



GLOBAL COMPACT

Amesto

2017

Milton Friedman stated in 1970, the business of business is business. Is that a relevant statement in today's business? At Amesto we believe this is not the case anymore.

In today's business landscape, an increasing amount of companies see it as part of their mission, not only to think profit maximizing, but to look at the greater picture and get involved in the challenges of today's society both locally and globally.

We have come to understand that to be successful at doing good in the world, it is important to transfer the connotation of corporate social responsibility into corporate social value. CSV as a value add to the business. Doing good can be profitable and can also lead to new and innovative ways of working with a company's core business. In order to get involved, and get people in the company involved, we need to put corporate social value at the core of business. In this way, it will not be something that can be prioritized away, but will naturally become part of day to day business.

We are working with The Global Sustainable Development Goals through several different projects throughout our organizations, and we remain dedicated to delivering on them.

We continue to be a proud member of The UN Global Compact and work to support the 10 principles and Sustainable Development Goals.



Arild Spandow

CEO Amesto Group

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CONTENT

LETTER OF COMMITMENT	1
BRIEF DESCRIPTION OF NATURE OF BUSINESS	3
OUR MAIN SERVICES	4
THE VALUES OF SIMPLIFYING	5
WHAT DO WE DO IN AMESTO?	FEIL! BOKMERKE ER IKKE DEFINERT.
THE VALUE OF SIMPLIFYING SHARED VALUE PARTNERSHIP	7
THE VALUE OF SIMPLIFYING DIVERSITY	8
SIMPLIFYING THE VALUE OF THE ENVIRONMENT	9
GLOBAL COMPACT	10
HUMAN RIGHTS	10
LABOUR	11
ANTI-CORRUPTION	12

Brief description of nature of business

We established Amesto in 2002. We are a Global group with approximately 650 employees. The Group expects a turnover of around \$136 million in 2017. Amesto has offices in the Scandinavian countries Norway, Denmark, Sweden and we have a small office in New York and in London.

We started our global business in 2012. The advantage of Amesto's Global Network is that we are experts in efficiently establishing and supporting corporate operational, holding and finance entities anywhere in the world. Amesto Global offers a single point of contact – whether you are considering expanding your business into new international markets or need help with existing international operations.

Amesto is part of Spabogruppen, a Norwegian owned family business, with over 40 companies. The Spandow family owns Spabogruppen. In 2017, Spabogruppen had a turnover of approximately \$157 million and the plan is a continued strong development through minor acquisitions and organic growth. Amesto is 100% committed to growth and strengthening not only of the Norwegian economy, but also in the global economy.

Our Main Services



Amesto AccountHouse - Outsourcing of accounting and payroll

We have accounting services that match all types of companies and company sizes. Amesto AccountHouse also give access to expert advice within HR and payroll services. We combine expertise in accounting and payroll with financial specialists and we also supply specialists within company investments. Our teams know the industry requirements and challenges and can offer effective and flexible solutions. We provide web-based solutions that ensure detailed insight, current accounts and give complete control. AccountHouse is also a provider of Nordic Payroll. This division consists of specialists with senior expertise in payroll services in Norway, Sweden, Denmark and Finland. As a customer, you get a dedicated team who monitor across borders with only one Payroll Manager to relate to.



Amesto Top Temp - Recruitment and consultancy rental

Top Temp is a company within the Amesto Group. We are one of the largest recruitment and staffing companies in Norway. We have found thousands of employees and managers for our customers in both the private and public sector. All of our consultants have extensive experience in the staffing industry and we have the DNV certification for recruitment personnel. Top Temp is an IT and knowledge-driven organization, where our employees' professional expertise and experience enable us to give expert advice. We take pride in being a preferred dialog partner.



