

# Communication on Progress (COP)

We support public accountability and transparency, and therefore commit to report our efforts and our progress.

**The Atea Group**

---

[www.atea.com](http://www.atea.com)

---

### Contents

Introduction	1
Letter of Commitment	3
Human Rights	4
Labour	6
Environment	8
Anti-corruption	10
About Atea	11

*Atea is an active member of the UN Global Compact since 2010*

## Introduction

---

In 2010 Claus Haugesen, CEO, Atea ASA signed the letter of commitment to support the ten principles of the Global Compact with respect to human rights, labour, environment and anti-corruption. With this communication, we express our intent to advance those principles within our sphere of influence. We have since the year 2010 begun the process to make the ten principles of Global Compact part of our strategy, culture and day-to-day operations, and support the Millennium Development Goals of the United Nations.

Atea has a particular focus on the environment and ensuring that the company's operations should have as little environmental impact as possible, and is focused on being a good front runner by offering solutions that the company itself has adopted and which provides added value in relation to corporate social responsibility, as well.

The annual report contains a separate statement concerning the company's guidelines and measures related to corporate social responsibility

## **Objective and measures**

Atea's objective is to maintain the solid work and the results achieved in relation to environmental work, by the company itself and in collaboration with its customers. The existing solutions are continuously being improved and offered to customers as part of the portfolio. CDP reports and footprint reports are to be followed up on, and internal projects, including One Infrastructure, completed. One challenge which Atea has to face is the fact that the company does not produce any products itself, and the company is, therefore, to some degree dependent on its suppliers, in their own interest, living up to the code of ethics.

Atea's objective, therefore, is to constantly ensure that suppliers have their own guidelines and that these are followed. The largest international suppliers are at the forefront of efforts to ensure sound ethical guidelines within their ranks.

One important focus point for Atea is to ensure that smaller suppliers follow international regulations and that they confirm this by signing the Atea declaration. Internally, procedures will be established to have senior employees sign that they understand and perform their work in accordance with, the current code of ethics.

In 2014, therefore, work continues on implementation of revised ethical guidelines and specific measures for monitoring, among other things through written commitment from senior management internally, and by way of a supplier's declaration regarding ethical standards externally.

## Letter of Commitment

**ATEA**

Specialist in Infrastructure

H.E. Ban Ki-moon  
Secretary-General  
United Nations  
New York, NY 10017  
USA

Copenhagen, May 9, 2010

Dear Mr. Secretary-General,

I am pleased to confirm that ATEA ASA supports the ten principles of the Global Compact with respect to human rights, labour, environment and anti-corruption. With this communication, we express our intent to advance those principles within our sphere of influence. We are committed to making the Global Compact and its principles part of the strategy, culture and day-to-day operations of our company, and to engaging in collaborative projects which advance the broader development goals of the United Nations, particularly the Millennium Development Goals.

ATEA ASA will make a clear statement of this commitment to our stakeholders and the general public.

We recognize that a key requirement for participation in the Global Compact is the annual submission of a Communication on Progress (COP) that describes our company's efforts to implement the ten principles. We support public accountability and transparency, and therefore commit to report on progress within *one year* of joining the Global Compact, and *annually* thereafter according to the Global Compact COP policy.

Sincerely yours,



Mr. Claus Hougen  
President and CEO, Atea ASA

Org. No. 920 227 126 MVA

Atea ASA  
Brynsølleen 2  
PO Box 6472 Elisenial  
NO-0605 Oslo  
[www.atea.com](http://www.atea.com)

---

## Human Rights

---

### Social Commitment

Atea is engaged in measures to fight poverty and to give children an opportunity for an education and a good life. The company supports several organizations with such aims, and also carries out its own projects to collect donations.

Atea Global Services (AGS) operates from the Baltics. To help local present challenges AGS had during 2013 several activities related to supporting children and youngsters from orphanages. AGS invited children from local orphanages to show what the daily life of AGS looks like, how different the people employed there are - differences in nationalities, skills, tasks they do - and to show the children the range of possibilities and that everyone can find something suitable through education.

In Finland, Atea helped poor families by donating to the Christmas Spirit Campaign, organized by Red Cross and the Mannerheim League for Child Welfare. The money collected was used to give 70-euro food vouchers to 20,000 poor Finnish families at Christmas time.

In a more international scale Atea aided the victims of the Philippines typhoon through economical donations. During 2013, Atea continued their support of schools and education of children in Sierra Leone, Burkina Faso and Nepal. The projects were helped through Save the Children. The girls' school in Sierra Leone doubled the number of students with Atea's help during 2013 and do now have 240 students. In Nepal, more than 500 students and teachers were supported by Atea's program.

