Dear colleague

At AFRY, we believe that innovations and collaborations will pave the way towards a more sustainable future. With our unique expertise, and by having sustainability at the core of our offering, we want to contribute to solving the key challenges of our time.

But we cannot do any of this without being a trusted partner to our stakeholders. We gain this trust and credibility by ensuring that assignments are carried out in a responsible manner regardless of where in the world we engage.

AFRY’s Code of Conduct guides us how we conduct business responsibly. We all must respect, follow and promote our Code of Conduct. The Code will guide you in doing the right thing in situations where legal or ethical risks are present. Refer to it whenever you face an ethical dilemma. Never hesitate to speak up if you suspect or notice unethical conduct or something that violates our Code.

We believe that when we reflect our core values, by being Brave, Devoted, Team players, we build a solid foundation and a business culture that further supports the highest standards of ethical conduct. The commitment to the principles in the Code is essential to our future success and to achieve our vision: Providing leading solutions for generations to come.

Making Future.

Susan Gustafsson, Group General Counsel
Jonas Gustavsson, President and CEO
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Our core values

Brave
We think big and encourage entrepreneurship to increase value. Challenging each other and making bold decisions, always taking a stand for what we believe in.

Devoted
We have a unique mix of competences, and we are all passionate within our field. Sharing our expertise and insights to make a difference, we are driven by our curiosity to grow and learn more.

Team players
We share ideas and collaborate across borders to seize new opportunities. Challenging, supporting and bringing out the best in each other, we believe in the power of differences
AFRY Code of Conduct

Foundation

**Purpose**
AFRY’s vision is to provide leading solutions for generations to come. To accomplish this, we must be a reliable partner to our stakeholders, conduct business according to high ethical standards and make sure sustainability is at the heart of everything we do.

This Code of Conduct (the ‘Code’) sets the key ethical principles for how we all must act as individuals and as a company, wherever we operate. It guides our actions in practice. The Code also defines how we should handle business relationships with clients, business partners, employees and other stakeholders.

The Code tells our stakeholders, the communities in which we operate and the surrounding world who we are and how we work.

If you have any questions regarding any matter covered by the Code, you should primarily contact your manager or the relevant function. You are always also welcome to reach out to AFRY’ Chief Compliance & Ethics Officer.

**Applicability**
This Code applies to all AFRY employees worldwide, including the Board of Directors, as well as individuals engaged by AFRY.

As an AFRY employee, you are expected to understand the principles set out by the Code, to follow them and to live by them in your daily work. You should not only think of minimum compliance with the Code but apply its principles and use good judgement and integrity in all situations that may not specifically be addressed in the Code.

As a manager, you have a particular responsibility to promote our values and the principles of the Code. Make sure your team is familiar with the Code and have completed the related trainings. Encourage them to talk to you if they have any questions, concerns or face any ethical challenges.

All our business partners, such as suppliers, sub-consultants and other companies that work with AFRY, are expected to act with integrity and follow the ethical principles detailed in this Code. To this end, we shall promote and require from all business partners to observe the AFRY Supplier Code of Conduct (“Business Partner Criteria”).

Sustainable Development
Sustainability means meeting the current needs of society without compromising the needs of future generations. At AFRY, we aim to fully integrate sustainability in our solutions and operations to generate long-term value for our clients, our shareholders, society and the planet.

At AFRY we,

- Commit to increase positive impact and mitigate or eliminate negative impact: environmentally, socially and economically, through our operations and in our assignments.
- Recognize that global challenges such as the climate crisis requires us to rethink how we live, work, travel and consume.
- Understand that we must consider the entire value chain when we look at opportunities, risks and improvement possibilities.

At AFRY you will be encouraged to challenge yourself to continuously make your daily work more sustainable and create a positive impact.
Foundation

Compliance with laws
Our business and clients are found all over the world. AFRY and all our employees are responsible for full compliance with all applicable laws and regulations, wherever we operate.

This Code is not intended to substitute or override laws or regulations. In case of any conflict between the Code and applicable law, the higher standards must apply. Nothing in this Code should be understood as an instruction to break the law.

Enforcement
Any violation of the Code is likely to damage the AFRY brand and reputation. Therefore, the Code will be rigorously enforced, and suspected violations will be taken seriously. Confirmed violations can result in disciplinary action, dismissal or legal action.