Amesto Solutions - Software and solutions

Amesto Solutions is a supplier of CRM, ERP, BI, Integrations and HRM solutions.. We are Scandinavia's largest provider of financial systems from Visma Software. The business systems include a wide functionality within accounting and ledger, scanning of documents, remittance, bank reconciliation and reporting. The logistics systems we sell suit different business sizes, ranging from small to large businesses, and the practical areas they provide are within: tracking, lifecycle and service management, rental, alternative management and production. The strengths are the variations of standard functionality and the close interaction with the systems for financials, CRM, payroll, electronic document management and online stores.



Amesto Translations og Tolk - Translation and interpreting services

Amesto is an internationally recognized provider of multilingual translations and interpretation services with the ability to translate in over 200 languages. We are a full-service multilingual translation service provider, certified in accordance with International Standards: ISO 9001:2008 and EN 15038:2006. Amesto has a proven track record of handling translation projects of all sizes and is a one-stop solution for any organisation seeking superior and specialised translations at highly competitive rates. Amesto undertake all types of interpreting assignments. We have vast experience of interpreting for the police and prosecution service, the courts, municipal and county councils and industry, to name a few.



Amesto Global – Global expansion made easy

Using the services supplied by Amesto to expand globally reduce risks and costs associated with global operations. Amesto Global delivers efficient establishment and support corporate operational, holding and finance entities anywhere required in the world. Our Global Services includes Accounting, Payroll and HR, Recruitment and Consultancy, Legal Secretarial Services, Translation Services and Business Software Solutions. As a firm with a global reach, professionals can ensure that companies remain compliant across multiple jurisdictions.



The Values of simplifying

Working as a responsible business means good business for Amesto. We always attempt to find good methods to contribute to society, whether it is through facilitating for our intrapreneurs, cooperation with social entrepreneurs, internships for people who need it, strategic pro bono projects and trying our best to work environmental friendly. The aim is for social responsibility to be a natural part of the workday at Amesto. The Values of Simplifying shall have a strong standing in the companies underneath the Amesto brand. Simplifying business is our mission, but we must also seek to simplify in everything we do, whether it being the way to take environmental responsibility or the way of working sustainably. Every day there are at least 150,000 people using any of Amestos' services. We have over 1,000 employees in Scandinavia and many 100 suppliers. Amesto wants to, and has the opportunity to be a long- term partner for a sustainable society.

What do we do in Amesto?

In Amesto, we focus on three areas of sustainability:

- The Value of Simplifying diversity
- The Value of Simplifying shared value partnership
- The Value of Simplifying the environment

The values of simplifying are the outcome of collecting and gathering the social projects that exist in the companies that are part of the Amesto family. The values add a framework to the work we do on Corporate Social Value. Amestos' vision; Life is short, work somewhere awesome. Amesto is the sum of the people who work here. Those who glow for their job, are engaged and help to create a good workplace.

Those who are always looking to make things easier. Leaders who are predictable, wise and enthusiastic. Leaders who look, listen, challenge and respect their employees.

Together we create awesome!

We look upon our purpose as that of delivering sustainable and responsible solutions for our customers so that they achieve their goals. We simplify their everyday life by asking the right questions and through sharing our expertise. obtain this, our values add an effect to our goal of reaching awesomeness.

Through giving people a chance to learning through practice, through helping Medicine sans Frontières become a more effective NGO, through helping our employees think environmental friendly during their workday. It is easier to communicate and measure the effects that these values add to the company, by getting the employees engaged in them. We have created the values to acquire the employees to appreciate that our work with corporate social value, not only is a responsibility, but a value, not only for society, but for the business. By working in a sustainable way, both economically and socioeconomically, we are building a corporation that can withstand time, and not become a dinosaur. Amesto will be a company that evolves following the times we are living in, focusing on the requirements created by customers and employees.





LIFE IS SHORT, WORK SOMEWHERE AWESOME

Amesto is the sum of people who work here. The ones who spark for the job they do. The ones who are committed and contribute to creating a great workplace. Those who are always looking to simplify in everything they do. Leaders who are predictable, wise and enthusiastic. Leaders who look, listen, challenge and respect their employees. Together we create awesome!

