

greenstep

Code Of Conduct

greenstep

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Our Passion is to Produce as much Good as Possible

We develop our sustainability together in a targeted manner.

Our sustainability work is based on commonly agreed principles and the sustainability programme. The sustainability work is planned, and its results are monitored by Greenstep Sustainability Officer.

Our operations are guided by a solid and shared value base.

We support entrepreneurship with the help of our services.

We believe in the corporate power to change the world, and with our actions, we wish to promote responsible business and growth together with our stakeholders.



Greenstep values

Desire to help our
customers

Will to develop
ourselves and our
knowledge

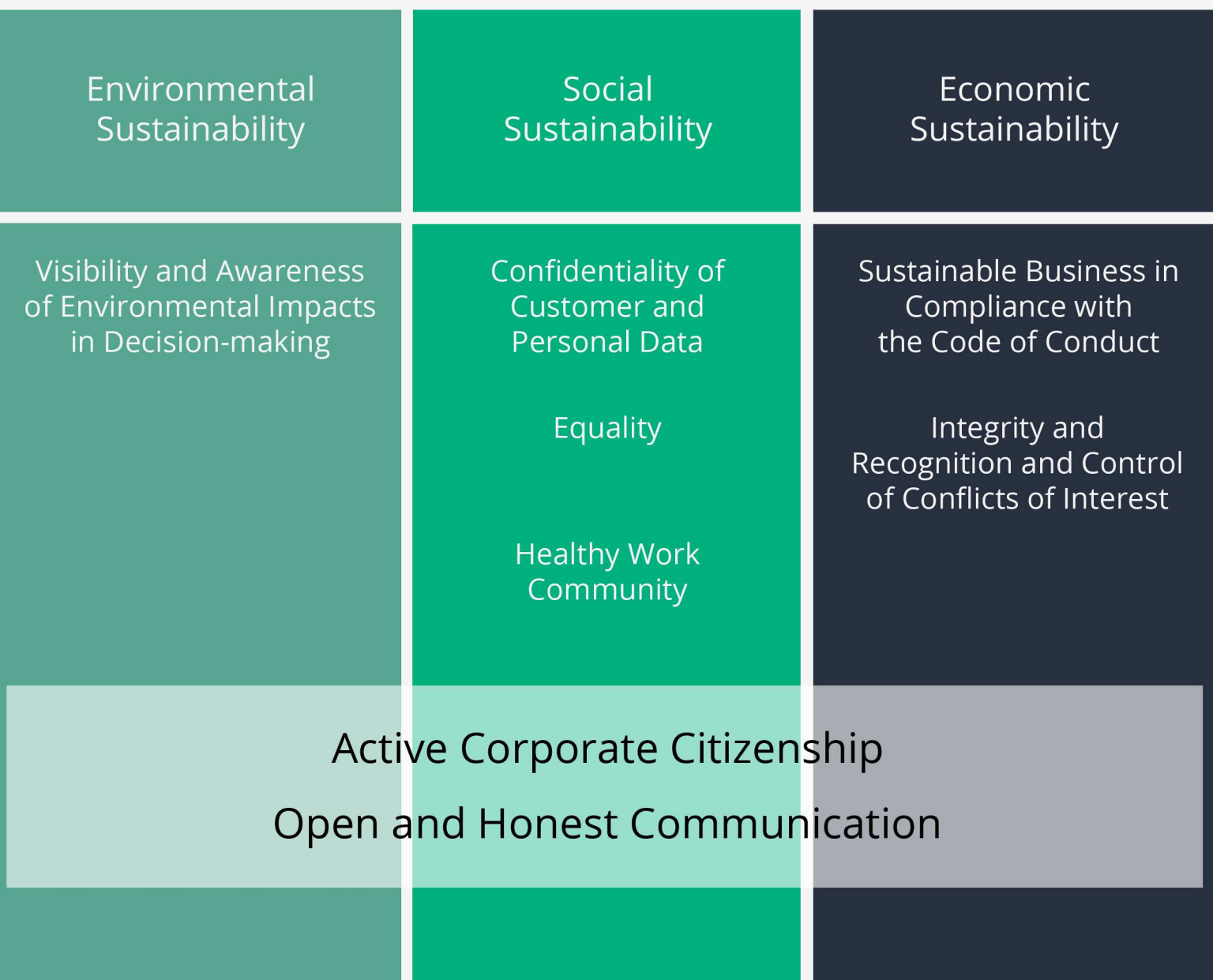
Passion towards
achieving together

Honesty and
appreciation
towards each other

Greenstep Sustainability Work



Greenstep Areas of Sustainability and the Code of Conduct



Visibility and Awareness of Environmental Impacts in Decision-making

We work towards the common environmental sustainability with concrete measures.

