

# POLICIES AND GUIDELINES

## ON SUSTAINABILITY AND CORPORATE SOCIAL RESPONSIBILITY

### SUSTAINABLE DEVELOPMENT

In the COWI Group we will take into account environmental and social aspects in connection with the tasks we perform for our customers.

#### TO MEET OUR OBJECTIVES, WE WILL:

- › Further contribute to sustainable development through constant improvement of our services, through our operation and through dialogue and co-operation with the world around us.
- › Direct our employees' attention to and enhance their knowledge about environmental and social conditions in order to further the consideration for sustainable development in all of our activities.

### GROUP OCCUPATIONAL HEALTH & SAFETY POLICY

The COWI Group is committed to providing a healthy and safe working environment for all employees which also is essential to COWI's overall business performance. In COWI health and safety includes psychosocial wellbeing, safety when working on site, physical working environment in COWI offices and accident prevention.

COWI's objective is to be a healthy and accident-free workplace.

COWI recognizes that strong health and safety leadership is essential to maintaining and developing a good working environment.

#### COWI WILL:

- › Not compromise a healthy and safe working environment for economic or productivity reasons.
- › Encourage employees to openly share and discuss health and safety issues.
- › Emphasize that a healthy and safe working environment requires awareness from both management and employees.
- › Comply with all relevant health & safety legislation and codes of practice.

#### MEANS AND ACTIONS:

- › Ensure structured risk assessments within the areas where employees are exposed to hazards.
- › Encourage all employees to contact their manager if they have work-related health and safety concerns.
- › Ensure that health and safety is an integral part of management meetings, department/section meetings and other relevant forums.
- › Actively involve employee representatives in health and safety matters.
- › Provide continuous health and safety leadership training for managers and specific training for employees.
- › Monitor health and safety procedures to ensure compliance and continuous improvements of the health and safety management system.

### DIVERSITY & INCLUSION

COWI views diversity as a competitive advantage that helps us achieve the best results for our customers.

#### TO MEET OUR OBJECTIVES, WE WILL:

- › Aim to have a diverse workforce that mirrors the diversity in our business and markets.
- › Give equal opportunities to everyone, regardless of gender, age, race, religion, nationality, ethnic and social origin, disability, political and sexual orientation.
- › Ensure that our employment and recruitment practices adhere to local legislation, wherever we work in the world.
- › Continuously improve equal opportunities in our employment and recruitment practices.
- › Work towards creating a culture of tolerance and appreciation of difference.

### BUSINESS INTEGRITY

COWI wishes to maintain its impartiality and independence and contribute globally to a fair conduct of business, avoiding extraneous influence on selection, execution or compensation procedures.

#### TO MEET OUR OBJECTIVES, WE WILL:

- › Continuously train our employees in the area of business integrity.
- › Continuously develop and maintain proper tools to help and guide the employees.

### COWI HOTLINE (WHISTLEBLOWER)

COWI wishes to maintain a high standard of business ethics and encourages anyone to talk to their line manager on concerns regarding business ethics. If they feel uncomfortable doing so they can use the COWI Hotline on anti-corruption and business ethics also called Whistleblower.

#### TO MEET OUR OBJECTIVES, WE WILL:

- › Ensure that any concerns raised through the Whistleblower are investigated and appropriate action taken.
- › Allow everyone, including employees, former employees, sub-contractors, agency staff and business partners to use the Whistleblower.
- › Allow Whistleblower notifications within:
  - Violations of law, regulations and internal policies
  - Misbehaviours with regard to accounting and auditing
  - Fraud, theft and conflict of interest
  - Improper giving or receiving gifts
  - Discrimination and harassment
  - Violation of environmental protection, health and safety law.
- › Make the Whistleblower publicly available.
- › Continuously train our employees in maintaining our culture of integrity and honesty and inform them of the Whistleblower.