### Highlights (incl. measurements of outcome)

- We have helped with renovation works in multiple orphanages in Latvia by providing materials and their own labor to improve the living conditions of the kids (e.g. reconstruction of the balcony, painting, garden works, etc.)
- A long-term cooperation with the Finnish Red Cross has been initiated in order to generate more systematic and long-term social engagement. The goal is to engage both employees and stakeholders in volunteer work to help the underprivileged people and communities. We chose Red Cross as our partner because it is a well-known, impartial and independent worldwide organisation. The Finnish Red Cross offers companies

several possibilities to channel their efforts in volunteer work and charity.

- Donations has been made to different organisations such as the Red Cross and to the Disaster Assistance due to the typhoon in the Philippines. In November Atea donated to the Christmas Spirit Campaign in Finland, organized by Red Cross and the Mannerheim League for Child Welfare. The money collected was used to give 70-euro food vouchers to 20 000 poor Finnish families at Christmas time.
- We are a participant in Almega IT Environmental Council and where we as an independent vendor can power industry and in good direction and also inform the wider community about the issues. Questions which we operate in addition to environmental labels (with a scientific basis) also includes social issues on the basis of UN conventions on labor rights, children's rights, discrimination and others.
- We have developed a concept called "Atea Helping Hands" (AHH) within Sweden. Since 2013 we have an ongoing collaboration with Fryshuset to support clubs in Sweden who work with children and youth activities. Earlier projects were carried out by Save the Children and where we built and renovated the schools in Nepal. Over 400 students and 90 teachers have been through this project received a better and safer environment to live in.
- Our school project in Rotifunk, Sierra Leone is proceeding as planned. There are now three school buildings which together take 240 students. It's a doubling of the number of girls who are given the opportunity to attend school from April 2012

---

## Labour

---

### **Employees and working environment**

Atea is driven by vision, values and a strong corporate culture, and seeks to be the industry's power centre for customers, as well as for employees. A culture of achievement characterizes Atea, and is the backbone of every single employee. In order for employees to make optimal contributions to company achievements, they are closely involved in management and central decisions about the direction of the company. The culture is also characterized by strong customer-orientation, a high level of competence, interaction, openness and humour.

### **Recruitment and human resource development**

Common procedures and guidelines have been established for all recruitment activities of the Group, to ensure the best possible appropriate recruitment that can help in our quest towards Operational Excellence in all respects. This common Group policy is based on the company's "basic values" that says: "Atea has a fundamental belief that all people are equal and that we have fair relationship between individuals and groups. No one shall be discriminated against because of their ethnic background, religion, physical or mental disability, age, gender, or sexual orientation. All recruitment in Atea will be based on these values.

Extensive competence training is continuously conducted in all parts of the organization. Responsibility for the necessary measures lies primarily with the line management.

An introduction programme, with various initiatives to achieve the most efficient and fastest possible integration of new employees into productive interaction, has been implemented in every country. This includes, for example, necessary training in Atea's business systems, values, ethical guidelines and interaction rules or corporate culture. The same training pattern is also used for acquisitions. Employee surveys, and goal and development interviews with employees, are held regularly.

### **Gender equality and demographics**

The Group seeks to ensure a good and inclusive work community that is free of discrimination on grounds of religion, skin colour, gender, sexual orientation, age, national or ethnic origin or disability. Gender equality and diversity are core values at Atea, and the Group wishes to stimulate diversity in the organisation and to benefit from diversity professionally, culturally and commercially. The Group's goal is for groups at all levels at Atea to represent different

experience, ages, genders and other backgrounds. The Group works systematically to recruit women at all levels and to ensure that they remain with Atea. The Group promotes gender equality and prevents discrimination as prescribed in the object of the Anti-Discrimination Act. By the employment of people with special needs, physical environment needed for execution of the work is adapted.

### **Highlights (incl. measurements of outcome)**

- For operations as a whole, registered absence due to illness was 2.1 per cent, down from 2.5 per cent in 2012. Absence due to illness is considered low compared with other companies. The Board of Directors' Report contains a detailed statement related to absence due to illness.
- The risk of acute injury from the operations is very low. In 2013 there were no occupational injuries resulting in absence. Good fire prevention work has been carried out both organizationally and structurally, and the Group's businesses have worked systematically to strengthen health, safety and the environment by means of HSE tools and with the systematic follow-up of absence due to illness.
- According to labor law is freedom of association for employees. Atea complies with these laws. The Atea Group also has collective bargaining with each of the different major unions in the workplace.
- During the year, regular meetings and forums has been carried out between the unions and the employees. These forums handles both organizational issues and individual cases.
- Child labor and forced labor is regulated by law. Atea complies to these laws
- Transparent recruitment process where all jobs and requirements are public. All employees may apply and a general test is performed by all applicants.

