



POLICY TITLE AND NO:  
20. Securitas Group Values and  
Ethics Code  
OWNER: Group CEO  
APPROVED BY: Board of Directors  
APPROVED DATE: 240508  
TARGET AUDIENCE: All Securitas employees,  
directors and officers

# Securitas' Values and Ethics Code

Securitas AB

Valid from May 8, 2024



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## 2 Introduction

### **Why we have Securitas' Values and Ethics Code**

At Securitas, we place a strong emphasis on ethics, integrity and compliance. We want to be a good corporate citizen, and a strong and trusted partner to our shareholders, clients, employees and other stakeholders. Securitas is strongly committed to upholding the highest ethical business standards and compliance with laws, rules and regulations.

Maintaining high ethical standards and upholding our shared values are a vital part of all of Securitas' operations and form the foundation on which our clients, employees, shareholders and other stakeholders base their confidence in Securitas. These principles also play an important role in maintaining the strong value of the Securitas brand and in promoting long-term sustainability and growth for our global business.

Securitas' Values and Ethics Code (the Code) is one of Securitas' key corporate policies and a guide to how we are expected to act, individually and collectively, in our daily work.

While the Code provides guidance on how we are to act in an ethical and compliant way, it is not possible to cover every situation that may arise in the day-to-day business of Securitas' global operations. Therefore, each employee and business partner has a responsibility to use his/her sound judgment and act in line with our values. As a complement to the Code, there are other more detailed policies and guidelines.

### **Our Code applies to everyone**

Our employees must be guided by our core values – Integrity, Vigilance and Helpfulness – be loyal, ethical and honest, have integrity and treat others with dignity, and respect and comply with our policies and the law. This is particularly important since we are a service company in the security industry, and clients and others put their trust in us to help them protect their people and assets.

It is the responsibility of Securitas as a company and all Securitas employees, directors and officers to understand and comply with the Code. Securitas also expects all of its business partners – including joint venture partners, suppliers and sub-contractors – to abide by the principles of the Code.

Our managers have a responsibility to make sure that their teams are familiar with the Code and other policies. Each employee must also be aware of and follow the Code and all relevant policies, and ask questions if something is unclear.

### **What does this mean for you?**

You have a responsibility to understand and comply with the Code and other relevant policies, to use your sound judgment and act in line with our values, and to seek advice from your local head of compliance if something is unclear. If you receive instructions or are asked to do something that goes against our values, the Code or our other policies, you must report this as soon as possible.



### 3 Let us know

If you find yourself in a situation that feels uncomfortable from an ethical point of view, or where you feel that Securitas' values are at stake or compromised, you have a duty to make yourself heard. Receiving instructions from a more senior employee or manager does not change that.

If you as an employee, director, officer or business partner want to report a violation of the Code, you should inform your manager and a representative from HR or Legal. If you find it difficult to bring up an issue locally, if a reported matter is not resolved or if the allegation is of a serious or sensitive nature, it should be reported through one of the following channels:

#### Securitas Integrity Line

**Website:** [securitas.integrityline.com](https://securitas.integrityline.com)

**Telephone:** see website for local telephone number. If you are based in North America or Mexico, an additional communication channel is available via the Securitas Hotline:

- USA: 1-800-574-8637
- Canada: 1-866-528-6556
- Securitas Transport Aviation Security: 1-855-249-5707
- Mexico: +528000991170

**E-mail:** [integrity@securitas.com](mailto:integrity@securitas.com)

#### Post:

Chief Business Ethics Compliance Officer  
Securitas AB  
P. O. Box 12307  
SE-102 28 Stockholm  
Sweden

A more detailed description of the reporting procedure, its purpose and use can be found in the Securitas Group Whistleblowing Policy.

All reports will be investigated. As far as reasonably and legally possible, the information provided by an employee will be treated confidentially, and no employee will be discriminated against for reporting, in good faith, what are believed to be possible violations of the Code. Employees who make such a report will receive feedback as appropriate. Anyone who retaliates against an employee for reporting a case of non-compliance in good faith will be subject to disciplinary action.

Securitas monitors compliance with the Code on a regular basis, using information reported through the various channels available.

Acts that are inconsistent with the Code must be corrected as soon as possible, and employees who violate the Code are subject to disciplinary action up to and including termination of employment.

Where a violation of the Code results in an offence punishable by law, Securitas may notify the authorities of such violations.