The value of simplifying shared value partnership

We are into the 2. year of our strategic collaboration with Médecins sans Frontières (MSF). Amesto's ambition is to develop MSF Nordic as a showcase for best practice of how effective an NGO can be administered, focusing on good and effective business solutions. We see the value of this partnership in a Nordic context, engaging the offices in both organisations in Oslo, Copenhagen and Stockholm around MSFs work and making it meaningful and relevant for both parties involved.

Médecins sans Frontières has identified that the three Nordic sections wish to work closer and harmonize their finance systems.

Together with Visma, we have ventured to add value through pro-bono partnership for MSF.

Amesto started working hands-on with implementation of streamlining the administration of MSF in 2016, having spent most of 2015 identifying the project. Throughout 2017 we have continued our implementation fase, and reports from MSF have started coming back, containing positive feedback. The implementation of Visma Salary with Visma.Net Expençe for travel and expense has made a huge impact on the organisation. The staff and referrers report on improved timesaving value, less mistakes being made and this again gives the finance team less work when it comes to controlling and correction work. In 2017 referrers also reported on setting a record high on the number of registered donors, reporting that one of the factors being the ease of the backoffice work. The solution has been effective and MSF are ensuring that the processes are of great add value in camparison with previous routines.

2017 was also the year where Médecins Sans Frontières and Amesto Translations started their cooperation fully, and all departments of the MSF have taken advantage of the translation services offered. Through the Amesto Secure MT tool, MSF has easy axcess to translate texts and articles. Translators from Amesto have also helped Médecins Sans Frontières with major projects, such as translation of new websites, articles about our work and subtitling of films made for getting doners and other different types of communication.

MSF is growing as an organization, and the office's activities are increasing. This would usually implicate that the administration of the MSF would increase accordingly. However, through Amesto's pro bono assistance we have grown without having to increase the number of manpower in administration. This leads to huge savings for MSF, and we believe that the cooperation in 2018 will continue increasing these savings.

Amesto Denmark continues with their major project, upgrading their Visma Business Platform. Further plans are in regard to the streamlining of internal ERP processes based on the new version of Visma in order to make way for One Stop Reporting implementation in 2018. This will help us immensely as we will have the possibility to present results from different data sources in one reporting system, and at the same time facilitate the way we consolidate the monthly reports.

The effect measured:

In 2017 we get reports from MSF that they have started seeing the effects of the work that is being laid down through Amesto. Processes that before were very timeconsuming, have now become streamlined, and less timeconsuming, making the workday for the employees in the administration of MSF much more efficient. In addition, MSF continues growing, but without the need of exponentially growing their costbase.



The Value of Simplifying Diversity

We are continuously working on creating diversity in our organisations, as we believe that equal people create good things, but diversified people create awesomeness. Amesto is diversified. We are 4 different businesses units, which attract people with different interests, varied backgrounds, diverse religions and beliefs, from different agegroups. We have through the year continued to have a greater focus on increasing our femal leader corp. In 2017, 10 out of 23 superiors are female, in Amestos main businesses. This equals 43 percent. Our goal is to have continous focus on femal leadership.

At a strategic level, we decided to change our Holding company boards. We placed each of the CEO's of our companies as an observations boardmember in a board of one of the other companies in the Group, in order to get different perspectives, and also for each of the CEO's to get an understanding of other business in Amesto Group.

At an operational level, when looking at how we work in each of the businesses, we give each company the tools and supply easy access to partners in order to make sustainable decisions when hiering. Top Temp, an Amesto company, which industry is recruitment, uses different partners in order to assist people into jobs.

We cooperate with several rehabilitation enterprises, such as Fretex, Joblearn and directly with NAV (the Norwegian state), in order to help their candidates into ordinary jobs. Fretex and MSF have also used assessment skills and methods from TopTemp for their candidates in order to get valuable information about what is going to succeed in given directions and they have also assisted in adresssing interviewing skills.