If non-compliance with the Code is identified, AFRY and all its employees must always cooperate fully in any investigation of misconduct, to the extent required by law. Managers are expected to support the resolution of a compliance investigation and support with implementing corrective measures to remedy any control deficiencies to prevent similar problems from recurring in the future.

Training
All managers must ensure that the Code is known by their teams and followed in their areas of responsibility.

All employees must complete the mandatory Code of Conduct e-learning. AFRY will also make available additional e-learnings on specific topics such as Sustainability, Inclusion & Diversity, Data Privacy, Information Security and Health & Safety related topics.

Attending training will help you better understand how to apply the rules and guidance in your everyday activities and in different situations that may occur.

Steering documents
On AFRY intranet you will find group policies, directives, procedures, and guidelines that jointly provide steering and support you to comply with the Code of Conduct. Group policies and directives are mandatory for all employees and are published on the Management System SharePoint that is accessible via AFRY Portal to all employees. Additionally, every Division maintains SharePoint with division specific procedures and directives. Key policies are also published on afry.com. Under each section in the Code, you will find in which relevant steering document you can find more information, including roles and responsibilities.

Alignment
We are committed to work according to internationally recognized good governance and the highest level of integrity and ethical business conduct.

AFRY has been a proud signatory of the UN Global Compact since 2014 and we promote its principles of human rights, labour standards, environment and anti-corruption.

We also align our principles with several international conventions and guidelines. These include:
- International Bill of Human Rights including the UN Universal Declaration of Human Rights
- International Labour Organization’s Declaration on Fundamental Principles and Rights at Work
- UN Guiding Principles on Business and Human Rights
- OECD Guidelines for Multinational Enterprises
- OECD Due Diligence Guidance for Responsible Business Conduct

We expect our employees, and anyone wishing to conduct business with AFRY to share these principles.

Raising concerns
Everyone has a role in creating a transparent and open culture where all employees feel encouraged to ask each other for advice and raise concerns. By listening to those who speak up we can address any potential violation, learn lessons and improve our ways of working.

If you have a concern, e.g., suspect a possible violation of laws or rules or experience a behaviour that you feel is not according to AFRY’s values, you should in the first instance raise it with your manager promptly. Alternatively, you may contact your Legal or HR team.

If you are not comfortable with any of the above, you can use AFRY’s confidential whistleblowing tool called “Listen Up” where you can report in the local language and remain anonymous. Links to the whistleblowing tool are available both on AFRY intranet and the external webpage afry.com.

When a concern is reported to you, you must act on it and treat it with the gravity it deserves. If it is a confidential whistleblowing or a serious compliance matter - you must report it immediately to the Chief Compliance & Ethics Officer. AFRY prohibits punishment of anyone who speaks up and retaliation will be considered a violation of the Code.
Act with integrity

Ethical principles
AFRY is committed to the highest standards of ethical business conduct. This commitment must be reflected in the everyday work of all employees. We must actively promote ethical behaviour within the company and in our relationships with colleagues, clients, business partners, the general public, the media and other stakeholders.

Anti-Corruption
Corruption is an obstacle to economic, social, and democratic development. It hinders sustainable development and particularly affects poor communities. Involvement in corruption represents serious legal and reputational risks to business.

AFRY’s standpoint on corruption, including bribery and extortion, is very simple — we have a zero-tolerance policy. The zero-tolerance policy extends to transactions made indirectly through a third party such as a subconsultant or intermediary. The base line is that we must comply with applicable laws and never try to improperly obtain or retain a personal or undue business advantage.

You are expected to:
— Never offer, request, promise, give, accept, or demand or collect any unlawful or improper gifts, contributions, sponsorships, loans, hospitality, employment opportunities, or other favours or benefits (bribes).
— Ensure that improper payments, including facilitation payments, are not made to domestic or foreign officials, public or private sector employees, political figures or other similar representatives and others who act on their behalf.
— Never participate in activities like extortion, influence peddling, financing of bribery, fraud or any practices that circumvent regulations — and report immediately and attempts to involve you in such activities.

Involvement in corruption will lead to disciplinary action and may lead to the termination of employment or contract, as well as legal actions.

Fair competition
AFRY must comply with all applicable competition and antitrust laws, rules and regulations. Anti-competitive practices are strictly forbidden.

