



# Our Way

Elos Value Guide

**ELOS** >



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# Our Vision

Elos is the preferred partner of innovative and demanding customers, offering integrated solutions to improve the customer's competitiveness.

We provide advanced expertise and an uncompromising focus on quality, creating value for our customers.





# Our Values

## Passion

We are committed, determined and dedicated. With a positive attitude, we drive our development forward and find solutions. Cooperation and solidarity are important, resulting in job satisfaction for our customers and ourselves.

## Trustworthy

At Elos, we are open and honest. We take responsibility for our actions and products and keep our promises. We apply our policies in our daily work and influence our suppliers and partners to operate in line with our way of working.

## Result-oriented

By taking initiative and wanting to win, we achieve the targets that create value for the customer. Our targets should be ambitious and achievable as well as firmly established internally and with our customers. We create the best value for all parties through cooperation and participation.

# Our Policy for Social Responsibility

## General

As an international organisation, Elos is aware of the need for and the benefits of socially responsible behaviour.

The company's performance in relation to the society where we operate and our impact on the environment is a critical part of measuring our overall performance in continuing to operate effectively.

Elos operates in a manner that meets or exceeds the ethical, legal, commercial and public expectations placed on business operations by the societies in which we operate. Social responsibility is a guiding principle for every decision made and in every area of a business.





## Human Rights

Elos shall respect the human rights of workers and treat employees with dignity and respect.

### **Child Labour**

Elos shall not recruit or employ child labour. The minimum age of workers shall be 15 years or the minimum age set by the national laws in the country of operation, whichever is higher. Young workers, i.e. those above the minimum age and below the age of 18, may not be employed for hazardous work or work alone no matter what labour laws say.

### **Freedom of Association and Collective Bargaining**

Elos shall respect the rights of employees established in local law to join or not join labour unions, seek representation and join worker organisations.

Workers shall be able to bargain collectively, and worker representatives shall not be discriminated against.

### **Freedom of Communication**

Workers shall be able to communicate openly with management regarding working conditions without fear of reprisal, intimidation or harassment.

Where the right to freedom of association and collective bargaining is restricted by law, we encourage

our partners to facilitate the development of parallel means of free association and bargaining such as worker representatives or works councils.

### **Non-Discrimination**

Elos and all of its employees shall not discriminate on the grounds of race, caste, national origin, religion, age, disability, gender, marital status, pregnancy, sexual orientation, union membership or political affiliation, or engage in any other form of discrimination.

### **Treatment of Employees**

Elos shall treat its employees with respect and dignity, and shall not subject them to any kind of cruel, inhuman or degrading punishment, physical, verbal or sexual abuse, or threat of abuse or harassment.

A motivation and employee satisfaction survey will be performed on a regular basis.

# Labour Practices

## Wages and Benefits

Elos will pay its employees a fair and market-based wage required by law or the prevailing industry standard in the country concerned, whichever is greater, and shall provide all legally mandated benefits, such as medical insurance, social insurance and pensions, in full and on time.

## Working Hours and Holiday

Elos shall not breach local regulations on working hours and shall remunerate overtime in accordance with local laws and regulations as a minimum. Employees, including those on temporary contracts, shall not be required to work more than 60 hours a week, including overtime, on a regular basis (or the maximum legal working hours if this is less than 60). If required, overtime shall generally be voluntary but in special cases it may be mandatory, in which case it must be communicated to the employee. Overtime shall be remunerated at a higher rate than the hourly rate.

Employees shall be entitled to at least two days off in every fourteen-day period and shall receive paid annual leave and holidays in accordance with local laws.

Wage deductions as a disciplinary measure shall not be permitted, nor shall any wage deductions that are not stipulated by national law be permitted without the express permission of the worker concerned. All disciplinary measures shall be recorded.

## Health & Safety

Elos shall provide its employees with a safe, healthy and hygienic workplace.

*We will:*

- Implement effective programmes and systems for ensuring the safety of workers by minimising work-related accidents and illnesses, and provide sufficient protection against exposure to chemical, biological or physical hazards in the working environment.
- Identify and assess emergency situations, implement emergency plans and response procedures in the workplace and provide sufficient fire exits, escape routes and firefighting equipment.
- Provide regular health & safety training for employees.
- Provide unlimited access to drinking water and hygienic toilet facilities in the workplace; and continuously improve safety performance by setting targets, initiating action plans and undertaking necessary improvements identified by internal or external assessments.

## Freely Chosen Employment

Elos shall not use forced or involuntary labour (e.g. forced, bonded, indentured or involuntary prison labour). Employers shall not retain workers' identity papers or hold deposits from workers.

Workers shall have a copy of the written employment contract setting out the terms and conditions of their employment.



# The Environment

Elos shall ensure that its operations minimise adverse impacts on the environment.

*Specifically, we shall:*

- Comply with all applicable environmental laws in the country of operation, and in so doing obtain and maintain the necessary registrations, permits and licences.
- Establish systems for ensuring the safe handling, movement, storage, disposal, recycling, reuse or management of raw materials, waste, air emissions and wastewater discharges. In this regard, any

waste, wastewater or emissions with the potential to adversely impact human or environmental health shall be controlled and treated prior to release into the environment.

- Avoid contamination of the local environment by preventing spills and accidental releases, and ensure that air, noise and odour pollution is within nationally defined limits.
- Continuously improve environmental performance by setting environmental targets, initiating action plans and undertaking necessary improvements identified by internal or external assessments.







# Fair Operating Practices

### Business Integrity

Elos shall act with integrity while conducting business.

Elos shall comply with all laws and regulations on bribery, corruption and prohibited business practices applicable in the specific country.

Elos shall not engage in any form of bribery, corruption, extortion or embezzlement. Elos shall not give or receive bribes to obtain undue or improper advantage.

Elos shall not offer or receive expensive gifts and extravagant entertainment to/from Elos purchasers or other counterparts in Elos in an attempt to influence business decisions.

### Safety and Rights of Clinical Trial Patients/Healthy Volunteers

Elos shall observe external guidelines and regulations originating in the Nuremberg Code, the Declaration of Helsinki, other ethical guidelines, local laws, and the principles of current GLP, GCP and GMP.

We:

- Ensure the safety, rights, integrity, confidentiality and well-being of clinical trial patients/healthy volunteers by applying proper scientific and ethical values.
- Ensure that the interests and well-being of trial patients/healthy volunteers shall always prevail over interests of science, society and commerce.
- Ensure that all trial participants enrol voluntarily in clinical trials through appropriately provided information and freely given informed consent. Patients/healthy volunteers must always be able to withdraw from trials without providing a reason.
- Ensure that special consideration is shown to vulnerable trial patients/healthy volunteers (including children, elderly, unconscious or mentally incapacitated persons).
- Ensure that staff involved in executing clinical trials are appropriately qualified.
- Maintain a quality system that ensures compliance with the above-mentioned guidelines and principles.
- Ensure that all activities involving animals are conducted in strict accordance with current legislation.



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