GOT POLICY

HR POLICY

Purpose

GOT shall be an attractive workplace with a safe, inclusive, and developmental working environment. We create results through collaboration, competence, and mutual respect.

Principles
- Equality and diversity: Equal opportunities for all; no discrimination, bullying, or harassment.
- Recruitment and onboarding: Hiring based on competence and suitability, with structured onboarding.
- Competence and development: Continuous learning, development plans, and managerial follow-up.
- Performance and rewards: Fair and competitive, equal pay for equal work.
- Work environment and HSE: Zero tolerance for hazardous conditions, with health and well-being in focus.
- Ethics and compliance: We follow laws, internal guidelines, and GDPR.
- Openness and collaboration: We share information and collaborate with respect.

HR POLICY

Roles and responsibilities

- Management: Sets direction, follows up, and ensures compliance.

- HR: Supports processes, provides guidance, and ensures quality.

- All employees: Comply with the policy, contribute to the culture, and report violations.

Whistleblowing and deviations

- Procedures for reporting concerns and deviations shall be known to all.

- Cases are handled confidentially, promptly, and without retaliation.

Follow-up

- We continuously monitor key indicators for the work environment, equality, sick leave, and development, and implement measures where improvements are needed.

- Measures are taken where we identify a need for improvement.

QUALITY POLICY

Purpose
GOT's deliveries and services shall meet customer expectations and fulfill internal and external requirements. Our goal is always to do the job right the first time.

Principles
- We understand the customer's requirements and expectations and deliver accordingly.
- We develop, implement, and comply with systems, processes, and governing documentation that ensure quality.
- We use a risk-based approach in the development and improvement of our systems and processes.
- We work systematically and fact-based for continuous improvement through concrete objectives, action plans, and performance reporting.
- We ensure that sufficient resources and the right competence are available to deliver the desired quality.
- We foster a culture where it is safe to report quality deviations; deviations are resolved, learning is shared, and improvements are implemented.
- We maintain good dialogue with internal and external customers and work actively to increase customer satisfaction.
- We take pride in delivering projects, goods, and services on time, at the agreed price, and with the agreed quality.
- We actively seek new knowledge through work, courses, digital platforms, and knowledge sharing.
- We communicate openly about challenges and results, share best practices, and build a strong quality culture.
- We follow established processes and procedures and contribute to improvement efforts to ensure that we always do the job right the first time.

HSE AND EXTERNAL ENVIRONMENT POLICY

Purpose

GOT shall carry out all activities in a way that ensures zero harm to people and material assets, and minimal negative impact on the environment. We shall maintain a safe, inclusive, and health-promoting work environment, and deliver solutions that take into account the climate and future generations.

Principles

- We prioritize health, safety, and the environment in everything we do – no task is more important than safety.
- We integrate HSE and environmental considerations into planning, design, execution, and follow-up of all activities.
- We conduct systematic HSE and environmental work, with risk assessments, concrete objectives, action plans, and regular reporting.
- We report and follow up on unwanted incidents, deviations, and observations, sharing lessons and experiences to prevent recurrence.
- We ensure the necessary resources and competence to meet internal and external requirements, and to continuously improve our HSE and environmental performance.

HSE AND EXTERNAL ENVIRONMENT POLICY

Principles

- We require our suppliers and partners to uphold the same HSE and environmental standards as GOT.
- We comply with laws, regulations, customer requirements, and internal guidelines before entering into contracts or starting assignments.
- We actively work to reduce emissions, waste, and energy use, and seek solutions with the lowest possible climate footprint.
- We promote reuse, recycling, and sustainable resource use throughout the value chain.
- We strive for a physical and psychosocial work environment characterized by safety, well-being, and respect – bullying and harassment are not tolerated.
- We take personal responsibility for ensuring that all colleagues return home safely each day, and for contributing to community and well-being in the workplace.
- We communicate openly about HSE and environmental challenges, and we share best practices to learn from each other and build a strong safety and environmental culture.

PROCUREMENT POLICY

Purpose

GOT shall purchase goods and services in a way that creates value for our customers and supply chain, promotes sustainable operations, and strengthens our competitiveness.

Principles

- Our procurement processes shall be based on fair competition, equal treatment, and ethical guidelines.
- Independence and impartiality shall be maintained in all supplier and bid evaluations.
- All purchases shall be made from approved suppliers and in accordance with agreements that meet our quality standards.
- Procurement shall ensure the right quality, cost, availability, and lifespan of goods and services.
- The appropriate legal, commercial, and technical expertise shall always be involved in the procurement process.
- We shall utilize economies of scale through group-wide agreements and use these loyally.
- We follow established authorization matrices and internal procurement guidelines.
- We shall always request solutions that support sustainability goals and respect ethical and social standards in the supply chain.
- We comply with applicable laws, regulations, and procurement requirements, and we report if these are not followed.
- We treat suppliers with respect, courtesy, and necessary confidentiality.
- We plan for predictable deliveries that also contribute to reducing environmental impact.

