

# 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	2
Human Rights	3
Labour	4
Environment	6
Anti-corruption	8
About Atea	9

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

## **Introduction**

---

In 2010 Claus Haugesen, former CEO of 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 are since 2010 in 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 focus on the environment and ensuring that the company's operations should have as little environmental impact as possible. Atea also places emphasis on corporate social responsibility (CSR) both in attitudes and in actions internal/external. Issues due to CSR is seen in different activities according to continually refine employees well-being, health and power as well as in analyzing our supply chains and supporting specific projects in developing countries worldwide.

Atea has launched an effort to formalize its guidelines for vendors and implement a declaration that will be part of vendor agreements. 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 help ensure that Atea's Corporate Social Responsibility requirements are met by the company and its suppliers.

### **Objective and measures**

Atea's objective is to maintain the solid work and the results achieved in relation to environmental and CSR 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 Carbon 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 efforts to ensure ethical guidelines within their ranks.

## 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  
Brynsolleen 2  
PO Box 6472 Eimersdal  
NO-0605 Oslo  
[www.atea.com](http://www.atea.com)

## Human Rights

---

### Social Commitment

For Atea, it is especially important to ensure that the code of ethics is followed consistently in the supply chain. There have been different practices in the countries in terms of how suppliers are followed up in this area.

The aim of the ethical guidelines for Atea 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 corporate standards that may apply at any given time, including 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.

### Highlights (incl. measurements of outcome)

- Atea Global Services (AGS) operates from the Baltics. To help local present challenges AGS had during 2014 several activities related to supporting children and youngsters from orphanages.
- In Finland, Atea continued its cooperation with Red Cross and continued to help poor families by donating money to the Christmas Spirit Campaign.
- In Sweden, Atea has chosen to, in partnership with Hand in Hand, becoming a so-called village donator in India in the aim to fight poverty with grassroots entrepreneurship – for example educate women so they can start their own businesses and thereby contribute to the family's livelihood and better living conditions.
- On a more international scale, Atea continued its support of schools in Sierra Leone, Burkina Faso and Nepal. The projects were managed by Save the Children. In Sierra Leone, Atea has helped to fund the construction of boarding facilities next to a school, as many of the children have a long and dangerous way to school. The building will be approximately 1,000 sqm and is expected to be ready in March 2015. Atea also provided the school with food and medical equipment in connection with the Ebola outbreak during 2014.

## **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 2014 Atea established the vision "Atea the place to be". The intent, to build Atea with as few rules as possible, adhering to a structure while letting culture thrive. The culture is characterized by creative and empowered employees in an innovative and all over confidence environment.

### **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 systematic 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)**

- The risk of acute injury from the operations is very low. In 2014 there were no occupational injuries resulting in absence.
- 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

---

The environment is a particular area of focus for Atea within the UNGC.

### Carbon Footprint

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.

### 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.

### Highlights (incl. measurements of outcome)

- In 2014 Atea improved its performance score in the CDP report, reflecting positive climate action implemented by the company. Atea's score, which is a result of process management and openness around climate information reporting, improved from 89C to 88B with an average disclosure score of 80 and performance band C for all Nordic companies. This result demonstrates that Atea has solid processes in this area.
- The Atea Group has reduced the CO<sub>2</sub>-emissions with 21 % since 2007.
- During 2014, 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.
- One of the most efficient ways to minimize environmental impact is to implement video meetings as an alternative to travel. Atea has offered video collaboration solutions for years and uses the solutions in all of its offices across 90 cities.
- A web-based training on environmental issues in general and the company's environmental footprint has been published on our intranet for all employees.
- Atea in Norway has implemented electric vehicles during 2013 and 2014. In total 19 electrical cars have been made available for this purpose during 2014. Atea employees in Norway used these cars to drive a total of 101,000 km, comprising total fuel savings of 7,500 litres.
- Atea Sweden is continually participant in Almega IT Sustainability Council (then Almega IT Environmental Council), which operates questions in addition to environmental labels (with a scientific basis) as well as social issues on the basis of UN conventions on labor rights, children's rights, discrimination and others.
- Atea Sweden was recognized by Swedish Competition Authority and was awarded to the prize known as Excellent Sustainable Supplier in March 2015.

## **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.

### **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 2014 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 6,504 employees and is present in 90 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 on minimizing any negative environmental impact from the operations of Atea and its customers.