You are expected to
— Distance yourself from any cooperation with competitors that aims at fixing prices, dividing markets or limiting services, technical development or investment.
— Reject offers of improper advantages or exclusive access to commercial information.
— Be careful when exchanging potentially sensitive information with competitors either directly or indirectly through third parties.
— Be particularly mindful when you use communication channels outside AFRY’s environment (e.g., WhatsApp) so it is not perceived as attempts to circumvent controls.

International Trade
Economic sanctions, import and export control measures are political measures that serve diplomatic interest. Sanctions seek to promote peace and security, prevent conflicts, support rule of law and human rights and defend principles of international law and democratic values. Adhering to sanctions is therefore not only a legal matter but also in line with our ethical values.

Proper financial records
AFRY supports the fight against tax evasion, money laundering and terrorism financing. We are jointly accountable for ensuring that any information AFRY records and discloses is done so transparently and in compliance with applicable tax laws and corporate governance requirements. Therefore, all records, invoices, and documentation that are submitted to stakeholders, including authorities, must be correct and complete and reflected accurately in the company’s financial statements and records. This also includes ensuring that contracts reflect the substance of the financial transaction and payment requests, and invoices are clear and truthful.

Contacts for more information:
Codeofconduct@afry.com if you are uncertain whether something is acceptable conduct or a conflict of interest. Group Finance for questions regarding financial records

Gifts and Hospitality
At AFRY, we recognize that occasionally exchanging business gifts, and offering hospitality is often an important way to build or strengthen working relationships with customers and business partners and are tokens of courtesy, respect and general appreciation. However, we would not want our good intentions to be seen as corruption. Always take care when offering or accepting gifts and hospitality and reflect on whether the receiver or an outside person would have reason to question whether it is an improper benefit.

You must never:
— Offer or accept personal payments, gifts or hospitality in connection with conducting AFRY’s business other than in the ordinary course of business and as acceptable under applicable laws and regulations.
— Offer or accept gifts having more than nominal value (never exceeding EUR 100 per year per recipient).

As an AFRY employee, you are expected to ensure that gifts or hospitality are reasonable, offered transparently in compliance with the law and local business custom using common sense and good judgment.
Act with integrity

Conflicts of Interest
A “conflict of interest” is any activity, personal or professional, which may impair or give the impression of impairing your ability to act in the best interests of your employer; and make fair and objective decisions in the exercise of your duties.

Situations where conflicts of interest may occur should be avoided. If a conflict of interest nonetheless occurs, or appears to occur, you must immediately disclose it to your manager so that you together can find ways to resolve it.

You must never let conflicting interests influence your behaviour at the expense of a party that has put legitimate trust in you and AFRY.

Loyalty to your employer
The relationship between employer and employee is based on loyalty and trust.

As an employee, you must avoid activities and situations that may be harmful to AFRY’s interests or reputation. You are expected to focus your time and efforts on your work for AFRY during working hours. Nepotism or unfair favours for family or friends will typically be considered a conflict of interest.

You may perform work for outside organisations or enterprises in your own time provided that:

— It does not conflict with your duty of loyalty towards AFRY.
— It does not interfere with the effective performance of your AFRY assignments.

If you intend to be involved in a non-listed company that compete with AFRY or has dealings with AFRY or any of AFRY’s clients or business partners, you must seek prior approval by the Business Area Manager or equivalent senior manager. Such approval must be recorded with HR.

Steering documents with more information:

External communication
Employees of AFRY are encouraged to talk about and promote AFRY in a positive context in social media. However, you must act responsibly and respectfully at all times and must not disclose confidential or harmful information about AFRY’s operations and projects. As an employee of AFRY, you must act thoughtfully when communicating and not act in a way that may damage AFRY, our business partners or clients.

You must be honest, show respect to others and contribute to a constructive climate of dialogue. AFRY’s computers, e-mail addresses and telephones must be used so that AFRY and its brand are not negatively impacted by personal activities of a controversial or unethical nature.

Inside information
AFRY is a public listed company at the Nasdaq Stockholm Stock Exchange. AFRY employees are required to follow all applicable laws and regulations regarding inside information and dealings in the AFRY share and other securities.

Some employees may from time to time possess specific information relating to AFRY, which would be likely to have a significant effect on the price of the AFRY share or other financial instruments, i.e. inside information. It is the responsibility of each individual to evaluate whether the information they hold is inside information. It is prohibited to misuse or unlawfully disclose inside information. Breach of the prohibition is sanctioned with fines or imprisonment.