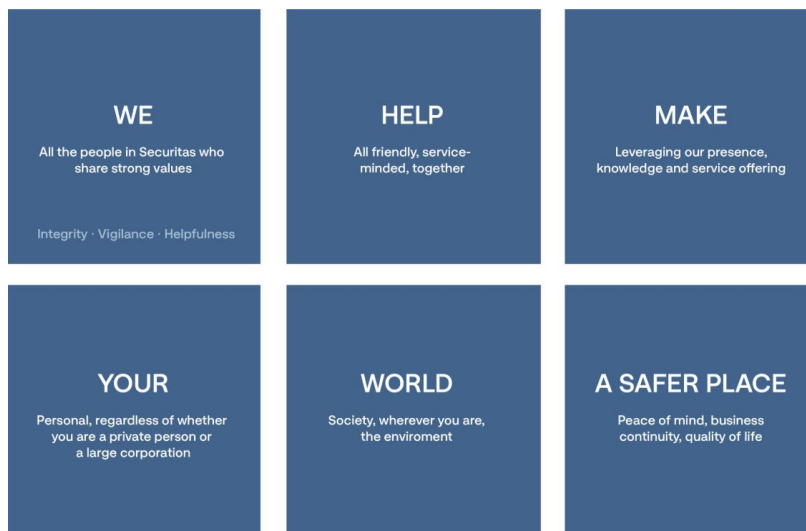


### What does this mean for you?

If you come across a situation or actions that you think go against our values, such as information about incidents of wrong-doing or non-compliance with the Code, the law or another Group policy, report this as soon as possible. There will be no reprisals or other negative consequences if you report in good faith.

Learn more: [Securitas Group Whistleblowing Policy](#)

## 4 Our purpose and values



Securitas' purpose as a company: **We help make your world a safer place**

Our purpose reminds us that, every day when we go to work, we are contributing to something greater – our purpose is the reason we exist. Our purpose is at the very core of our strategy and it will help create value for us. It will help us sustain profitable growth, to remain relevant in a rapidly changing world, and deepen our ties with our stakeholders.

Our operations are based on three core values: **Integrity, Vigilance and Helpfulness**

- **Integrity**  
Integrity means being honest and acting in an ethical way. Securitas is uncompromising in its demands on integrity and truthfulness, and we insist on our employees' right to openly express their opinions and their duty to report improprieties and other relevant information without risking reprisals.
- **Vigilance**  
Vigilance means actively paying attention. Our employees must be fully attentive and able to observe, listen and evaluate in order to protect our clients' premises and property and the values and ethics that Securitas represents.
- **Helpfulness**



Helpfulness means being service-oriented and accommodating to our clients, colleagues and others who require assistance, whenever needed.

### **The Toolbox**

Securitas' management model, the Toolbox, is used to spread the company's corporate culture and create a shared platform through our values. All employees are expected to take responsibility for our clients and operations, and for our shared values.

#### **What does this mean for you?**

You play an important part in ensuring we fulfil our purpose together – you make the difference.

## **5 Human rights**

Respect for human rights is vital to Securitas and how we conduct our daily business. Securitas supports and respects the fundamental human rights set out in the United Nations Universal Declaration of Human Rights and the United Nations Guiding Principles on Business and Human Rights (including those expressed in the International Bill of Rights) and recognizes our responsibility to promote and observe those rights when conducting our global business.

Securitas is a signatory of the United Nations Global Compact and we support the United Nations Sustainable Development Goals (SDGs), taking relevant SDGs into consideration in our strategy work and our daily operations.

Together with the Securitas People and Diversity Policy and the Securitas Human Rights Policy, the Code shows our commitment to respect human rights. As a security company, we recognize that we must carefully assess the potential risks of violating human rights through the services that we, our joint venture partners, suppliers and sub-contractors provide.

#### **What does this mean for you?**

You must treat colleagues and others that you have contact with as a representative of Securitas with respect and dignity.

Learn more: Securitas Group Human Rights Policy, Securitas Group Diversity Policy, Securitas Group People Directive

## **6 Compliance with local laws and regulations**

Securitas is a global company. All employees and business partners must always comply with the laws, rules and regulations of the countries in which we operate. The Code represents the base and is to be followed in all of Securitas' operations, even if it is stricter than local legislation.

Local Securitas entities may adopt and apply principles that are stricter or more detailed than those set out in the Code. If local rules are issued, they apply in addition to the Code.

