and suspicions are taken seriously and handled appropriately and confidentially. The processing of the report starts with a preliminary assessment, in which the

suitability of the report for investigation is determined. If necessary, an internal investigation is initiated, the scope and methods of which are defined on a case-by-case basis. Activities that are in violation of the Code of Conduct will always be addressed by appropriate means.

We do not condone retaliation of any kind against an employee who reports suspected misconduct in good faith.

How do you know you are doing the right thing?

The Code of Conduct does not cover all situations. A few simple questions can help you assess the situation:

- Is the activity legal?
- Is it morally correct and in line with Kaukokiito's values?
- Is it in line with our Code of Conduct and principles?
- Would your colleagues consider your decision entirely appropriate?
- If the matter was reported in the news, would it be good for our reputation?
- Are the activities respectful towards employees, communities, business partners and investors?

If the answer to each question is "yes", the action or decision you intend to take is likely to be correct and you are acting in accordance with our Code of Conduct.

Please contact your supervisor if you are unsure about the appropriate course of action in a specific situation.

Report suspected misconduct

- Directly to your supervisor
- Your company's HR department
- Anonymously through the [whistleblowing channel](#).

