

Published

January 24, 2024

## INSTA - Ethics Principles

This document, Insta's Ethics Principles, is an abbreviation of the document Insta's Ethics Guidelines and Code of Conduct which is available in its entirety at [www.insta.fi](http://www.insta.fi).

The Ethics Guidelines approved by Insta's Board of Directors define our common ways of working and how we expect all Insta employees to act in their daily work. The purpose of Insta's Ethics Guidelines is to promote sustainable development and good corporate citizenship.

Insta aims to grow the company's shareholder value, to produce added value for its customers, and to be a responsible employer. Every member of the Insta team must respect Insta's values and encourage others to respect them.

Insta's values are the foundation for everything we do; we provide great results, we keep our promises, and we develop expertise and succeed together.

Each employee is expected to act responsibly and with integrity and honesty and to adhere to Insta's operating principles, values, and their related practices and guidelines, and to encourage others to adhere to them. The Ethics Guidelines describe how we conduct our business sustainably and ethically in order to achieve and retain the trust of our customers. They are also intended to help the personnel make the right decisions in their daily work across Insta's functions.

The Guidelines define the behavior expected from Insta's personnel and the Insta companies, as well as the behavior that is not tolerated. We are all responsible for adhering to our Ethics Guidelines in all of our activities. Negligence on the part of even one Insta team member can jeopardize all of our achievements. By following the Ethics Guidelines, we can generate added value for our stakeholders, be trusted as an attractive, transparent, and professional business partner, and increase our attractiveness as an employer.

Insta also requires that its business partners at various stages of the value chain adhere to the Ethics Guidelines and operating principles, where applicable.

### ADHERENCE TO LAWS AND RULES OF SOCIETY

Insta is committed to, without compromise, adhering to the applicable national and international laws and regulations related to its activities, international agreements, and generally accepted methods of governance. We want to be a good corporate citizen in each area we operate in, and to handle our obligations toward society. We value transparency and integrity in business and we are aware that actions that consider the economy, environment, and society form the basis for sustainable business.

### WORKING ENVIRONMENT

Insta aims to create and maintain a working environment where every employee is respected as an individual and where everyone can advance on their careers according to their abilities. Insta respects humanity and human rights and will not tolerate any form of discrimination based on age, gender, race, sexual orientation, political views, religion, or other factors. By means of its contracts of employment and ways of working, Insta guarantees equal opportunities for everyone to succeed at their work and encourages the personnel to develop their professional competences.

Insta respects the human rights defined in the UN Universal Declaration of Human Rights and the fundamental rights of workers defined by the International Labour Organization (ILO). In its own operations, Insta respects the right of association and the right to collective bargaining. Insta has zero tolerance for the abuse of

Published

January 24, 2024

intoxicants or narcotics in any form. We are committed to respecting the privacy of our employees and business partners and the confidentiality of personal data.

## **SAFETY AND SECURITY**

The foundation for Insta's operations is trust, which requires an uncompromising consideration of security aspects in everything we do. As regards its operations, Insta bears responsibility for the safety and security of its customers, partners, and the environment. Insta is responsible for the security aspects in its deliveries and services in accordance with the contracts. Insta is committed to offering a safe working environment and reducing risks that may cause accidents or degrade the health and well-being of employees.

All members of the personnel are responsible for protecting themselves, their colleagues, the workplace, the community, and the environment. Everyone is required to report any shortcomings related to occupational health and safety and to prevent any possible damage. All employees at Insta are encouraged to report to their supervisor or their unit's occupational safety representative of any concerns related to safety that may affect Insta's employees or the users of Insta's products. Insta aims to offer a safe and inspiring working environment for all personnel. The personnel, for their part, are obligated to perform their duties without jeopardizing occupational health and safety.

## **THE ENVIRONMENT AND SUSTAINABLE DEVELOPMENT**

Insta's mission and values are based on sustainability and require a commitment to sustainable business where people, society and the environment are considered alongside securing business continuity. The purpose of Insta's Ethics Guidelines is to promote sustainable development. We bear responsibility for the environment and also help our customers to care for the environment by means of optimized industrial processes and digitalization, for example, which make it possible to reduce the carbon footprint and increase the handprint.