#### **What does this mean for you?**

You must always comply with all relevant laws, rules, regulations and policies.



## 7 Employees

Securitas is a people company and our people are our greatest assets.

Securitas wants to be known for having employees who live Securitas' purpose and shared values and feel proud and passionate about Securitas. Securitas believes in diversity and we aim to be a solid, trustworthy and stable employer, and promote relationships based on mutual respect and dignity.

We strongly believe in the connection between the competence of our employees and the result we achieve. We want to attract and retain people who share our values and can provide the best client service in the market. To achieve this, Securitas strives to be an attractive employer that offers good working conditions, fair wages and opportunities for personal development. Managers at all levels have a particular responsibility to lead by example.

Learn more: Securitas Group Diversity Policy, Securitas Group People Directive

### 7.1 Terms of employment and compensation

Securitas recognizes the importance of fair wages, reasonable working hours and benefits. We work to raise wages and benefits to a level that meets or exceeds the national legislation or minimum industry standards. Wages should be paid regularly and on time. Working hours and other employment terms should be in compliance with local laws and industry standards. Information on wages and benefits as well as other terms of employment are to be communicated clearly to each employee.

#### What does this mean for you?

You have the right to terms and conditions that are in compliance with local laws and industry standards. It is your responsibility to understand your own employment conditions and ask if something is unclear.

### 7.2 Freedom of association

Securitas respects the rights of all employees to choose whether or not to be represented by a trade union for the purpose of collective bargaining and to form and join the trade union or workers' association of their choice in accordance with local laws and principles. This includes respecting the right to freedom of peaceful assembly and association. You should never risk being harassed or retaliated against for exercising these rights.

#### What does this mean for you?

It is your decision whether or not to be represented by a trade union or workers' association, or to form or join a trade union or workers' association.

### 7.3 Occupational health and safety

Securitas recognizes the importance of providing a safe and healthy work environment and taking all reasonable steps to prevent accidents and injuries as well as supporting measures to promote health and well-being. Risk assessments should be carried out to identify and scope safety hazards, and employees should receive training, instructions and equipment in line with the assignment.

#### What does this mean for you?

You have the right to a safe work environment, and you have a responsibility to help create this. You must always comply with all local health and safety policies, rules and regulations. You should



also report health and safety issues and risks to your manager or to the health and safety representative.

## 7.4 Alcohol and/or drug abuse

It is important for Securitas that all employees are “fit for work” and free from any adverse effects due to alcohol or drug use when at work. Securitas strives for an alcohol and drug-free workplace.

### What does this mean for you?

You must refrain from any alcohol and/or drug use that may affect your work.

## 7.5 Diversity and equal opportunity

Securitas is an equal opportunity employer and all employees are to be treated and treat others fairly and equally, without any type of discrimination. We believe that diversity and inclusion form the foundation for innovation and creativity and that diverse teams contribute to our success and long-term sustainable growth.

All employees in Securitas, and especially managers at all levels, have a responsibility to create an environment where people feel a sense of commitment to their work and are recognized for their achievements and where employees support each other and cooperate rather than compete.

Discrimination in hiring, compensation, training, promotion, termination or retirement based on race, ethnic or national origin, religion, gender, sexual orientation, marital or parental status, disability or other distinguishing characteristics protected by applicable law and regulations is never acceptable.

All employment decisions are to be made solely based on a person’s ability, experience, behavior, work performance and demonstrated potential in relation to the needs of the job.

### What does this mean for you?

You should be able to work in an open and diverse environment, and you have a responsibility to contribute to a diverse workplace and to treat your colleagues with respect and dignity.

Learn more: Securitas Group Diversity Policy, Securitas Group People Directive

## 7.6 Harassment

All employees should be treated and treat one another with dignity and respect. Securitas promotes a productive work environment and does not tolerate any form of intimidating behavior, harassment, bullying, abuse or retaliation, including sexual, verbal, physical or psychological harassment.

### What does this mean for you?

You should be able to work in an environment where you feel respected and that is free from harassment. You must treat clients, colleagues and others that you have contact with as a representative of Securitas with respect and dignity.

Learn more: Securitas Group Diversity Policy, Securitas Group People Directive





## 7.7 Child labor or forced labor

Securitas does not employ or accept any form of child labor or forced or bonded labor.