Simplifying the Value of the Environment

As member of the Ecolighthouse foundation, Amesto supports climate action on a national level. We look to reduce our own footprint and we try to make an impact on all the employees that work for an Amesto office. Eco-Lighthouse is Norway's most widely used certification scheme for enterprises seeking to document their environmental efforts and demonstrate social responsibility. In 2017 the Eco-Lighthouse foundation acquired work towards satisfying requirements and implementing environmental measures on a systematic and ongoing basis in order to create more environmentally friendly operations and safer work environments.

Through the Eco-Lighthouse Foundation Amesto has prepared industry-specific requirements. Enterprises are certified subject to independent assessment and must undergo a recertification process every three years. We are also required to submit annual environmental reports. The Eco-Lighthouse certification scheme has been approved by the Norwegian public procurement authorities. We are also, through member organisations trying to put pressure through procurement and prioritizing environmental rental spaces where ever and when ever we can.

Most of our offices in Norway have now been certified Ecolighthouse, and in Sweden, we are working with the environment through ISO. During 2017 Eco-lighthouse managed to become a national environmental certified organization recognized by the EU. The certificate can be included as an approved contract and qualification requirement as an environmental management system when Norwegian businesses are on offer in Europe, without having to go for other, more complicated systems.

The main office in Norway underwent a resertification in 2016, and was again certified for three new years. In 2017 we also established Amesto as the main office for the whole group, including Top Temp. This makes it easier to coordinate our efforts.



Representing Amestos CO2 footprint



Global Compact

Amesto is committed to deliver to the UN's Global Compact. We do our best to deliver on all the ten principles related to human rights, labor standards, environmental awareness and anti-corruption. Through this affiliation, we have committed to doing our best to conduct sustainable business through keeping with these ten principles. We try to promote Global Compact and our other corporate responsibilities through our sales channels, through our corporate procurement, and through any digital channels we use. We take notice that in sales processes potential future client companies increasingly are asking for documentation on our Corporate Social Value profile.

In regard to the UN Sustainable Development Goals we see that some of them have a clear relevance to our core business and the social corporate value programs we have. Through our strategic collaboration with Medicin  Sans Fronti rs we work in relation to goal nr. 3: Good health and well-being. In, as mentioned above, increasing efficiency in the administrative processes, MSF can focus on growth without increasing expenditure, hence, more of their collected money go to what is their purpose, saving lives.

Through our commitment to Eco-lighthouse we are tapping onto goal nr. 13.2; climate action, where we have integrated environmental measures into our business, in order to reduce our own footprint.

In thinking sustainable business growth, goal nr. 5 of gender inequality is at a high level of our agenda, and through our vision of creating an awesome place to work, we always look at how our employees measure us as a company. As a family owned company, we drive a business that is very value based, and we seek to ask questions and improve ourselves as a business all the time. This makes goal nr. 9 an essential for us, as does goal nr. 10.

HUMAN RIGHTS

It is necessary for Amesto to win the confidence of the world around us and develop a good reputation among our employees, shareholders, customers, suppliers, partners, banking and insurance connections and the public authorities. Competitors as well as the company's own employees must have confidence in

the Groups professionalism and integrity at all times. This demands that the Group behave with caution, honesty and objectivity.

We focus on value-based organizational philosophy and try to create a strong winning culture. We need not necessarily be the largest, but we want to be the best within our business areas. Our values and norms must saturate everything we are as a company. What we stand for, how we do things and how we communicate.

We focus on what is important, and we place great emphasis on ensuring that our employees are with us. Our daily great challenge is that our values are not just going to be nice words, but that we recognize them in everyday business.

Our guidelines are rather general in a multifarious group such as Amesto. Nevertheless, we have tried to be as specific as possible, but without expecting the guidelines to give specific answers to every conceivable question.

