

# SASK Code of Ethics

## 1. Guiding Principles, Purpose, and Scope

The values guiding SASK's operations are based on the international trade union movement's value base and the tradition of solidarity, the UN (United Nations) Universal Declaration of Human Rights, and the International Labour Organisation's guiding principles on working life. Social justice, international solidarity and equality are particularly emphasized values for SASK, and these values are recorded in SASK's statutes and strategy.

The purpose of the SASK Code of Ethics is to guide the operations and its various actors in accordance with the mission and values of the organisation. The Code of Ethics is reflected in all SASK's operations, procedures, and organisational culture. SASK climate actions document is annexed to the Code of Ethics.

SASK Code of Ethics is applicable to all SASK's employees and representatives of the administration, and all those who participate in SASK's operations or in other ways act on behalf of SASK (later as "actors") regardless of where the duties are performed. Sex, age, status, position, or any other attribute, does not affect to the application of the Code of Ethics.

SASK expects all actors to adhere to the Code of Ethics, to set an example for others, and to inform if the Code of Ethics is violated. Supervisors at SASK have a special responsibility to ensure that all actors are aware of these guidelines and that they are followed at all levels of the organisation. An actor who has ambiguity about the Code of Ethics, its application, or compliance is encouraged to contact the closest SASK supervisor, occupational safety and health organisation, or executive director.

## 2. Integrity

### 2.1 Compliance

SASK as an organisation, and all SASK's operations must comply with applicable laws and prevailing legislation and regulations. SASK requires that every employee understands the regulatory requirements of their area of responsibility and strives for compliance individually and with stakeholders.

SASK must also comply with internationally respected human rights and trade union rights, terms and guidelines of respective operational instruments and contractual obligations, as well as the requirements ensuing from good practice and recognised standards of conduct.

### 2.2 Confidentiality

Confidentiality within the organisation and with its stakeholders is a prerequisite for SASK. Employees have a duty of confidentiality regarding confidential information, which is recorded in the employment contract. Other actors participating in the operations must not disclose confidential information in any form about matters with which they are working or become privy to, in a manner that could harm SASK or its stakeholders.

SASK is committed to respecting the protection of privacy and to processing personal data in a responsible manner in accordance with applicable data protection legislation. Regarding the processing of personal data, personnel must comply with SASK's data protection policy.

## **2.3 Anti-corruption**

SASK has a zero-tolerance approach to bribery and corruption in all its forms. SASK's core values include transparency and accountability in its operations, and this is also required of all SASK's stakeholders. SASK does not condone any kind, or any level of corrupt activity.

Corruption can be considered as abuse of entrusted power for individual gain, and it can happen in a form of direct economic benefits such as monetary gifts, significant discounts, or purchase benefits, and of other benefits such as travel, accommodation, or other gratuitous or affordable services.

Any individual may not, directly, or indirectly, promise, offer, solicit, or accept bribes of any kind. SASK actors and decision-makers are always expected to perform their duties honestly and without bribes, giving priority to organisational interests, avoiding conflicts of interest, and complying with the law.

Internal controls against corruption, bribery, and financial irregularities, including theft, embezzlement, fraud, and the misappropriation of funds cover all aspects of SASK's organisation and operations. Suspected misconduct is addressed and reported to the appropriate authorities immediately.

## **2.4 Conflict of interest**

All the actors of the organisation are to avoid conflicts between their own or their close relationships' interests and the interests of the organisation. Assessments of possible being in a biased position can be made for the benefit of all parties and recusing or disqualifying the related party from dealing with the matter in question is acceptable.

## **3. Transparency**

SASK respects and values transparency, reliability, and open communication with employees, members, partners, other stakeholders, and the public. SASK's actors must always be as transparent as possible in their work considering, however, the principles relating to confidential information. Rules, legislation, and principles regarding confidentiality, the protection of privacy, freedom of expression, and the duty to act in good faith also apply when acting as a private person.

## **4. Responsibility**

In its operations, SASK is committed to several international agreements concerning, among other things, respect for trade union and human rights and gender equality and non-discrimination, as well as environmental responsibility.

SASK is a responsible investor and implements investment activities on a long-term basis and in accordance with its own ethical principles. Responsible investment decisions are made on financial grounds, considering minimal risk, pursuit to secure the capital invested and choices related to governance as well as environmental and social impacts.

As an employer, SASK acts responsibly and with respect for its employees. The employer and all employees are expected to maintain a work culture that values each other, both within the work community and when working with stakeholders. SASK values diversity and equal

treatment of people. No action or communication that may be construed as discriminatory, harassing, or inappropriate is permitted. It is also required of all SASK stakeholders.

SASK has zero tolerance for inappropriate treatment and harassment and has a prevention of inappropriate treatment and harassment policy documents, and policy against sexual harassment. All SASK's operations follow the principles of a safer space and always have a designated harassment contact person. Also, SASK has an equality & non-discrimination plan. SASK has a workplace policy on alcohol and narcotic substance abuse prevention.

SASK has an environmental policy (annex), and the purpose of the measures is to take energy efficiency into account and reduce emissions in all operations, from travel to events and procurement.

## 5. Professionalism

SASK is committed in being professional organisation and employer, and with it providing high-quality partnership, fulfilling requirements and promises, and operating professionally, efficiently and without delay. All employees are expected to act professionally and impartially.