### What does this mean for you?

You must comply with local laws, regulations and license requirements concerning minimum age. You should never have to surrender your passport, identification documents or work permit as a condition for employment.

## 7.8 Social networking

Securitas respects the individual's right to free speech and freedom to express one's opinion. However, only employees expressly designated to do so are authorized to make public statements on behalf of Securitas. Employees and business partners who engage in activities in social media that show an association with or refer to Securitas must behave in ways that are consistent with Securitas' values and policies.

Confidential and sensitive information about Securitas, our clients or client sites – for example, client name, location, equipment, colleagues, schedules, services provided and vehicles – should never be disclosed.

### What does this mean for you?

You have a right to express your opinion freely but must protect confidential or sensitive information about Securitas and our clients. If you are active on social media, you should act according to Securitas' values and policies.

Learn more: Securitas Information, Communications and Brand Policy

# 8 Business ethics

Securitas insists on honesty, integrity and fairness, and we are strongly committed to upholding and promoting the highest ethical business standards in all aspects of our business.

As an industry leader, Securitas has far-reaching responsibilities towards the countries and communities where we operate. We practice good corporate citizenship and comply with laws and regulations in our countries of operation. Securitas also has a responsibility to drive the development of the entire security industry. By cooperating with trade organizations, unions, public authorities and law enforcement, Securitas helps develop services and the market as a whole, with the goal of raising standards and wages in the industry.

## 8.1 Fair competition and anti-trust

Securitas believes in fair trade and honest competition, based on integrity, product quality, price and client service. While you as a representative of Securitas may join associations in order to advance the industry, it is strictly prohibited to discuss or enter into agreements with competitors on pricing, market shares or similar illegal activities. We are firmly committed to respecting all applicable laws and regulations promoting fair competition.

### What does this mean for you?

You must never discuss or agree with competitors on pricing, market shares or similar, and you must always follow all relevant laws and regulations regarding fair competition.

Learn more: Securitas Fair Competition and Anti-trust Policy



## 8.2 Bribery and corruption

Securitas strives to offer the best possible services targeted to our clients' specific needs, and we expect to be selected as a provider of security services based on merit, in a free and fair competitive environment.

We believe that corruption undermines legitimate business, distorts competition and brings serious risk to our brand and our reputation.

Securitas has zero tolerance for all forms of bribery and corruption, and we must never offer, solicit or receive bribes, other advantages, facilitation payments or other illegal payments to obtain or retain business. A bribe includes all financial or other advantages that are given, promised, offered, accepted, requested or received with the intention that a specific activity should be performed.

All business transactions must be lawful and carried out in the best interest of Securitas. We must only do business with respectable business partners involved in lawful business activities and whose funds are derived from legitimate sources.

### What does this mean for you?

You have a responsibility to understand and comply with Securitas' policies regarding bribery and corruption. You must never offer, solicit or receive bribes, other advantages, facilitation payments or other illegal payments to obtain or retain business. Nor can you permit others to be involved in bribery or corruption on your behalf.

Learn more: Securitas Anti-bribery and Anti-corruption Policy

## 8.3 Entertainment, gifts, gratuities and donations

Securitas should always be, and be perceived as, professional and independent in our interactions with our business partners. Purchasing and sales activities must be handled with the utmost integrity. Employees and business partners should not give or accept any gifts, gratuities or entertainment offers that could influence business transactions, or the employee's, business partner's or client's decision making. Gifts of minor value are sometimes part of local business culture, and may be accepted as long as they are acceptable with regard to our values and policies and permitted according to local laws, rules and regulations.

Local Securitas entities are expected to implement more detailed guidelines and principles for what is acceptable at the local level, in compliance with applicable laws and the Code.

### What does this mean for you?

It is your responsibility to understand and comply with Securitas' policies and guidelines regarding entertainment, gifts, gratuities and donations. It is also important that you are aware of the clients' policies regarding entertainment and gifts. You should never give or accept any gifts, gratuities or entertainment offers that could influence business transactions, or someone's decision making.

Learn more: Securitas Anti-bribery and Anti-corruption Policy.

## 8.4 Money laundering and terrorist financing

Securitas must not facilitate money laundering or terrorist financing. We are committed to complying with all applicable general anti-money laundering and terrorist financing principles set out in relevant conventions and laws against corruption, money laundering and terrorist financing, within the spirit of the Code.



