



**HELKAMA**  
THE PERFECT CONNECTION

# CODE OF CONDUCT

**Helkama Bica** is committed to legal compliance and an ethical way of operating. The purpose of this document is to ensure that all employees are aware of our ethical principles and to guide them to make the ethically right decisions in their daily work.

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Helkama strives to operate responsibly and transparently. Our core values are trust, good leadership, simplicity, and efficiency. These values require us to follow all ethical, fair, and transparent principles in everything we do. Moreover, as a fourth-generation family business, we have a strong sense of responsibility towards our stakeholders. We at Helkama want to be a reliable and loyal partner to all of them.

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Satu Helkama, Member of the Board, Owner

## OUR PRINCIPLES

### Human Rights and Working Conditions

We respect internationally recognized human and labour rights. Our aim is to create a fair, respectful, and healthy working place where diversity, equality, and inclusion are supported. We do not approve any form of child labour or the use of forced labour.

We follow national legislation, and local collective labour agreements in defining working conditions. We enter into a written employment agreement with every employee based on mutual consent and free choice. Employees have the right to choose their own representatives who can advocate for their interests in the negotiation of working conditions.



NEVER COMPROMISING ON  
WORKING CONDITIONS  
OF EMPLOYEES

### Non-discrimination

We treat our employees with respect and believe in diversity. We have zero tolerance for direct or indirect discrimination against anyone.

We ensure equal opportunities for all employees, regardless of their gender, age, colour, culture, social or ethnic background, sexual identity or orientation, disability, religion, marital status, family responsibilities, or political views.

We do not accept any threats of violence, physical or verbal abuse, or other unlawful harassment. We encourage our employees to report any inappropriate behavior to superiors, management, or HR, or to make an anonymous report through our Whistleblowing channel.

### Health and Safety

Health and safety of our employees is our top priority, and we never compromise on working conditions that may affect their well-being and security. We strive to prevent accidents and injuries by setting and enforcing high standards of safety.

We require all employees to complete safety training, comply with safety instructions and use personal protective equipment wherever necessary.

## Product Safety

Our company is dedicated to manufacturing products that meet the highest standards of safety and quality. Our products are designed, developed, and manufactured in strict accordance with the relevant industry-specific regulations and standards.

## Corruption and Money Laundering

Helkama expects the highest possible standard of integrity from all its employees, co-workers, and suppliers as well as their sub-suppliers. We strictly prohibit any unethical or illegal practices, such as bribery, corruption, money laundering, embezzlement, anti-competitive actions, improper gifts, or any other forms of hospitality.

Helkama Bica representatives shall not accept any gifts or benefits that might have an influence on decision-making in relation to the supplier. All employees are responsible for reporting any forms of violations of integrity.



**EXPECTING  
HIGHEST STANDARD  
OF INTEGRITY**

## Conflict of Interest

We expect our employees to be committed to always acting in the best interest of Helkama Bica. Our employees must avoid situations where their personal or financial interests may appear an actual, potential, or perceived conflict of interest with Helkama Bica. In cases where there is a risk of any such conflict of interests, employees are encouraged to report this to their relevant supervisor.

Our Whistleblowing channel enables our employees to report any such conflict of interest anonymously and securely.

## Protection of the Environment

We acknowledge our role in protecting the environment, conserving resources, and mitigating the impact of our operations on ecosystems. We commit to complying with all applicable local, national, and international environmental laws and regulations.

We are fighting against climate change and creating a more sustainable future by actively reducing greenhouse gas emissions, consumption of natural resources and pollution of air, water systems, and soil. We strive to operate as energy-efficiently as possible, optimize the use of materials, minimize the amount of waste and purchase only renewable energy.



**OPERATING AS  
ENERGY-EFFICIENTLY  
AS POSSIBLE**

## Responsible Sourcing

We aim to collaborate with suppliers who have sustainability as a key part of the procurement policy in their own supply chain operations, and who share our commitment to responsible sourcing. We require our suppliers to comply with all relevant laws and regulations, as well as the international standards and laws on human rights, labor, environment, and anti-corruption.

### Conflict Minerals

We acknowledge the potential link between the minerals used in our products and the adverse impacts on human rights in certain areas. Helkama Bica does not directly source minerals from mines or smelters, therefore our suppliers must guarantee that the tantalum, tin, tungsten, and gold (often referred to as 3TG) contained in their manufactured components or products are sourced responsibly from conflict-affected and high-risk areas (CAHRAs) in accordance with the EU Regulation on Responsible Sourcing of Minerals (EU 2017/821).

### REACH and RoHS

We are committed to the standards of chemical safety and environmental responsibility, and compliance with the applicable regulations. Helkama Bica expects its suppliers to comply with the applicable REACH Regulation (EC) No 1907/2006 and RoHS Directive 2011/65/EU.

We work closely with our suppliers to ensure that all components and materials sourced for our products comply with REACH and RoHS requirements and suppliers are expected to provide certification of compliance with these standards.

## Data Protection and Cyber Security

We respect the privacy and personal data of our employees, customers, and business partners and comply with all relevant laws and regulations in our data processing activities. Personal data refers to any information from which a natural person is or can be identified, such as name, email address, telephone number, personal identification number, or photograph. We have a written data protection policy that outlines how we handle personal data of our employees.

We protect and maintain limited access to confidential information about our customers, suppliers, and business partners.

We prioritize the security and integrity of our information systems to maintain a secure and ethical work environment. To ensure that all information remains secure and protected we have defined security measures to prevent security breaches, such as unauthorized access, viruses, cyber-attacks, and phishing.



# MAINTAINING A SECURE AND ETHICAL WORK ENVIRONMENT

## Reporting of Violations

This Code of Conduct applies to all operations in our group and all our employees around the world. All employees and suppliers are required to report any suspected or observed breach of legislation, local or international, or any other part of this Code of Conduct.

We provide a Whistleblowing channel for our employees to anonymously report potential violations. Reports are always reviewed carefully, and the required corrective actions are carried out promptly.

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