

Port of Helsingborg

Code of Conduct



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Code of Conduct

Port of Helsingborg's Code of Conduct outlines appropriate behaviour for all employees and how we shall act as a responsible business partner, employer, employee, and community partner.

The Port of Helsingborg depends on our customers trust in what we do. By having a high degree of trust The Port of Helsingborg can continue to be a successful business partner. The Port of Helsingborg's Code of Conduct outlines how we should behave as a business partner, employer, employee, and community partner. Our Code of Conduct is, together with our values, our key document.

Our relationships with each other, with customers, suppliers, contractors, and stakeholders must be characterized by honesty, kindness, development, and responsibility. We strive to create relationships that are long-lasting and built on trust.

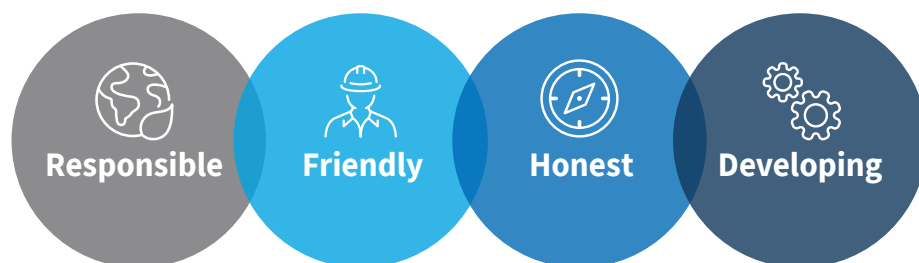
Bart Steijaert, CEO Port of Helsingborg

The accountable document owner of The Code of Conduct is the CHRO. The Code of Conduct shall be revised and updated as necessary. Changes and amendments to this policy must be approved by the CEO.



Our vision

By 2030, The Port of Helsingborg shall be Sweden's most efficient and profitable port with the industry's most satisfied customers and employees. We call this the most modern port in The Nordic Region.



Our values

Responsible, friendly, honest, developing. Our values should reflect in our culture and help us act with a common approach in everything we do.

Why does Port of Helsingborg have a Code of Conduct?

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Who is the Code of Conduct for?

The Code of Conduct applies to everyone at The Port of Helsingborg, including The Board, Management, and individual employees. It is everyone's responsibility to lead by example. Anyone who enters into an agreement with customers, suppliers, contractors and consultants must ensure and follow up that they comply with The Code of Conduct.

The Code of Conduct applies to our entire organisation, as well as all customers, suppliers and partners.

Code of Conduct is a guidance

The Code of Conduct does not provide all the answers to how you as an employee should act in different situations. On the other hand, it guides us to make the right decisions – decisions that affects us all and that helps strengthen our brand and make our workplace and the world around us a little better. That's how we take responsibility.

Always use common sense and let the questions below guide you in your decision-making process.

- Is it legal?
- Is it ethical?
- Can my decision impact the trust of The Port?
- How would I feel if someone else did what I did?

Situations are often difficult with negotiations and trade-offs. There is rarely one easy answer, so don't hesitate to consult with a colleague or manager if you feel unsure.

In addition to The Code of Conduct, there are other policies and guidelines for how we should act within The Port of Helsingborg.

The common responsibility at The Port of Helsingborg

The Port of Helsingborg should conduct commercial business operations with good ethical standards. The Port of Helsingborg shall lead a sustainable organisation, which includes the environment, business ethics, anti-corruption, gender equality, diversity, working conditions and human rights.

The Port of Helsingborg must be a safe workplace for everyone, regardless of gender, gender identity or expression, ethnic affiliation, religion or other belief, disability, sexual orientation or age, and everyone must be included by the same rights, opportunities, and obligations.

Work environment

All employees have the right to a safe and stimulating work environment characterized by respect and trust. All employees at The Port of Helsingborg contribute with their commitment, competence and loyalty to The Port of Helsingborg's vision and goals.