### What does this mean for you?

You must make sure that your actions do not facilitate money laundering or terrorist financing.

Learn more: Securitas Anti-bribery and Anti-corruption Policy

## 8.5 Conflicts of interest

Our business decisions must always be based on objective reasons and criteria, and never be influenced by an employee's personal relationships, activities outside Securitas or financial interests. Conflicts of interest can impact the decisions we make, harm our brand and reputation, and create mistrust within and outside the company.

A conflict of interest exists when an employee's private interests interfere in any way with the interests of Securitas. A conflict situation can, for example, arise if you as an employee take actions or have interests that may make it difficult to perform your work objectively and efficiently.

Employees and business partners must avoid all conflicts of interest or perceived conflicts of interest between their personal activities and their part in the conduct of Securitas' business. Business transactions between Securitas and parties related to an employee, such as family members, relatives, friends, suppliers, clients or competitors, are only permitted under exceptional circumstances and after "grandfather approval", that is, by your manager's manager. Grandfather approval is also required when members of the same family are employed or where there are close personal relationships between employees.

### What does this mean for you?

You must make a strict separation between business decisions and personal interests. This includes not having any direct or indirect personal business connections (such as through a family member, relative or friend) with our clients, suppliers or competitors and only acting on Securitas' behalf. If a situation arises that could lead to a conflict of interest, you must immediately disclose it to your manager or the legal department to get advice. Approval should be obtained according to the grandfather principle, that is, from your manager's manager.

Learn more: Instructions on Conflicts of interest

## 8.6 Fraud

Fraud is when someone intentionally tries to mislead another person or entity or abuses his/her position to achieve a gain or an advantage for the employee or someone else – for example to unjustly receive money, services or assets. Fraud is a criminal offence in most countries.

Examples of fraud include falsifying or manipulating financial statements or accounts, intentionally misstating or omitting financial transactions, or stealing or using Securitas' assets in an unauthorized manner.

It is the responsibility of each Country President, Regional President, Function Head or the equivalent to implement and maintain sufficient internal controls, to communicate these to the employees, and to train all employees accordingly.

### What does this mean for you?

You must always act with honesty and integrity and be aware that all fraudulent activities are strictly forbidden.

Learn more: Guidelines on fraud



## 8.7 Political contributions, political activities and lobbying

Securitas does not contribute corporate funds, assets or services to support a government entity, political organization, party or candidate. Any exceptions must be approved in advance by the President and CEO of Securitas AB.

Employees are free to participate in lawful political life in their private time and in their capacity as private citizens.

Lobbying aims to influence the actions, policies or decisions of officials, such as legislators or regulatory agencies. Lobbying can be carried out by contributing information or opinions to certain officials. Lobbying activities can include both direct communication with the officials or support to professional lobbyists. Lobbying is regulated in certain countries.

Only employees authorized to do so may engage in lobbying on behalf of Securitas. The lobbying activities must be appropriate in relation to Securitas' business and must always be in compliance with all applicable laws and regulations. Lobbying should also be done in an honest way, and with integrity and respect.

### What does this mean for you?

You are free to participate in lawful political life in your private time and in your capacity as a private citizen, but you must not use, or consent to the use of, any corporate funds, resources or facilities to support a government entity, political organization, party or candidate. You may only engage in lobbying on behalf of Securitas if you are authorized to do so.

## 8.8 Government work

Some of our clients are government agencies or public and international authorities or agencies. Securitas is strongly committed to abiding by all applicable laws and regulations relating to working with governments and public authorities, including certain special requirements associated with government contracts and transactions.

### What does this mean for you?

If your work involves work with governments or public authorities, you have a responsibility to be extra cautious and be aware of relevant laws, regulations and policies.

## 8.9 Our suppliers

Securitas works with many different suppliers to procure the goods, services and information that are necessary for our business. It is therefore important that we select the best suppliers for the job and treat them fairly. All suppliers and sub-contractors are expected to meet Securitas' ethical, quality and other standards and expectations and to follow all relevant laws, rules and regulations, including laws on data protection.

All kinds of compensation to or from business associates must be based on a verifiable supply of products and services only.

Suppliers must comply with Securitas Business Partner Code of Conduct, and all supply arrangements should be in accordance with the Securitas Group Contract Policy.