As an employee, you are required to keep all unpublished information relating to the business and operations of AFRY strictly confidential and only share sensitive information on a need-to-know basis as approved by the person tasked to control the inside information.

Contacts for more information:
Your manager / local HR Business Partner.
codeofconduct@afry.com regarding acceptable conduct or conflict of interest.
Group Legal regarding insider information.

Confidential Information
At AFRY we often handle confidential information. This can be in the form of confidential documents, digital files or verbal information that has been generated at AFRY as well as information that has been shared with us by business partners or customers in relation to tenders, projects or assignments.

AFRY is fully committed to conduct its work with highest ethical standards and integrity.

You must handle confidential information with care and keep it protected. Do not share confidential information with unauthorized persons and do not use it for any other purpose than it was entrusted to you in your professional capacity. When you no longer have a legitimate reason to keep it, you must securely delete or return it. This also means that you must not bring confidential information from previous employers or other external parties and use it for your work at AFRY or even just store it in AFRY’s environment.
Mutual Respect

Non-discrimination
AFRY is committed to ethical, equal and fair opportunity practices. Working for AFRY should be a rewarding and fulfilling experience.

We are convinced that a diverse and collaborative workplace makes us stronger and more competitive. At AFRY, inclusion, diversity and equity are key values. Recruitments, promotions, and rewards must be based on merit and be built on ethical principles.

We support non-discrimination and equal opportunities for our employees and job applicants and do not tolerate discrimination on the grounds of; ethnicity, religion, gender, marital status, age, nationality, language, political opinions, social origin, union membership, sexual orientation, transgender identity or expression, marital status or disability.

We actively promote equal pay for work of equal value.

AFRY operates globally and respects the differences in local cultures and customs. AFRY employees should be sensitive to such differences when relocated to an office in another country. Local laws must be adhered to, in particular with regards to working hours and minimum wages. Reversely there may be local practices that are prohibited by AFRY, e.g., requiring prospective employees to pay recruitment fees or deposit money or identify papers with the employer. If you have any questions about the applicable laws, contact your local HR business partner for support.

Preventing harassment
As AFRY employees, we must treat each other with respect. AFRY does not tolerate harassment and discrimination of any kind, whether physical or verbal.

Harassment is an action or behaviour that to an individual or group of people is intimidating, humiliating, offensive or hostile.

You must NOT:
- Engage in physical or psychological actions that are bullying, intimidating, repressive, degrading, humiliating, sexist, offensive or hostile.
- Distribute or display offensive material at the workplace.
- Behave in a way that can make a colleague feel excluded or unwelcome.

At all time respect others’ privacy and personal space.

This applies to physical work environment as well as digital channels such as messages, AFRY portal, social media platforms or websites.

Steering documents with more information:
People Policy, Communications Policy, Human Rights Statement, Human Rights Directive

Contacts for more information:
Your manager or local HR business partner
Listen Up if you want to report it to Compliance & Ethics

Human rights
AFRY respects the dignity of every human being and is committed to work in accordance with all internationally recognized human rights.

We must not tolerate forced, coerced or compulsory labour in any form. Children’s rights must be protected. AFRY is committed to uphold everyone’s rights to fair and favourable working conditions and freedoms and has issued a Human Rights Statement where our due diligence and assessment of key impacts is described.

AFRY respects employees’ freedom of association and will support your rights to join or form independent trade unions and collective bargaining rights. In countries where this is restricted by local laws, we will seek other ways of having a meaningful dialogue. We require that our business partners also acknowledge and respect human rights.

Human Rights Grievances can be reported securely and confidentially to AFRY’s whistleblowing tool, Listen Up, which is available on afry.com and the AFRY intranet.
Mutual Respect

Health and Safety
AFRY is firmly committed to provide and create a positive, collaborative, safe and healthy work environment and culture.

Business must be planned and performed in a responsible way where safety, health and security are prioritised. AFRY has a systematic approach to health and safety with a goal to prevent any accidents, health hazards, occupational injuries and illnesses. By doing so we promote physical, emotional and mental wellbeing and a sustainable work-life balance.

