

# This is how we work

## Landsvirkjun's Code of Conduct



### Work ethic

We conduct business in accordance with the highest ethical standards, advocating diligence, integrity and good judgement. We promote business practices that inspire trust and confidence in our work and in the company. We are prudent when managing the company's assets and use funds efficiently.



### Safety

We work in accordance with the highest safety standards in all our work activities and we comply with safety regulations at all times.



### Data preservation and accounts

We ensure that all communication and documentation is recorded according to our records management guidelines and regulations. Landsvirkjun publishes its accounts on an annual basis, in accordance with the Icelandic legal framework, regulations and official standards.



### Confidential information

We handle all information and documentation carefully and protect the confidentiality of documents and data.



### Communication

We engage in honest communication with our co-workers and stakeholders. We promote professionalism when answering enquiries and support our answers with the relevant data when appropriate. We protect the reputation of Landsvirkjun in all outside communication.

*Landsvirkjun's code of conduct provides guidelines on accepted and responsible business practices. The code applies to the company's employees and any individual or other organisation representing the company.*

*Each and every employee is responsible for his or her own compliance with the code. The management of the company is responsible for ensuring that all employees are familiar with the code's purpose and contents and that they apply its principles in their everyday business activities. Employees can access further information on the code in the quality management manual on the company's intranet.*



### Equality and respect

Equality and human rights are core values in our business activities. We treat our co-workers and business associates with respect and professionalism. We are tolerant and welcome diverse opinions. We support transparent working methods and open communication in the workplace, thus fostering a dynamic team spirit.



### Conflicts of interest

We operate with integrity and do not allow personal interests to affect our work for Landsvirkjun. We do not accept payments, gifts or benefits of any kind intended to influence or affect our judgement or business decisions. At Landsvirkjun, we actively oppose any form of corruption.



### Associates

We treat all our associates and stakeholders with respect and honesty. We require all our business associates to operate in accordance with applicable laws, regulations and standards set out for responsible and sound business practices. We obtain the necessary information on our business associates in order to ensure that Landsvirkjun is not indirectly involved in human rights violations.



### The use of company facilities

We advocate the responsible use of company facilities and property. The personal use of company assets requires a written agreement or the explicit permission of the appropriate party. We utilise IT in a responsible manner and we do not use Landsvirkjun's software or equipment to download or view inappropriate or illegal material from the internet.