

This is how we work – Honka's ethical principles

These ethical principles apply to all Honka employees regardless of their task or form of employment. These principles also apply to our partners.

The Honka spirit, formed through decades of experience and hard work, is an important part of Honka's work community – it is important for us to nurture and strengthen it. For us, the Honka spirit means working decisively towards a common goal, being co-operative and supporting each other. Our ethical principles guide our actions in concrete terms along the path set out by Honka's values.

The values of Honkarakenne are passion, caring and courage.

As we face challenges in our daily work, we remember that compliance with the law and responsible and ethical behaviour are the cornerstones of our business and our success. The ethical principles encapsulate how we act every day to gain and maintain the trust of each other and our customers.

We have eight key ethical principles:

How we work – Honka's ethical principles

- 1) Working together constructively
- 2) We act transparently and honestly without compromising confidentiality
- 3) It's healthy and safe to work at Honka
- 4) We act fairly
- 5) We take responsibility for our work
- 6) We pay attention to the environmental impact
- 7) We avoid conflicts of interest, compete fairly - bribery and corruption are strictly prohibited
- 8) We choose our partners carefully

1) Working together constructively

When giving feedback and sharing information, we act professionally and appropriately. We act on feedback and look for solutions to identified opportunities and needs for improvement. It is in everyone's interest that shortcomings are identified, matters can be addressed, and practices harmonised. Giving feedback, sharing information and highlighting grievances is also everyone's responsibility.

Even when we disagree, we act in a respectful and supportive manner. We do not belittle or invalidate another person's thoughts and opinions. At Honka, it's safe for everyone to express their point of view.

The limit to expressing an opinion is respect for the other person: we do not allow to belittle, disrespect, harass or oppress another person or their human rights.

2) We act transparently and honestly without compromising confidentiality

We tell the truth and record and report the agreed matter truthfully and transparently. We do not hide our mistakes but try to solve and correct them as quickly as possible together with our colleagues.

We are worthy of trust when we hold confidential information about our customers, colleagues or company.

We also take care of the data protection of our customers and other stakeholders at the office and construction sites. It is just as important to secure papers containing sensitive data as it is to secure virtual data. Each of us is responsible for ensuring that documents containing sensitive information (e.g. personal data) are properly stored and disposed of. We do not spread personal information or rumours about our colleagues.

We report to the authorities and our stakeholders on Honka's operations, financial condition and sustainability performance in accordance with applicable laws and regulations.

We remember that insider information is confidential. Insider information is confidential until it is published or otherwise made available to the market. A person with insider information must not enter into securities transactions in financial instruments to which that inside information relates and must not disclose it to third parties until it has been made public.

3) It's healthy and safe to work at Honka

Through our own actions, we are all responsible for promoting both physical and mental safety and well-being at work.

We pay attention to improving safety at work and follow safety guidelines and practices in our work. If we identify a practice that needs to be improved, we raise the issue and work together to find better solutions.

We do not tolerate inappropriate behaviour, harassment, disregard for safety rules or any other behaviour that goes against our ethical principles. It is everyone's responsibility to actively promote safety at work and raise concerns so that they can be addressed.

4) We act fairly

We treat employees and each other fairly and equally. This means fairness in wages, working hours and all working practices. The results and quality of work are evaluated using the same criteria for all. We do not favour or discriminate on inappropriate grounds, such as non-work-related characteristics (e.g. gender, skin colour, religion or sexual orientation) or personal relationships, but make our considerations objectively.

The principle of non-discrimination applies in everything we do, including recruitment, and in our relations with our customers and partners. We also seek to identify and remove structural and latent barriers. We offer flexibility where possible.

The principle of fairness also obliges everyone to act in a mutually agreed manner. No one has the right to deviate from our common policies.

5) We take responsibility for our work

We earn the trust of our customers and each other with our work. We carry out our work with care, integrity and professionalism. We make sure that whoever we deliver our work to for the next stage or task knows when the work is ready to be done and can smoothly and easily pick up where we left off, within the agreed timeframe.

Tasks and schedules vary, but to keep things running smoothly we are available on weekdays at least between 9 a.m. and 3 p.m. The same guidelines apply to hybrid and remote work as in the workplace. We respect holiday time and only contact our colleagues on holiday with due consideration.

6) We pay attention to the environmental impact

We pay attention to the environmental impact of all our activities. This means, for example, actively taking environmental considerations into account in procurement and planning and developing more environmentally friendly ways of working. Every day, we avoid creating waste, recycle, are energy efficient, avoid unnecessary travel and turn off the lights when we leave.

We promote sustainability and integrate environmental and biodiversity protection into all our activities. We are always looking for better solutions, collaborations, new services and partners to accelerate this effort.

7) We avoid conflicts of interest, compete fairly - bribery and corruption are strictly prohibited

With our customers and business partners, we always act in the best interest and according to the values of Honka. Hospitality is important and we always stay within reason.

Donations and sponsorships are handled transparently and in such a way that they can withstand closer scrutiny. Sponsorship must always be linked to our business, represent our values and be sustainable.

We follow the same principle when receiving gifts. The limit for a reasonable gift is €100. If you are offered a larger gift or an invitation to, for example, a representative event, you should decline the gift or discuss with your manager about whether it would be possible to accept the gift for the company or whether it is in the company's interest to attend the representative event.

We put the interests of the organisation first, and do not compete with it. We also make sure that we do not have any ties that could jeopardise the company's interests.

8) We choose our partners carefully

We want to know our partners and where our resources come from. We avoid procurement and cooperation with entities that involve corruption, sanctions or other material ambiguities. For guidance on procurement, we look to business exclusion lists, sanction lists and country classifications.

Our supply chains must respect human rights and comply with our ethical guidelines. The safety and labour rights of both our own employees and those of our subcontractors are important to Honkarakenne and the obligations guaranteed by law must be met.

The same general rules apply to the company's vendors and agents as to its own staff. Anyone with contacts or cooperation with external stakeholders also takes care of information and training, so that the guidelines are made known to everyone working for Honkarakenne.

Compliance with ethical principles and reporting misconduct

In all our activities, we act in accordance with the relevant laws and regulations. We understand that failure to comply with laws and regulations can have serious personal and business consequences.

You play an important role in our success. Always raise the issue if you are concerned or recognise that something has not been done in line with our ethical guidelines.

First, discuss the matter with the people concerned.

Remember that you can always talk to your manager.

If necessary, you can also contact HR director or member of the management team.

You are also welcomed to contact our First Whistle reporting channel for any concerns or allegations of misconduct. Through this channel, you can anonymously report suspected misconduct or something that you believe does not comply with our company's values and practices. A person who reports an infringement in good faith will not suffer any negative consequences.