## **INTELLECTUAL PROPERTY RIGHTS AND INFORMATION SECURITY**

All of Insta's property must only be used for legal business and protected against unauthorized use and losses. Under no circumstances may Insta's property be used for the pursuit of personal gain, for fraudulent purposes, or otherwise inappropriately. Insta's intellectual property – patents, software, and other copyrighted material, as well as know-how, business secrets, and brands and trademarks – includes some of the company's most valuable assets.

All of Insta's employees must ensure the appropriate protection of Insta's assets, including intellectual property and confidential information. Correspondingly, Insta's employees must also respect the intellectual property rights of others, as well as the confidentiality of information, and manage such information according to the valid laws and regulations as well as any contractual obligations.

The processing of personal data concerning an employee, customer, supplier, or other person that takes place in connection with Insta's operations must always be legal, fair, and transparent in relation to the people involved. Personal data must be processed according to the appropriate rules at Insta as well as the relevant decrees and laws.

## **CONFLICTS OF INTEREST**

Insta expects its employees, supervisors, and senior management to be loyal toward Insta and to make any decisions concerning the business responsibly and in line with Insta's best interest. We act according to Insta's best interest and use Insta's property and resources for the benefit of Insta and the support of the company's

Published

January 24, 2024

business needs. Insta's employees shall immediately report any personal interests that may be reasonably considered to impact their duties at Insta or that may be considered inappropriate. At work and in our free time, we avoid any activities that could impede our obligations at Insta or harm Insta's good reputation. Insta's employees must avoid conflicts of interest, i.e. situations where their personal interests are, or appear to be, in conflict with Insta's interests.

Business relationships must not be used for personal gain. Personal financial, political, or other interests must not affect business decisions, as they may be in conflict with the benefits of Insta or its business partners. Personal preferences or relationships must not affect decisions made by or concerning Insta. The personnel must not accept from any current or potential future business partners, any gifts, payments, hospitality, or services that may be reasonably assumed to have an impact on business activities or that exceed the limits of normal hospitality. Offering, giving, or soliciting such gifts, payments, hospitality, or services is also prohibited.

## CUSTOMERS AND FAIR COMPETITION

Customer focus is the strategic starting point for Insta. In their activities, all members of the Insta team must take into account the expectations of the customer and the generation of added value while considering the commercial aspects. Insta treats its customers honestly and aims for long-term relationships. Insta aims to guarantee the continuity of business and disturbance-free operation under all conditions and participates in national efforts to improve the security of supply.

We act fairly toward our customers, suppliers, and other business partners. Insta treats its business partners professionally, fairly, and equally, basing its actions on objective facts, without any seeking of personal interest by employees. Insta competes in a determined but fair manner. Each member of the Insta team must avoid conflicts of interest. Among other things, this means receiving or providing hospitality that is beyond what may be considered reasonable.

## REPORTING VIOLATIONS AND RELATED SANCTIONS

Each Insta employee is responsible for adhering to the ethics principles and good governance practices in their daily work. The senior management is responsible for ensuring that the contents and spirit of these instructions are brought to everyone's attention within the organization, that they are understood, and that any possible misconduct is intervened in.

Insta has a zero tolerance to breaches of these Ethics Guidelines. Actions in breach of these guidelines, even in good faith, may cause long-term damage to Insta's reputation and lead to legal action against the company and its personnel.

Insta is committed to maintaining a company culture where employees can, without reservation, talk about their concerns and suspicions concerning activities in breach of our codes of conduct. Every effort is made to keep communication concerning breaches of the Ethics Guidelines confidential. Insta will not tolerate any form of retaliation against individuals who report in good faith activities that are in breach of the guidelines. Preventing an employee from reporting breaches of these Ethics Guidelines is prohibited, and violating this prohibition may lead to disciplinary action.

All Insta employees are obligated to report any possible breaches of these Ethics Guidelines to their supervisor or the local HR department; alternatively, the report can be made online via the [Whistleblowing service](#). More detailed instructions are available on the website.