

Code of Conduct

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Introduction

This code of conduct applies to everyone operating in or on behalf of Dutt CSR Consulting – including employees, interns, subcontractors, and partners – regardless of whether the work is done on-site or remotely.

At Dutt CSR Consulting, we strive to integrate sustainable development into all parts of business and society. This requires us to act exemplary – in our work environment, in our customer relationships, and in our environmental and community engagement. Our advice should always be characterised by knowledge, quality, and commitment.

We base our work on the Brundtland Commission's definition of sustainable development: "Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs."

This code of conduct is a tool to clarify our shared values and expectations. It shows what we stand for, what we expect from each other – and what our customers, partners, and the world can expect from us.

High Business Ethics

Everyone representing Dutt CSR Consulting - in customer relationships, collaborations, internally, and in public contexts - is expected to act with high integrity, professionalism, and be good ambassadors for our company and our values.

We achieve this by:

- Complying with applicable laws, regulations, agreements, and good industry practices.
- Taking responsibility for who we work with - and opting out of assignments that are not consistent with our values or our view of sustainable business.
- Always acting with respect, attentiveness, and commitment - towards customers, colleagues, and external parties.
- Communicating clearly, factually, and professionally - in all channels and contexts.
- Protecting confidential information and never sharing sensitive data (such as customer data, internal strategies, or personal data).
- Acting responsibly during business trips and representation.
- Never offering, requesting, or accepting bribes or other undue benefits.
- Avoiding situations that may lead to conflicts of interest - and being open and transparent if they arise.
- Standing up for our values even in challenging situations and contributing to a safe, inclusive, and respectful work environment.
- Immediately reporting suspected unethical behaviour to the CEO of Dutt CSR Consulting.

Inclusive and Healthy Workplace

We strive to offer a work environment where everyone feels safe, respected, and has good conditions to thrive - both physically, mentally, and socially. We are each other's work environment. We have zero tolerance for discrimination, sexual harassment, and bullying.

We achieve this by:

- Treating each other with respect. No one should be discriminated against, offended, or harassed.
- Acting immediately in cases of discrimination, harassment, or exclusionary behaviours.
- Believing in, respecting, and encouraging each other.
- Saying "hello", giving each other feedback, and inviting a good work climate so that everyone enjoys their work.
- Respecting agreed rules, working methods, and times.
- Promoting a healthy balance between work and private life.
- Taking responsibility for ensuring good ergonomics by using the right equipment, varying work positions, and taking regular breaks.
- Offering company-wide and targeted health and wellness initiatives.
- Respecting each employee's right to join, or not join, the unions they wish.

Environmental and Climate Considerations

As sustainability advisors, we have a special responsibility to practice what we preach. We must take environmental and climate impact seriously – both in our own operations and in the advice, we give to others. Our work should contribute to accelerating the transition to a more sustainable society.

We achieve this by:

- Choosing climate-smart solutions in our daily lives, such as traveling by train instead of flying and opting for remote meetings when possible.
- Using office products that are primarily recycled or reused and otherwise choosing options with the least environmental impact possible.
- Integrating climate and environmental considerations into customer projects and inspiring sustainable decisions and recommendations.
- Striving for climate neutrality in our own operations and annually following up on our climate impact.

Community Engagement

We strive to be a positive force – locally, nationally, and internationally.

We achieve this by:

- Collaborating with and supporting organizations that work for environmental and social sustainability.
- Offering internships and mentorships with a special focus on young people with limited networks and foreign-born academics who are far from the Swedish labour market.

Responsible Suppliers and Collaborations

Who we choose to collaborate with affects our footprint as a company. Our supplier and collaboration choices matter – not only for the environment but also for social responsibility and business ethics.

To contribute to a more sustainable value chain, we strive to:

- Choose suppliers and partners who share our values regarding the environment, human rights, working conditions, and business ethics.
- Primarily purchase products and services that are Fairtrade-certified, eco-labelled (e.g., Nordic Swan, EU Ecolabel), or otherwise sustainability-certified.
- Prioritize hotels with clear sustainability work, both socially and environmentally, and food that is plant-based, organic, and Fairtrade-certified during conferences and business trips.
- Clearly communicate our sustainability requirements to suppliers and partners.

Application and follow-up

As an employee, intern, subcontractor, or partner, you are expected to confirm that you have read the code of conduct and that you follow its principles in your daily work.

If you notice behaviours or situations that violate the code of conduct – in yourself or someone else – you are encouraged to raise it with the CEO of Dutt CSR Consulting, Susann Dutt: susann@duttcsr.se.

We see open dialogue and constructive feedback as an important part of our development and a responsibility we share with each other.

Entry into Force and Revision

This code of conduct was adopted by the board of Dutt CSR Consulting on August 18, 2025. The next review will take place no later than 18 August 2026, or earlier if necessary.