As an employee, you are required to comply with the applicable laws, standards and instructions that relate to health and safety aspects that apply to your employment. If you notice any unsafe or non-compliant situations or behaviour, you should intervene and promptly report the non-compliance.

At the office
AFRY’s offices are key to build our culture, identity, facilitate innovation, collaboration and deep relationships. The office space is continuously evolving to support the balance between digital and in-person interaction in a way that enables our teams and individuals to work efficiently. At AFRY, we work both at our offices and at clients’ offices and that naturally impact how our work is organized. When you define how you work you should always put your client needs first, followed by the teams and individual preferences.

AFRY will organize risk assessments and trainings relating to the work environment. All employees are expected to familiarize themselves with the emergency protocols and participate in assessments and trainings as needed.

You are strictly prohibited from performing work, while under the influence of drugs or alcohol. You are also expected to exercise due care when you take medication so that your or anyone else’s health and safety is not jeopardized.

Steering documents with more information:

Travel
You should consider virtual collaboration whenever it is possible. However, many tasks of AFRY’s assignments and our daily work require visiting customers or attending internal meetings. Travelling is therefore a necessary part of our operations enabling us to maintain and grow our business. We expect our employees to consider how to travel as efficiently as possible with due consideration for the environment, climate impact, the costs and welfare and safety of our employees. Employees are expected to plan and book business travels according to our company wide business travel instructions and through AFRY’s appointed travel agency and booking system.

When travelling on company business you are a representative of AFRY and must exercise sound judgment. We expect you to not engage in activities that may harm the reputation of AFRY, neither during nor outside of working hours.

AFRY will cover costs that occur in relation to conducting business that is in compliance with internal regulations and law. You must keep copies of receipts so that you can verify the expenses for re-imbursement.

Contacts for more information:
Your manager, local HR Business Partner or local facility contact. See group security SharePoint for guidance on how and where to report an incident.

People development

AFRY believes that continuous development of skills and competence is key for growth and success, both individually and together as a company. All employees are encouraged to take ownership of their growth and development plans at AFRY. We will support you with making available relevant courses through AFRY Academy and targeted classroom trainings as well as processes for regular feedback dialogs and devising individual training plans with your manager.
Responsible Conduct

Information security
The responsibility for AFRY’s information security rests on all of us as users. This means that your choices can contribute to the protection of our information assets, our business competitiveness, our ability to fulfil our responsibilities towards customers and partners, and our compliance with legal requirements.

Leaked, incorrect or unavailable information affect our competitiveness. It is therefore vital to ensure that information assets are properly secured. This is irrespectively whether the information is processed manually or automated and regardless of its form and context and whether it is AFRY’s information or information that belongs to other third parties.

You are expected to:

– Only store and access sensitive information on AFRY’s authorized physical and virtual environment and cloud services.
– Protect classified/sensitive information to avoid unauthorized disclosure.
– Keep your passwords and accounts secure.
– Do not try to access information you are not privy to.
– Use internet and connected services in a lawful and ethical way and never download or use inappropriate software.
– Protect your IT devices and accesses from unauthorized use and damage including keeping the software updated and not sharing passwords.
– Take due care if you engage third parties in the course of your work to ensure they fulfil adequate security requirements and look out for red flags throughout the engagement.
– Remain informed and vigilant and exercise due care when you publish or share information.

Equivalent information security principles apply if you work from a customer site as most of AFRY’s customers apply similar rigorous information security management system and we must be role models in this regard.

Personal data and privacy
At all times, we must respect the personal integrity of individuals and treat their personal data with the utmost care. When we collect and process personal data, we must do so in accordance with applicable data privacy laws, such as GDPR, Data Processing Agreements where in place along with internal policies and guidelines.

You are expected to:

– Ensure when you collect personal data that the persons you obtained the data from, or regarding, understands why it is being collected and processed.
– Never collect or process data more than is necessary and legitimate.
– Only share personal data with those who are authorized to receive it and understand their obligations.
– If you outsource to third party processors as a part of your work, you must ensure that necessary protection and compliance mechanisms are in place.
– Limit the time the data is kept and during that time, preserve the integrity and accuracy of the data.
– Protect personal data in accordance with AFRY’s policies, technical controls, and guidelines.

If you are responsible for third parties you must ensure there are adequate measures in place, including data processing agreements and information security controls, to protect the data and comply with legal requirements.

