

*Finnish **Special** Glass*

*Special glass for special purposes*

*[finnishspecialglass.fi](http://finnishspecialglass.fi)*

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**Code of conduct**

# 1. Introduction

- ✓ The purpose of our code of conduct ("Code") is to communicate about the commitments and expectations that guide the actions of Finnish SpecialGlass Oy ("FSG").
- ✓ By 'Customer and quality first' philosophy, FSG delivers products and services that meet the customer needs.
- ✓ We endorse the Global Compact's Ten Principles
  - ✓ They cover human rights, labour, environment and anti-corruption

*One code  
for all*

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# 2. Upholding our code

*We let  
our actions  
speak louder  
than words*

- ✓ The Code applies to all FSG's members of the board of directors and employees, whether full-time, part-time, permanent, or temporary without exception.
- ✓ We trust our employees to follow the letter and spirit of the Code and make daily decisions that will uphold the trust that customers have placed in us.

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# 3. Compliance with laws

*We are  
a good  
corporate citizen*

- ✓ We follow all laws and regulations that apply to us in the countries in which we operate.
- ✓ Each employee must comply with laws and regulations that apply to our operations.

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# 4. Human rights

- ✓ Child labour, forced labour, human trafficking breach basic human rights, and we condemn them unconditionally.
- ✓ We respect international conventions
  - ✓ Fundamental Principles of Rights at Work (ILO)
  - ✓ Universal Declaration of Human Rights (UN)
  - ✓ Convention on the Rights of the Child (UN)
  - ✓ OECD Guidelines for multinational enterprises (OECD)
  - ✓ United Nations Guiding Principles on Business and Human Rights (UN)

*Unbreachable  
Period*

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# 5. Workplace environment

- ✓ We prohibit retaliation, harassment, bullying, discrimination or any kind of diminished conduct in all forms.
- ✓ We expect everyone to uphold the fundamental principles of fairness by their responsible personal conduct.
- ✓ No one must ever compromise the health, safety, or security of an FSG employee or business partner.
- ✓ FSG takes work safety seriously and strives to prevent accidents and injuries at workplace.

*Safe  
workplace  
for all*

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# 6. Fraudulence

- ✓ Fraud may include, but is not limited to, corruption (including facilitation payments), theft, breaking the law or violation of our Code or other policies.
- ✓ All fraudulent behaviour or activities are strictly prohibited.
- ✓ Fraudulence will be subject to internal evaluation and, where appropriate, reported to the authorities.

*Be  
honest*

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# 7. Environment and sustainability

*We all  
must  
protect  
and  
cherish  
nature*

- ✓ We strive to conduct business in an environmentally responsible manner.
- ✓ We strongly encourage others to pursue practices that are sustainable and environmentally friendly.

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# 8. Competition

- ✓ FSG supports fair competition and does not tolerate unfair practices to compete and win business.
- ✓ FSG employees must not take part in any practices that restrict competition or provides unjust advantage.

*We  
play  
fair*

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# 9. Protecting information and other assets

*Daily decisions  
uphold the trust  
that others  
have placed  
in us*

- ✓ All employees must always safeguard all the assets of our customers, FSG, and business partners, including, but not limited to, physical (e.g. goods, equipment, and funds) and non-physical (e.g. intellectual and trade secrets) property.
- ✓ Partner, customer and company information shall not be shared externally unless specifically permitted except when required by law.

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# 10. Stakeholders and business partners

*Let's  
uphold  
the Code  
together*

- ✓ We expect all stakeholders and business partners to share and observe these same values.
- ✓ Consultants and contractors are considered as business partners for the purposes of the code.
- ✓ Failure to comply with the code may result in discontinuation of the business relationships.

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# 11. Conflict of interest

- ✓ Situations can be various and relate to direct or indirect conflict of interest.
- ✓ Employees must avoid all situations that could lead to a conflict of interest between FSG and the employee or other stakeholders, their family members, relatives or companies controlled by them.
- ✓ Employees must report all potential circumstances which might lead to a conflict with the interests of FSG.

*Act  
with  
integrity*

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# 12. Questions

- ✓ If you are ever unsure about the right course of action to take, do not hesitate to ask for guidance.
  - ✓ Employees can ask directly from their supervisor or contact anonymously according to the internal instructions.
- ✓ We welcome all questions and provide more information to all interested parties at [info@finnishspecialglass.fi](mailto:info@finnishspecialglass.fi)

*Just  
ask*

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