



SCA Code of Conduct



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SCA is committed to creating value for its stakeholders and to building relationships based upon respect, responsibility and excellence with its employees, customers, consumers, shareholders and other business partners – and to do so in a socially and environmentally responsible manner.

Achieving this requires strong financial performance, environmental stewardship and social commitment.

SCA will work together with all its business partners to effect positive change and encourage compliance in line with this policy.

SCA will as a minimum comply with all applicable legislative and regulatory requirements.

SCA will adopt standards consistent with this policy where existing legislation or regulations are not in keeping with its goals.





Health & Safety

SCA actively strives for the continuous improvement of health and safety in the workplace. SCA aims to provide a safe working environment for its employees.

All SCA units will, as a minimum, strictly abide by national laws and/or collective agreements.

Employee Relations

SCA strives towards a non-discriminatory company culture based upon responsibility, excellence and respect, which builds upon the talents of our global workforce.

It is the policy of SCA to treat all current or potential employees fairly and without prejudice. SCA is committed to eradicating any unfair or discriminatory practices should they occur.

All employees will be given the opportunity to progress within SCA without regard to their gender, marital or parental status, ethnic or national origin, sexual orientation, religious belief, political affiliation, age (subject to contractual retirement age), or disability.

SCA is committed to paying fair wages and benefits according to relevant standards wherever we operate.

SCA will demonstrate good faith and mutual respect in dealings with employees and their representatives in the workplace. We recognize the fundamental right of employees to decide on whether to be represented by recognized unions of their choice, and we will provide the right for our employees and their trade unions to engage in collective bargaining.

Our practices will be based upon internationally recognized labor standards and will take into account the customs and regulations of the various countries in which we operate.





Business Practice

It is the policy of SCA to treat all current or potential business partners fairly and without prejudice. SCA requires that all employees, irrespective of their function, grade or standing, observe the following standards of business and personal ethics in the conduct of their duties and responsibilities:

- SCA employees must practice honesty and integrity in every aspect of dealing with other employees, customers, suppliers, other business partners, communities and government authorities.
- Neither SCA nor any of its employees shall make illegal or improper payments or bribes and will refrain from participating in any corrupt business practices. Neither SCA nor any of its employees may accept payments, gifts or other kinds of reimbursement from a third party that could affect or appear to affect their objectivity in business decisions.
- As a global business SCA encounters laws and regulations designed to promote fair competition and encourage ethical and legal behaviour. Antitrust and fair competition legislation generally prohibits activities that restrain free trade or limits competition. SCA shall conduct its business in full compliance with such legislation.
- SCA employees should avoid entering into situations where their personal, family or financial interests may be in conflict with that of SCA. Where any such potential conflict of interest arises, the employee should disclose this and seek authorization from the Business Group Senior Management as outlined in the Conflict of Interest Procedure.

Respect for Human Rights

SCA respects fundamental human rights and will be guided in its operations by the provisions of the United Nations Universal Declaration of Human Rights.

SCA supports and respects the protection of human rights within its sphere of influence; in particular the effective elimination of compulsory labor and child labor, and it will make this a criteria in the choice and management of its relationships with suppliers and sub-contractors.





Community Relations

SCA is committed to making a positive social contribution to the communities in which it operates.

Communications and Privacy of Data

SCA is committed to open and transparent communications within the bounds of commercial confidentiality.

SCA will respect the privacy of data relating to individual persons (whether employees or third parties), which it may hold or handle as part of its information processing activities.

No SCA employee shall without proper authority access, modify, disclose or make use of any confidential group or personal information for any purpose other than is allowable legitimately.





Applicability

All officers, executives and managers of SCA and its subsidiaries are responsible for the ongoing enforcement of and compliance with this policy, including necessary distribution to ensure employee knowledge and compliance.

This policy applies to all SCA operations and all SCA employees worldwide regardless of function, grade or standing. SCA expects equivalent standards of conduct from all persons acting on its behalf.

SCA employees working in a partner company, shall strive to achieve compliance with this policy. SCA representatives on the Board of Directors of partner companies have an obligation to bring to the attention of Business Group Senior Management, any activities within the partner company which contradict the spirit of this policy.

This policy is not all-inclusive and any SCA employee, who is in any doubt as to whether a proposed course of conduct might infringe it, should seek the advice of his/her supervisor before taking action.

The practical application of this policy will be regularly monitored and openly communicated.

Grievance/Complaint Procedure

Any employee aware of a violation of applicable law or of this policy should report that information immediately to his/her supervisor. If the immediate supervisor is involved in the situation, or is conflicted in any other way, the situation is to be reported to his or her immediate superior as well as to the Business Group Head of Human Resources.

All SCA supervisors and managers are required to investigate and resolve all such complaints and report progress to the Business Group Head of Human Resources.

If, as an SCA employee, you have raised a concern and the issue has not been resolved, report the issue to the Business Group Head of Human Resources.

The Business Group Head of Human Resources is also available as an independent source of advice to any employee requiring assistance, advice or clarification on issues pertaining to this policy.

-The Business Group Heads of Human Resources are required to report on a quarterly basis, all grievances/complaints in relation to this Code of Conduct to the SCA Group Head of Human Resources.



c/o Life Because our products make life easier for you and for millions of people around the world. Because our resources and the way we work are natural parts of the global lifecycle. And because we care.



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