

Effective as of: 2022

BONREC RECRUITMENT SUSTAINABILITY POLICY

Our mission at Bonrec recruitment has no importance if we do not care for our society, local environment and our planet. As an organization based on Swedish norms and values, we play an important role in contributing to the Agenda 2030. We do this by making sure we operate our business in a way that is influencing employees, customers, candidates and other business partners to take environmental, financial and social responsibility.

WHAT WE STAND FOR

- We conduct our services and business in line with the UN Global Goals (SDGs), Agenda 2030 and the Ten Principles of the UN Global Compact in business relations, activities, purchasing and transactions.
- We always strive to inspire, inform and educate the importance of environmental responsibility and sustainable business as part of our offering to our customers.
- We strive to create a sustainable environment and culture in our office. We select products provided by environmentally friendly and reliable suppliers. We purchase reusable laptops, phones and other office materials as often as possible.
- We set personal interests aside to analyze the risks of direct negative impact on the environment, as well as the risks of corporate misconduct and financial irregularities.
- We consider virtual meetings to be the norm and only travel to physical meetings when absolutely necessary. When so, we encourage travelling by the most environmentally friendly option.
- We encourage employees to work remotely when tasks can be performed with the same quality as from the office, or if travelling to the office cannot be justified from an environmentally friendly standpoint.
- We are a family friendly organization and encourage flexible working patterns for parents and caregivers as a way of recognizing the positive impact this has on local families and societies.

- We offer extended breaks to encourage our employees to undertake health activities and sports in our local area or in our office gym.
- We strive to maintain a positive impact on the local economy and therefore encourage employees to spend within small owner managed shops in our local area.

AS AN EMPLOYEE AT BONREC I AM EXPECTED TO

- Always consider the risks of direct negative impact on the environment before travelling or purchasing a product or service.
- Actively promote environmentally conscious companies and have a restrictive attitude towards businesses and projects with a high negative climate impact.
- Strive to minimize waste and recycle it properly. As we aim to phase out printing completely, use digital communication when possible. Reduce unsustainable materials and single-use products.
- Avoid unnecessary consumption to reduce waste of resources. Consider alternatives to purchasing a replacement product when possible. When not, strive to purchase environmentally responsible products based on recycled content and products that can be reused, repaired, or recycled. Always avoid products containing hazardous or toxic materials.
- Promote the importance of global sustainable business and environmental responsibility when interacting with candidates, customers and other business partners.
- Never accept or offer gifts, payments or other benefits to or from any customer, candidate or other business associate. Branded items, lunch at conferences/meetings or other gifts of minimal value are exceptions. When in doubt always consult our policy or my manager.
- Act according to our values and rules, to treat everyone at the workplace with respect and never participate in or allow harassment, unwelcome sexual allusions or negligently treat an employee based on individual or group identification.
- Always treat everyone with respect and dignity, regardless of cultural or religious background, hierarchy, gender, sexual orientation or ethnicity.
- Always keep in mind the importance of social responsibility and sustainable business when interacting with candidates and customers.
- Understand the internationally proclaimed Human Rights. Be familiar with the UN Guiding Principles on Business and Human Rights as well as the UN Global Goals (SDGs), Agenda 2030 and the Ten Principles of the UN Global Compact.

IN ADDITION, AS A LEADER AT BONREC I AM EXPECTED TO

- Stay current with sustainability issues broadly and specifically within your area of expertise - and act accordingly.
- Train my team members in environmental responsibility and promote projects/activities that are sustainable. Refer them to follow this Policy. In addition, encourage them to take environmental considerations and have a restrictive attitude towards businesses and projects with a high negative climate impact.
- Lead by example by being transparent and clear. Make sure my team understand and follow our Policy. Encourage my team to report suspected violations to me or another manager, directly or anonymously.
- Always promote gender equality and diversity to create an including culture where everyone feels safe and welcome. Treat everyone with dignity and respect, regardless of hierarchy, cultural or religious background, gender, sexual orientation or ethnicity.
- Support my team members in understanding the internationally proclaimed Human Rights. Be familiar with the UN Guiding Principles on Business and Human Rights as well as the UN Global Goals (SDGs), Agenda 2030 and the Ten Principles of the UN Global Compact.

SUPPLIERS AND CUSTOMERS

- Bonrec expects and demands that our suppliers and customers adhere to UN Guiding Principles on Business and Human Rights as well as the UN Global Goals (SDGs) - Agenda 2030, the Ten Principles of the UN Global Compact and the 8 ILO core conventions.