In the Nordic countries, the laws are rigid enough that human rights violations do not become an issue. Through the audit that is undertaken each year, we make sure that business is conducted in a good and proper way. We have also created a code of conduct for our partners and suppliers, where we outline the business conduct we expect our suppliers and partners to act on.

LABOUR

The overall objectives of the HSE work in Amesto Group AS is to meet our vision of “Life is short, work somewhere awesome”. In addition we work to prevent that our operations do not cause accidents, damage or loss off;

- Employees or others' lives and health
- The external environment
- Knowledge and information

We aim to achieve our intentions through:

- Qualified staff who inhabit continuous training
- Implementation of internal control
- Management and employee involvement at all levels
- Through good cooperation in the work environmental group
- Monitoring of absence because of sickness and occupational injury statistics
- Preventive measures through sporting activities, social events and a good work environment

The group's employees have acceptable HSE, pay and working conditions.

There are no forms of forced labor in our activities (incl. making sure that employment contracts are legal and that employees are not required to make any kind of financial deposit).

There is no discrimination against or discriminatory treatment of employees.

The group does not, directly or indirectly contribute to the violation of human rights.

In addition, we monitor and evaluate performance through our yearly employee survey and individual appraisal. This to ensure that everyone gets the possibility to speak their mind, and that the right measures are set to each and everyone individually. The satisfaction of the employees, in all the countries in which we have offices, is increasingly positive.

The work environment is of great importance. We see that in creating a positive work environment, we achieve the goals we are set out to make.

It is Amesto Groups philosophy that a good, active and creative environment is essential for success and for good results today and in the future.

We evaluate the abovementioned factors and document them prior to entering into any commercial investment. In addition, Amesto, through the Eco-lighthouse program, attempt to ensure that our suppliers and partners meet equivalent standards as we are devoted to. These factors are regularly being revised

Amesto administers revision of the complete HSE system. The management of the individual companies is responsible for following up. We conduct our yearly safety inspection cross all offices, where each employee speak their mind about what they find satisfactory, and what they find unsatisfying.

- All managers and managing directors undertake HSE training courses to keep track of new laws and legislations that continuously are being implemented.
- Amesto is continually thriving to address the issues of diversity when it comes to ethnicity, educational background, age and gender and believe that a good blend of all factors bring us closer to an innovating team.

ANTI-CORRUPTION

Corruption includes bribery and improper influence peddling. Corruption undermines legal business activity, distorts competition, destroys the business's reputation and exposes companies and individuals to risk. Bribery occurs when an attempt is made to influence someone in the execution of his/her duties by giving them an illegal personal benefit.

Improper influence peddling occurs when an illegal benefit is given to someone in order to influence the execution of a third-party's duties. This kind of illegal benefit may take many forms; e.g. cash, objects, credit, discounts, travel, accommodations or services.

Amesto is against all forms of corruption and will work actively to ensure that this does not occur in the Group's business activities. However, should it occur, we do have measures to implement.

The prohibition against bribery and improper influence peddling applies to both the party who gives or offers an illegal benefit and the party who solicits, receives or accepts this kind of benefit. It is sufficient that an inquiry or offer of an illegal benefit is submitted in order for the case to be illegal. It is not a necessary condition that the illegal benefit be received by the person on whom an attempt is made to exert influence. Facilitation payments are payments aimed at expediting or securing the provision of products or services to which the company is legally entitled. Amesto opposes the use of this type of payment, even in cases where it may be legal, and will actively work to prevent such payments. If a deviation from this general rule is under consideration, the matter must be documented in writing, and the management is responsible for informing the Board of Directors about this.

We also want to point out that Amesto pays tax with honor as it gives stability for the governments to create and carry out activities that lead to generate equity in society, because there is no doubt that the national cooperation will result in economic benefits for society.

Amesto is being audited by Deloitte every year. Deloitte has thereby had a sound run through the corporate governance of Amesto.