As an employer, SASK requires its employees to have sufficient professional, linguistic, and technical skills for their position. SASK encourages its employees to continuously develop their skills and to ask for help and support their colleagues whenever necessary. Competence development consists of several interrelated processes. SASK has a personnel and competence plan.

SASK guarantees a prominent level of working conditions, work ability and well-being at both individual and organisational level through continuously assessed occupational safety and health efforts and action plans.

## 6. Raising Concerns of Misconduct (Whistleblowing)

SASK has anonymous whistleblowing channel for raising concerns of misconduct (web address: <https://q.surveypal.com/SASKin-ilmoituskanava>). In any circumstances everybody is urged to raise a concern for the organisation to act upon it and implement necessary corrective measures. The individual actor is urged to exercise the right to raise concerns. Also, all actors have the duty to report criminal offences and circumstances in which there are risks of misconduct.

All reported concerns of misconduct will be dealt with according to SASK's dynamic risk management process and addressed as required by the seriousness of the misconduct. SASK's actors are encouraged to report suspicions or concerns of misconduct to the closest SASK supervisor, to the shop steward, to the occupational safety and health officer or to the higher management. If these channels are not possible, reporting is possible anonymously using the whistleblowing channel on SASK's public website.

## ANNEX: SASK's Climate Actions

This guideline applies to **SASK's own operations**. The guideline has been compiled from Finland's point of view, but it is expected to be followed to the extent applicable also in SASK's regional offices and in the activities and events organized by them.

SASK continuously assesses the climate burden of its own operations. SASK has been monitoring its carbon footprint since 2019, and based on the monitoring data, SASK has defined more concrete targets and measures to achieve emission reductions. Energy efficiency is taken into account in all operations from travelling to events and to procurement. Even the assessment of climate responsibility when making choices increases awareness.

Achieving carbon neutrality would also require compensation for emissions which SASK is not implementing currently. The main focus is on reducing own carbon footprint and increasing awareness and possibly in increasing the so-called carbon handprint.

SASK's climate actions also strengthens all collaboration partners' awareness of climate and consumption-responsible activities. SASK raises the topic up for discussion and presents its own climate goals and actions to its collaboration partners.

Internationally, SASK's climate actions are based on the 2030 Agenda on sustainable development, which takes equal account of the environment, the economy and people.

### 1. Energy

Energy accounts for approximately 2,5% of SASK's total carbon footprint (on average 2019–2021). Energy is calculated from electricity, heating, cooling and servers costs at Helsinki office only, and not including regional offices or home offices.

#### **SASK measures:**

- The possibilities for saving electricity use will be explored and implemented (lighting, etc.).
- Green electricity shall be selected for the electricity contract.
- When choosing office premises, e.g., the size of the required space (cf. remote working), heating and cooling, accessibility, public transport connections are considered.

### 2. Travel

Emissions from travel account for more than 93% of SASK's carbon footprint (on average 2019–2021). Figures are calculated from all travel in any transport mode; air, road, sea, and rail, including hotels.

#### **SASK Measures:**

- Travelling must always be justified.
- When planning meetings, trainings and other events, it is to be considered whether the event could be kept completely or partially remote (i.e., hybrid model), whenever it is appropriate.
- Individual speeches given and short meetings are held remotely when possible.
- SASK's own events are to be held in places that are easily accessible by low-emission public transport or on foot. If the place is further away, shared transport with the lowest possible emissions is offered.
- A car is used in situations where it is appropriate due to the schedule or for other reasons, considering the actual emissions of the mode of transport. Low-emission transport and carpooling are recommended.

### 3. Procurement

Procurement has accounted for less than 1% of SASK's carbon footprint (on average 2019-2021). Procurement includes paper, furniture, and IT equipment.

#### SASK Measures:

- In any procurement, ecology and necessity as well as recycling, e.g., procuring of used furniture is always considered.
- SASK strives for a paperless office. This goal is supported by electronic archiving.
- Decommissioned furniture and equipment is disposed properly, or efforts are made to recycle it.
- In any procurement, actors committed to environmental actions are preferred, however, considering the overall consideration and other possible selection criteria.

### 4. Waste

Waste has accounted for less than 0,2% of SASK's carbon footprint (on average 2019-2021). Waste is calculated from Helsinki office only, not regional offices or home offices, and includes all types of waste.

#### SASK Measures:

- Efforts are made to minimize the amount of waste streams.
- When sorting waste, the proportion of mixed waste is minimized.
- Personnel are encouraged to work paperless.

### 5. Services and Events

Services and events account for approximately 3,5% of SASK's carbon footprint (on average 2019-2021). Services and events include event premises, catering, postal, cleaning and IT services, brochures, and merchandise.

#### SASK Measures:

- SASK's own premises shall primarily be used for meetings and other smaller events.
- The environmental responsibility of catering and other services is considered in the selections.
- Responsible collaboration partners are favored in events.
- Print material (e.g., brochures and publications) are produced only as needed, and when producing attention is paid to the climate impact of production (e.g., paper quality).
- Gifts are procured with climate impacts in mind (e.g., immaterial gifts).
- Excess packaging materials and transportation are avoided.
- Products with a low carbon footprint, such as domestic vegetables, fish, and game, are preferred in the servings of SASK's events.
- Serving selections whose waste can be minimized are preferred.
- At events organized in Finland, as a rule, tap water is offered instead of bottled.