Intellectual property
Intellectual property includes inventions, ideas, creations that can be protected by laws such as copyright, trademark, patent, trade secret and know-how. It is a valuable asset that must be protected and only be used in accordance with law and according to our duties.

You must not use or disclose AFRY’s or other parties’ intellectual property unless mandated by law, public authority, or the owner. Infringement of intellectual property rights is sanctioned with severe penalties.

Contacts for more information:
imt@afry.com for information security incidents and data breaches
privacy@afry.com for general queries regarding data privacy

Cyber Security
Technological transformation and development of digital innovations affects all areas of modern life including provision of welfare, communication and developing competitive companies. AFRY is at the forefront of this societal transformation where cyber security and cyber resilience are vital elements.

As AFRY employees we are jointly responsible for actively contributing to a strong security culture. By complying with mandatory security and risk management measures you will help curbing the damaging impact of cyberattacks and maintain trust in our brand.
Responsible Conduct

Environmental responsibility
At AFRY we are committed to increase our positive impact and reduce our negative impact on the environment, and it applies on all our operations e.g., in procurement, in our office operations and in our assignments.

You are expected to:
- Apply a precautionary approach to minimize the negative impact on the environment, including climate, biodiversity and animal welfare.
- Promote the Paris agreement including the 1.5°C ambition by reducing emissions in line with AFRY’s climate targets, integrating climate in strategy, development of offering and solutions, as well as influencing climate action in society.
- Make efficient, sustainable and economic use of energy, water and natural resources in your day-to-day work.
- Make effort to minimize pollution, waste and emissions that have negative impact on habitat, air, soil and water quality, including use of harmful chemicals.
- To the greatest extent possible use clean and renewable energy sources.
- Dispose of any waste responsibly and support AFRY’s ambitions to reuse and recycle as much as possible.
- If you handle hazardous or harmful materials, including chemical substances in your work, you must ensure the hazards are controlled and dispose of any harmful substances in a way that minimize negative impact on the environment.
- Ensure that any environmental permits or approvals are obtained, and reporting requirements are followed.

Steering documents with more information:
Sustainability Policy, Health, Safety and Quality Policy, Compliance & Ethics Policy, Sourcing Directive, AFRY 1.5°C Roadmap, Acceptable Use Directive

Responsible AI
AFRY is a key player in the digitalization of society. We recognize the great potential in Artificial Intelligence (AI) and similar technologies whilst we are respectful towards the risks associated with such systems. When developing and using AI and similar technologies you are expected to consider sustainable digitalisation, including use of sustainable energy resources, and responsible use of new technologies with due care of the ethical aspects and legal risks associated with AI systems.

Political activity and contributions
AFRY is politically neutral. No company funds may be used for making contributions of any kind to political parties, organisations, candidates, or holders of any public positions, except to industry organisations. As an employee, you are allowed to participate in public matters and political life if it is lawful, conducted in your own time, with your own resources and may not involve or be perceived to involve AFRY.

Due Diligence
Our responsibility for ethical business conduct also extends to adhering to our ethical standards when entering new projects and assignments, selecting business partners and engaging with customers.

You are expected to do your part to ensure this by carrying out appropriate risk assessments in relation to new engagements. AFRY has established due diligence procedures and tools to support employees with conducting adequate risk assessment, known as the Code of Conduct Assessment. This includes guidelines to evaluate the risks associated with the sector, country, customer and business partners in alignment with UN Global Compact and OECD guidance on due diligence for responsible business conduct.

Contacts for more information:
Compliance & Ethics: codeofconduct@afry.com
Group Sustainability: sustainability@afry.com

AFRY Management System
The AFRY Management System, consisting of our policies, directives and processes, has the purpose to support us in complying with laws, implementing our strategy, reaching our objectives, meeting customer requirements, mitigating risks, enhance opportunities and continuously improve. All employees are expected to work in accordance with the management system.

Risks are inherent to all business activities and the management of risk is essential to support the achievement of corporate objectives, protect people and business assets, improve business performance and ensure financial sustainability. By applying the principles of this Code in your day to day work you can maintain a high-risk awareness and know how to respond to risks diligently and timely.

Visit the Management System SharePoint page on the AFRY intranet for more information on how to apply the principles of this Code in your day-to-day work including steering documents, tools and links to Division and other relevant SharePoint pages on the intranet.