

**Business conduct**

MT Højgaard must act with trustworthiness and integrity in relation to:

Laws and directives

- As a minimum, we must comply with the laws and directives of those countries in which we operate.
- We must ensure that all staff complies with laws and directives, and our own policies. Violations must be reported to the management, which will intervene in an appropriate way.

Accounts

- We must keep our accounts and prepare the documentation that national legislation demands.

Bribery

- We must not accept bribes, neither directly nor indirectly, or engage in other illegal practices.
- We must not offer or provide any form of gift or payment that is or can be perceived as a bribe.

**Societal relations**

MT Højgaard must have good, respectful and constructive societal relations:

Interaction

- We must ensure that every part of the company aims to understand and function constructively with the society of which it forms a part.

Relations

- In those societies where we carry out activities, we will base our actions on respect, responsibility, dialogue and realistic mutual expectations.

## **Human Rights**

MT Højgaard must respect internationally acknowledged human rights. We represent a company culture that safeguards internationally acknowledged human rights.

### Responsibility

- MT Højgaard must act as a responsible corporate citizen and support and respect internationally acknowledged human rights.

### Forced labour

- We do not accept forced labour.

### Child labour

- We do not accept child labour, which is defined in accordance with current ILO conventions. If national legislation sets a higher minimum age and/or other rules for mandatory schooling, this will apply.

### Discrimination

- We will select, place and treat employees on the basis of their qualifications for the work to be performed without regard to their race, religion, ethnic or national origin, gender, sexual orientation, age and disability.

### Suppliers

- We will only enter into contracts with direct contract partners/suppliers who comply with the law in those countries where they are present and support and respect internationally acknowledged human rights.

### Wages

- We will ensure that staff wages and benefits at least meet the law's minimum limits in those countries in which we operate.

### Working hours

- We comply with the law and current working hours standards that apply to our activities in those countries in which we operate.