The Port of Helsingborg works for a workplace free from bullying and harassment. Managers and employees are obliged to actively counteract all forms of discrimination and other offensive differential treatment.



Business ethics

The Port of Helsingborg only engages in business activities that comply with laws and agreements and that are in accordance with our Code of Conduct. We do not get involved in activities that we cannot openly stand for or account for and we do not make any business decisions based on personal interests or relationships. Bribes, hidden commissions, or other illegal or unethical advantages are not permitted.

Port of Helsingborg's employees shall not, in any way participate in, collaborate with, or otherwise act in a way that can be perceived as competition restricting.

We want to create relationships built on trust with customers, suppliers and contractors, and therefore we adhere to the rules for procurement and sales that exist within The Port of Helsingborg.

We shall not conduct business with suppliers or contractors if we have knowledge that they have violated obligations to business partners or employees, violated laws, regulations, or agreements, abused bankruptcy institutions, or have unclear ownership structures.

Employees shall not put themselves in situations where matters concerning themselves, their family or relatives come into conflict with the interests of The Port of Helsingborg.

Facilitation payments

Facilitation payments is another word for the bribes, gifts, etc. that international shipping companies previously paid to, for example, get the ship unloaded and loaded faster. Our current customers are largely members of the Maritime Anti-Corruption Network, which acts to dismantle this practice.

Employees of The Port of Helsingborg must neither, accept nor demand, any form of facilitation payments, whether from arriving ships, visiting trucks, agents, or cargo owners.

Offerings of facilitation payments must be reported as a violation under this policy.

Environment

The Port of Helsingborg works actively to improve The Port's impact on the environment and to be more sustainable. We also want to influence our customers and suppliers to be more sustainable and think about their environmental impacts.

The Port's employees must proactively take action if we discover that The Port's operations risk damaging the environment. Either by intervening yourself or by reporting to a person in charge.

IT and information security

The Port's employees are expected to use IT solutions and IT equipment in a responsible manner, based on security risks to the organisation that usage of IT solutions entails.

You shall not obtain, collect, store, process or share personal or business information without proper authorization.

Safety and security of assets

We are vigilant and protect The Port's assets against damage, loss and criminal acts, as they are of critical importance to our operation.

We comply with the rules that result from working within an ISPS area according to the Maritime Security Act.

We follow the rules set by The Swedish Customs Administration - which are border regulations and applies to our business.

Principles for employees and leadership

Employees: Together we develop The Port of Helsingborg into the efficient and modern port that we strive to be, with the industry's most satisfied customers and employees. We know our responsibilities, as well as our rights, towards our organisation, our customers, and the people next to us.

Leadership: We lead by example and are committed and proud to represent The Port of Helsingborg towards our customers and employees. We have confidence in our employees and their competence to develop and carry out work in the safest and most efficient way for the organisation and our customers.

Also see policies for - Employees, as well as Leadership.

The Precautionary Principle

The Port of Helsingborg must apply The Precautionary Principle according to the UN's Rio Declaration regarding Environment and Development. In other words, we shall prevent and reduce the risk of negative impact on the environment, health, and safety. The best available technology, practices and applications must be selected.

Report violations

In the event of a violation or suspected violation of The Code of Conduct, a report must be filed.

Anyone who has remarks regarding the organisation should firsthand (using regular reporting route) contact their immediate manager or the manager who is responsible for the area where the irregularity occurred. If it for some reason is inappropriate, contact can be made with the HR Manager or the Environment & Safety Manager.

If you wish to stay anonymous, use The Port of Helsingborg's whistle-blower function on the intranet instead of the regular reporting route. The whistle-blower event goes to a third party outside of The Port and you stay anonymous.

UN Declaration

The Code of Conduct is The Port of Helsingborg's implementation of the UN Declaration on Human Rights, The UN Convention against Corruption, The EU Directive on Corporate Sustainability Due Diligence, and ILO conventions.





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