---

## Environment

---

### Carbon Footprint

The environment is a particular area of focus for Atea within the UNGC. Every year, Atea follows its CO<sub>2</sub> emissions closely through the Carbon Footprint Report, which covers the most important areas regarding the measurement of CO<sub>2</sub> emissions.

### Carbon Disclosure-project

Atea participates in the Carbon Disclosure Project (CDP). The Carbon Disclosure Project is a collaborative initiative in which 767 institutional investors representing USD 92 billion dollars have joined forces to influence companies to report on their climate impact. The data that is collected by the CDP is used by participants in the financial markets to provide investors with environmental information on potential investment candidates.

### Government cooperation

Atea in Sweden has since late 2012 been working with SEMCo (the Swedish government's expert body on environmental and other sustainable procurement) to provide support to the public, business and third sector regarding "SEMCo's product-specific criteria for sustainable procurements". In addition, Atea presented its environmental efforts at the Stockholm Climate Conference (Klimatpakten) in purpose to give the audience tips on how they can improve their own environmental performance.

### golTloop - helping customers to save the environment

Atea offers a unique recycle solution called golTloop. The solution helps customers recycle used IT equipment that still may be useful and valuable to others. The solution gives customers the chance to define security level and refurbish level of the equipment and Atea handles all practical steps in an ISO certified process. In 2013, Atea helped with looping nearly 300,000 units, of which 99.7 % of the material were refurbished or reused.

---

### Highlights (incl. measurements of outcome)

- In 2013 Atea improved its score with the CDP. Atea's score, which is a result of process management and openness around climate information reporting, improved from 86 to 89 with an average of 66 in the sector Atea operates. This is well in line with Atea's ambitions about being a front runner in this area and proves that Atea's processes are well anchored.
- The Atea Group has reduced the CO<sub>2</sub>-emissions with 18 % since 2007.
- During 2013, Atea helped with "looping" nearly 300,000 units, of which 99.7 % of the material were refurbished or reused.
- Every day we help our customers to switch to more environmentally and energy efficient solutions technically, but also in terms of environmental concepts that we have developed and offer our customers
- A web-based training on environmental issues in general and the company's environmental footprint has been published on our intranet for all employees
- Climate Network CERO's annual environmental award for "Best Business" went to Atea Sweden (2013)

---

## Anti-corruption

---

### Ethical Guidelines

The business operations of the Group depend on trust and a good reputation. The Group's complex operations with many employees and a number of relationships to customers in the private and public sectors, suppliers, the press and the securities market, requires a great deal of honesty and integrity from those who act on behalf of Atea. It is expected that all Group employees safeguard and promote the reputation of the Group by acting in accordance with the ethical guidelines and responsibly in relation to colleagues, business associates and society at large.

The aim of the ethical guidelines for the Atea Group is to ensure that persons who act on behalf of the Group perform their activities in an ethically responsible manner, and in accordance with the standards and guidelines that may apply at any given time, hereunder guidelines for environment, human rights, labour rights and anti-corruption. The ethical guidelines are implemented in all Atea's operating countries and it is the responsibility of each country's Managing Director to ensure that all employees are familiar with the guidelines.

In 2013, therefore, the company has launched an effort to revise and clarify its own guidelines for ethical trade, and implement, among other things, a declaration that will be part of agreements with different suppliers. Furthermore, procedures are established under which senior Atea employees must sign a declaration stating that they understand the code of ethics and perform their work in accordance with this code. This will ensure that Atea's, and not least the international requirements in relation to the environment, human rights, labour and anti-corruption, are complied with by both the company itself and its suppliers..

### Highlights (incl. measurements of outcome)

- Atea's ethical regulations is available to all employees on the intranet. The regulations strictly prohibits corruption in all its forms.
- Corruption is regulated by law. Atea complies with these laws.
- During 2013 no cases of corruption were reported throughout the Group under the Anti-Corruption Guidelines or the Whistleblowing Procedure.

## About Atea

Atea is the leading Nordic and Baltic supplier of IT infrastructure, has 6,499 employees and is present in 84 cities in Norway, Sweden, Denmark, Finland, Lithuania, Latvia and Estonia. Atea delivers IT products from leading vendors and assist its customers with specialist competencies within IT infrastructure services. Atea is listed on Oslo Stock Exchange, under the ticker ATEA.



# Corporate Social Responsibility

Atea places great emphasis on corporate social responsibility both in attitudes and in actions. The company is a member of the UN Global Compact (UNGC) and observes the Global Compact's 10 principles on human rights, labour, the environment and anti-corruption in its operations. Atea has a particular focus on the environment and ensuring that the company's operations should have as little environmental impact as possible, and is focused on being a good front runner by offering solutions that the company itself has adopted and which provides added value in relation to corporate social responsibility, as well.