### What does this mean for you?

If your work involves procurement or other supplier relations, you must make sure that our suppliers meet Securitas' standards and expectations and follow all relevant laws and regulations, Securitas



Business Partner Code of Conduct, the Securitas Group Contract Policy. You must ensure that we never pay for services or goods that we did or will not receive.

Learn more: Securitas Business Partner Code of Conduct

## 9 Business practices

### 9.1 Confidential information

Confidential information includes business secrets and other protected information. It also includes, for example, business plans, financial information and information about clients. The disclosure or loss of such information could damage our brand and lead to our stakeholders losing trust in us. Non-public information belonging to our clients or business partners that we gain access to through our business must also be protected, in accordance with all legal and contractual requirements.

#### What does this mean for you?

You are expected to exercise particular care to prevent any unauthorized use or disclosure of Securitas' confidential or proprietary information.

### 9.2 Inside information

Inside information is material non-public (confidential) information about our company that is likely to affect the price of the Securitas share or other financial instruments. Examples of inside information include information about financial results, major acquisitions or projects. The use of inside information for your own or someone else's benefit is illegal in many countries.

Securitas is listed on the NASDAQ Stockholm stock exchange and, as a listed company, we follow all applicable insider trading laws and regulations.

We do not use or disclose inside information inappropriately in connection with stock trading.

#### What does this mean for you?

You must never use any non-public information about Securitas or any other company to influence your decisions when trading in securities. Inside information must not be shared with others, including family members, relatives or other parties outside Securitas.

Learn more: Securitas Group Insider Policy

### 9.3 Privacy and data protection

Securitas respects the individual's right to privacy, and we are committed to handling personal data responsibly and in compliance with applicable privacy and data protection laws. We must also protect personal data in accordance with internal policies, instructions and contractual arrangements with clients.

Our overall privacy principle is *Your integrity is our priority*. This value-based principle has four pillars:

transparent processing; integrity leads our decisions; keeping your data safe; and privacy principles are applied globally. This includes having clear roles and responsibilities for the governance of processed personal data and complying with ethical principles on the processing of personal data within Securitas.

#### What does this mean for you?



You are authorized to handle personal data only if this is required for your line of work. In that case, you must be familiar and comply with relevant data privacy and data protection laws and policies.

Learn more: Securitas Group Privacy and Responsible AI Policy

## 9.4 Protecting Securitas' property and resources

Securitas has both tangible and intangible assets. Examples of tangible assets are equipment, real estate and products. Intangible assets include brands, trademarks, know-how and trade secrets.

Securitas has a strong brand, built up over many years. The entire value of our long history of providing professional security services is vested in the Securitas trademark. Securitas must work to safeguard our trademark and brand, and respect the valid intellectual property rights of others.

Securitas' property, resources and information systems are vital to our business. We must always protect and keep them secure from unauthorized use, damage, disclosure, diversion or removal, whether through accident, improper act or breach of trust. Securitas' resources must be used responsibly and not be wasted or abused. This includes company computers and digital communication systems that must not be used for inappropriate communication, such as illegal activities, harassment or behavior that can be considered offensive or discriminatory.

Office supplies, electronic communication equipment, computers, mobile phones, IT systems and premises must be used for business purposes only and users should not have any expectation of privacy regarding information or communication using such tools. Limited personal use of computers and mobile phones can be permitted, according to local policies.

### What does this mean for you?

You are responsible for protecting and keeping Securitas' property, resources and information systems secure from unauthorized use, damage, disclosure, diversion or removal. You must use Securitas' resources responsibly and not waste or abuse them, which includes not using Securitas' computers, IT systems or telephones for communication or viewing of material that can be inappropriate or downloading unapproved programs. You must never use private computers, mobile phones, e-mail addresses or similar for business matters.

## 9.5 Tax management

Securitas' approach to tax seeks to align with the long-term interests of all our stakeholders, including governments, shareholders, employees and communities.

We must meet our legal obligation to pay the correct amount of tax due in relation to our business activities and model, and we must not engage in any tax planning that may harm Securitas' business operations, reputation and stakeholders. We strive to meet our obligations of paying the relevant cash taxes due and ensuring accurate and timely reporting and submissions of our tax returns.

### What does this mean for you?

You must comply with all relevant tax laws, regulations and policies and seek advice from your local finance department or Group tax department when necessary.

Learn more: Securitas Group Tax Governance and Tax Risk Management Policy



## 9.6 Reporting and records

Securitas recognizes the importance of having an open communication with those that are affected by our operations, whether they are employees, business partners, clients, investors or the public and their representatives. We must always act and talk in a way that reflects our values and the trust in our brand.