We make sustainable and prudent procurements.

We also encourage our stakeholders to make responsible choices.

We measure and monitor the environmental impacts of our operations and impact them. Areas of environmental sustainability, objectives and indicators are defined in the sustainability programme.

Equality

The employees are required to treat others with mutual respect, equality, as well as acceptance and value of religious, language and other minorities.

We assess people on the basis of their knowledge, experience and skills. In the recruitment decisions, we emphasise without exception the competence for the work, as well as customer-based way of thinking.

The principles of mutual respect, valuation of diversity and acceptance are discussed so that all employees are aware of common principles and their applications.

We give equal pay for equal work, taking account of personal knowledge, years of experience and the level of education.

All unfair treatment and discrimination of others at work is strictly forbidden and will be intervened immediately.



SOCIAL SUSTAINABILITY

Confidentiality of Customer and Personal Data

We respect business secrets and confidentiality of personal data.

We assimilate the principle of processing personal data according to the regulations to guide our everyday operations.

We process and search only personal data related to our work tasks.

In our way of working, there is an inbuilt consideration of information security risk. We shall implement the appropriate measures to control the risks.



SOCIAL SUSTAINABILITY

Healthy Work Community

We support employees' overall well-being in many practical manners.

We offer versatile and flexible solutions to reconcile family and work life.

We take seriously safety and health at work.

The meaningfulness of work and employees' possibilities to influence their work are important to us.

We constantly develop the knowledge of all members of organisation.

We invest in work ergonomics and comfortability of work environment.

We are building our common culture on shared values.

We value and listen to each other.



Sustainable Business in Compliance with the Code of Conduct

In all our operations, we comply with the commonly agreed code of conduct and rules.

We know our customers and their business.

We tell our customers about the possible outcomes and risks of their choices.

We expect our cooperative partners to comply with the law, and we also help our customers to act in accordance with the law.

Economic viability of our activities enables future development and growth.

We respect the law in all our activities.

Customers are at the heart of everything we do.

Integrity and Recognition and Control of Conflicts of Interest

Our decision-making is not affected by personal relations.

We will not receive, promise or pay bribes to anyone through intermediaries or directly.

We recognise private interests and situations where there is a conflict of interest. We ensure the impartiality of decision-making.

While working at the service of customer company, we always function according to customer's best interest, as well as in a responsible manner towards the society.



ENVIRONMENTAL SUSTAINABILITY

SOCIAL SUSTAINABILITY

ECONOMIC SUSTAINABILITY

Open and Honest Communication

We communicate internally using channels agreed together in real time and openly.

We communicate about our activity truthfully and we expect the same from our partners.

We are a responsible influencer in all our communication.

We encourage active mutual discussions and sharing of expertise.

Everyone is free to share their experiences, opinions and development suggestions.

We communicate in accordance with our values.



ENVIRONMENTAL SUSTAINABILITY

SOCIAL SUSTAINABILITY

ECONOMIC SUSTAINABILITY

Active Corporate Citizenship

We support the organisation at all their stages.

We share our knowledge for the benefit of society.

We pay full income tax on our activities, and we do not practice aggressive tax planning.

We create new jobs through our and our customers' growth.

We act on defects around us.

We aim to be on the forefront in sustainability.

We cooperate with and serve organisations and projects, which build a well-being and equal society.

Code of Conduct in the Everyday Life of Greenstep

Every Greenstep employee is committed to familiarize themselves with the Code of Conduct and comply with it in their daily work.

Greenstep Management and Sustainability Officer are responsible for the communication and development of the Code of Conduct.