PROJECT POLICY

Purpose

GOT shall execute projects on agreed time, cost, and quality. Projects shall contribute to value creation for the customer, develop our employees, and strengthen the company's competitiveness.

Principles

- We understand the customer's needs and expectations and build projects that foster long-term relationships.
- We plan thoroughly to ensure predictable execution in line with contract requirements.
- We secure the right competence and capacity in the projects at the right time.
- We systematically follow up progress, finances, quality, and changes throughout the project.
- We work proactively with uncertainty and communicate risks and opportunities to the appropriate decision-making level.
- We practice sound contract management and comply with applicable frameworks, ethical guidelines, and HSEQ requirements.

PROJECT POLICY

Principles

- We seek sustainable solutions and emphasize continuous improvement in all projects.
- We share experiences and best practices to strengthen execution capability and quality.
- We are proactive, collaborative, and professional in our work, and we set ambitious yet realistic goals.
- We communicate openly and ensure that decision-makers have correct and relevant information.
- We build trust with customers through good dialogue, transparency, and high delivery quality.
- We create a safe and inclusive working environment where everyone is seen and respected, and we prevent unwanted incidents to avoid harm to people, assets, and the environment.

IT AND INFORMATION SECURITY POLICY

Purpose

GOT shall ensure that information and IT systems support efficient operations, innovation, and effective communication. Information and data shall be processed, stored, and shared in a cost-efficient and secure manner, creating value for customers, employees, and owners.

Principles

- Our IT and information systems shall always comply with applicable data protection legislation and relevant laws and regulations.
- IT investments shall be based on cost/benefit assessments and approved by the Group's IT manager.
- We aim to use standard solutions where appropriate, rather than custom development.
- Only approved devices and licensed software shall be used.
- Access to systems shall be based on need and require unique users with strong passwords.
- Risks to our IT/IS systems shall be assessed regularly, with documented measures to reduce vulnerabilities.
- Users shall receive the necessary training and support in the use of systems and security requirements.
- We protect our systems against unauthorized access through solid routines, practices, and contingency exercises.
- We continuously evaluate new technologies, threats, and opportunities in the digital domain.
- We require our partners to comply with GOT's security standards.
- We ensure the quality of the information in our systems and actively use it to make sound decisions.
- We pursue continuous improvement in IT and information security work to create practical and user-friendly solutions.

PROPOSAL POLICY

Purpose

GOT shall prepare and deliver proposals that build long-term, value-creating relationships with our customers and ensure that the company's objectives are achieved. Our proposals shall be competitive, realistic, and reflect both the customer's needs and our commitments.

Principles

- Our proposals shall be aligned with GOT's strategy and within the market areas we have chosen to operate in.
- We shall understand the customer's needs and expectations and ensure that our proposals reflect these.
- We deliver proposals that enable predictable execution in line with contract requirements.
- We make uncertainties and risks visible and communicate these to the appropriate decision-making level and to those responsible for delivering the project.
- The right competence shall be involved in the proposal process to ensure quality and realism.

PROPOSAL POLICY

Principles
- The use of resources in proposal work shall be proportionate to the likelihood of success.
- We use governing documentation and tools that ensure quality in the proposal process.
- We do not submit proposals if we cannot deliver in accordance with our ethical guidelines, HSE requirements, and other policies.
- We use our knowledge to create value beyond the lowest price and demonstrate how we contribute to the customer's goals.
- We continuously improve our proposal process through systematic learning from both proposal work and project deliveries.
- We ensure openness and transparency, and provide decision-makers with correct and relevant information.
- We safeguard confidentiality and information security to protect both our own and the customer's trade secrets.

SECURITY POLICY

Purpose

GOT shall protect people, information, equipment, assets, and reputation against unwanted intentional actions and incidents. Our goal is to maintain a robust security culture that prevents risk, creates a sense of safety for employees and customers, and safeguards our social responsibility.

Principles

- We identify and assess risks to people, information systems, equipment, and assets, and set the appropriate security levels.
- Our security measures shall be simple, effective, and proportionate to the level of risk.
- Security work is an integrated part of corporate governance and is followed up through clear routines, roles, and responsibilities.
- We promote an open and trusting work environment to prevent insider threats.
- All employees shall have the necessary and up-to-date competence in preventive security work.
- We assess and follow up on the security of our partners, suppliers, and contracted resources.
- We conduct regular exercises and preparedness measures to handle unwanted incidents.
- We investigate and evaluate all serious security incidents to enable learning and continuous improvement.
- We protect information systems and personal data against unauthorized access.
- We control access to our premises and ensure that everyone follows applicable routines.
- We carry out necessary background checks on key personnel during recruitment.
- We always report suspicious observations and share lessons learned from incidents to strengthen the security culture.