The Securitas share is listed on the NASDAQ OMX Stockholm stock exchange and all information is provided in compliance with relevant laws, stock exchange rules and corporate governance codes applicable to our business.

Corporate information that is comprehensive, accurate and relevant is available for interested parties, and Securitas is to respond to inquiries in a timely manner. Only authorized spokespersons are allowed to speak on behalf of the company.

All reporting and accounting documentation must clearly identify the true nature of business transactions, assets and liabilities in compliance with relevant regulatory, accounting and legal requirements and be provided to the best of our knowledge. Our aim is full accountability.

Securitas' accounting and reporting standards are set out in the Group policies and guidelines and in the Securitas Reporting Manual. We apply the Securitas Communications and Branding Policy in all our communications. Securitas' internal control policies are consistent with the COSO Internal Control Integrated Framework.

### What does this mean for you?

You must make sure that all reports and records are complete and accurate and not false or misleading as well as retaining and maintaining records and documentation according to operational, legal or contractual requirements.

Learn more: Securitas Group Contract Policy, Securitas Reporting Manual

## 10 Environment

Securitas strives to conduct our business in a sustainable way with respect and consideration for the environment, and we should also work in a way that contributes to a more sustainable future.

We should continuously aim to reduce or minimize the impact of our business on the environment, at the same time as we must seek ways to improve the environmental performance of our operations. Targets for emissions from company vehicles are set out in the Securitas Group Environmental Policy. We must comply with or exceed environmental requirements set by applicable laws, regulations and international agreements.

### What does this mean for you?

You should contribute to minimizing Securitas' environmental impact by reducing the consumption of resources, emissions and waste as well as contributing to improving our environmental performance.

Learn more: Securitas Group Environmental Policy



## 11 Our part in society

### 11.1 Community involvement

Securitas' purpose is "We help make your world a safer place." We play an important role in society, providing security and safety in a sustainable way. We are committed to being a good corporate citizen wherever we conduct business, and we recognize the importance of a proactive and continuous social dialogue with all our stakeholders. Through our entities, we interact with the local communities and strive to contribute to their positive development. We encourage local, regional and global community investment activities that are in line with our purpose, strategy and values.

#### What does this mean for you?

You are encouraged to contribute to your local community through your work at Securitas. You must make sure that the activities are in line with Securitas' values and policies.

### 11.2 Sponsorship

Securitas' sponsorship activities should be integrated with our other communication activities to highlight our premium Securitas brand. Sponsorship must be well organized and based on Securitas' Values and Ethic Code and our brand guidelines.

The objective is that sponsorship should contribute to a positive image of our company, strengthen the brand and make our employees feel proud to work for Securitas. We should always link our sponsorship to our business.

All sponsorship activities must be covered by a written agreement. The agreement should be approved by local legal experts, in accordance with local laws and tax regulations.

#### What does this mean for you?

You have a responsibility to know what activities Securitas may sponsor. You must also make sure that a sponsorship is not a form of hidden corruption – for example, if you are asked to contribute to a specific organization, such as a person's or a government authority's charity, in order to secure a contract.

## 12 Implementation and compliance

The Divisional President, Function Head or equivalent is responsible for ensuring the implementation of the Code in his/her division, region or area of responsibility. The Country President, Regional President or equivalent, together with the person responsible for compliance, have the ultimate responsibility for the proper implementation of the Code by all employees and business partners within their respective territory. This includes the signing of the Code by all employees and training of all employees in the Code.

The Code must also be communicated and implemented, to the greatest extent possible, in all business partner relationships.

Implementation of and compliance with the Code will be monitored on an ongoing basis as part of the country risk management process and the Enterprise Risk Management process. The Code is reviewed annually. Securitas AB's Board of Directors has the ultimate responsibility for the Code.

A more detailed description of the reporting procedure, its purpose and use can be found in the Securitas Group Whistleblowing Policy.





**What does this mean for you?**

It is the responsibility of each Securitas employee, officer and director to read, understand and comply with the Code. You also have a responsibility to report suspected or known misconduct or non-compliance with the Code.



## Securitas' Values and Ethics Code Employee commitment

### Securitas AB (Group) Securitas' Values and Ethics Code – Employee commitment

By signing this document, I confirm that I have received, read and understood the content of Securitas' Values and Ethics Code, that I commit to comply with the Code, and that I will keep myself updated of any changes (the latest version will be available at [www.securitas.com](http://www.securitas.com)).

I also confirm that I know who to turn to with questions and concerns regarding compliance with the Code.

-----  
Place and date

-----  
Signature of employee

-----  
Signature of employer

-----  
Employee's name in print

-----  
Employer's name in print

-----  
Employee ID number

The employer will keep this signed page (in paper or digital format) in the employee's personnel file. The employee will receive a signed copy (in paper or digital format).

# Securitas Group People Directive

## 1 Summary

These instructions are applicable and mandatory for all HR professionals and people managers in Securitas. They are applicable in addition to local laws and regulations.

## 2 Introduction and Objective

As stated in the Securitas' Values and Ethics Code, Securitas is a people company and our people are our greatest assets. Securitas aims to be a solid, trustworthy and stable employer, which includes clear communication of wages of benefits, as well as other terms of employment, to each employee.

**Summary of main changes since last revision:**

N/A.

## 3 Instructions for Employee Documentation

- All terms pertaining to the employment shall be in writing, preferably in an Employment Agreement based on a template approved by the local legal department
- All employment arrangements shall be on market terms and be entered into with the best interest of the employer/group in mind
- All employees shall be covered by a:
  - Confidentiality clause, to the widest extent and longest term reasonable for the position and allowed in the country of employment
  - For countries where an act on security enterprises or similar exists, a clause stating that a necessary precondition for employment is that the employee is approved by the competent authority in accordance with the relevant act and that the employment will automatically terminate if such approval is not in place
- All managers and administrative staff shall also be covered by a:
  - Non-solicitation clause, to the widest extent and longest term reasonable for the position and allowed in the country of employment
  - Non-compete clause, to the widest extent and longest term reasonable for the position and allowed in the country of employment
- No extra remuneration is to be paid to any employee for serving as a board member or officer of a Securitas Group legal entity. The employees' base salary shall be deemed to include any compensation for any such duties
- Only employees who are still employed are entitled to a bonus. Hence, if you have resigned from, or been terminated from, your employment, you are not entitled to a bonus.
- All employment terms, including salary and benefits and non-insignificant changes of job description should always follow the Grandparent principle (i.e. any decision involving employees



- should be referred by the decision-making manager to his/her immediate superior for endorsement, modification or veto)
- All documentation pertaining to an employee should be kept in the employees file with the employer company
  - Employees should as a main principle be employed on local contract and not expat contracts.
  - When moving employees within the Securitas Group, it is recommended to insert a clause stating their time of continuous employment within the Group in the new employment contract.

## 4 Applicability

These instructions are mandatory and applies to all companies, employees, directors and officers of companies within the Securitas Group, that is, companies where Securitas AB (publ) directly or indirectly, owns or has a controlling interest.

## 5 Implementation and Responsibility

It is the responsibility of the Head of HR in Country, Division or Group Function with the support of the relevant President to ensure that these Guidelines are fully understood and implemented in their areas or countries of responsibility. If there is no designated HR-responsible, it is the responsibility of the relevant President.

## 6 Reporting, Investigations and Consequences of Breach

If you are a Securitas employee, partner, investor or other kind of Securitas-linked stakeholder and would like to report a case of non-compliance related to our company, you can file your complaint via the Securitas Integrity Line. The platform is available and monitored 24/7.

Securitas Integrity Line is not meant to replace the responsibility of management. We encourage you to report your concerns to your local HR, Legal representative or management, whenever possible.

### Additional reporting channels

If you are based in North America or Mexico, an additional communication channel is available via the Securitas Hotline:

USA: 1-800-574-8637

Canada: 1-866-528-6556

Securitas Transport Aviation Security: 1-855-249-5707

Mexico: +528000991170

All reported cases of non-compliance with Securitas' Values and Ethics, regardless of the reporting channel, are investigated and documented according to the Securitas Whistleblowing Policy and local regulations.

Consequences of breach or violations of these instructions may result in disciplinary action appropriate to the violation, including, but not limited to, termination of the employment. It may also result in fines or penalties for which the individual may be held responsible.



## **7 Review and Follow-up**

Compliance with these instructions by all Securitas entities and employees will be monitored through internal and external audits, and routine follow-ups of all reported matters.