



United Nations Global Compact

Communication on Progress

Sopra Steria Norway

2021

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Communication on Progress

Period covered by the Communication on Progress (COP)

From: 2020 01-01

To: 2020 12 -31

1 Statement of continued support by the Chief executive officer (CEO)

2021 04 01

To our stakeholders:

I am pleased to confirm that Sopra Steria Norway reaffirms its support of the ten principles of the United Nations Global Compact in the areas of human rights, labor, environment, and anti-corruption.

In this annual communication on progress, we describe our actions to continually improve the integration of the global compact and its principles into our business strategy, culture, and daily operations. We also commit ourselves to sharing this information with our stakeholders using our primary channels of communication.

Regards,

Kjell Rusti

Chief executive officer Norway

2 Introduction



At Sopra Steria, our mission is to guide our clients, partners, and employees towards bold choices by leveraging technology to build a positive future for all.

Recognizing that the Global Compact`s 10 principles expressed that very future, and we signed up to them as soon as Global Compact Norway was established in 2019. Sopra Steria Group had signed the principles in 2004.

This is Sopra Steria Norway`s first "Communication on progress" (CoP), and it addresses all 10 Global Compact principles. The report must be considered as a baseline report and most of the quantitative measures in it are for 2020 only. The environment measures also include 2019 results.

The report uses some Global Reporting Initiative (GRI) indicators of materiality to the company as a tool to measure outcome, shown in a cross-referencing table on page 17.

All the data in this report are for the period 2020-01-01 to 2020-12-31. Data used in the chapters covering human rights and working conditions have been collected from the company`s HR data systems. Emissions reporting follows a defined Group process. We use [Greenstone](#) to calculate greenhouse gas emissions from business travel data, and to collate data about energy consumption and calculate some emissions. Gathering data about energy and water consumption is a function of our Environment Management Systems, certified to ISO14001.

The Sopra Steria Group`s Sustainability Report covers other aspects of our sustainability policy.

[Link to Sopra Steria Group Sustainability Report.](#)





3 Human Rights

Principle 1

Businesses should support and respect the protection of internationally proclaimed human rights.

Principle 2

Make sure that they are not complicit in human rights abuses.

3.1 Assessment, policies and goals

Sopra Steria's goal is to ensure that the way we run our business support and promote the Universal Declaration of Human Rights and protect our environment. To support this commitment and make our position clear to all our stakeholders, our Code of Ethics clearly states that *"Sopra Steria Group implements a social policy aimed at preserving the health, safety and dignity at work of each of its employees in particular, Sopra Steria Group takes particular care to respect principles of equality, diversity and non-discrimination, both when hiring employees and throughout the career progression of its employees."*

[The Code of Ethics is published on Sopra Steria Group website.](#)

To support Human Rights throughout our value chain, our Supplier Code of Conduct states that our suppliers also must show commitment to respecting fundamental human rights and the environment. All our suppliers are required to adhere to all internationally recognized legislation, regulations and standards on human rights, fundamental freedoms and ensuring health and safety, as described in the "Universal Declaration of Human Rights" and the "International Labor Organization's Declaration".

[The Supplier Code of Conduct is published on Sopra Steria Group website.](#)



3.2 Implementation

The CEO of Sopra Steria Norway has overall responsibility for human rights in the company, and has taken the following measures to prevent human rights violations:

- The company has a feedback and reporting procedure available on intranet that gives all employees the means to report breaches of human rights and other issues such as potential deviation from internal policies, laws and regulations or a significant deviation from a contract, unacceptable behavior or anti-corruption breach. The company informs all newcomers about this procedure, which gives employees a range of options on how and to whom to report.
- All newcomers must complete mandatory training on the company's Code of Ethics.

3.3 Measurement of outcomes

99% of the 462 newcomers in 2020 completed eLearning on the company's Code of Ethics. Each spent about 15 minutes to complete the eLearning, making around 114 hours in total spent on training in human rights.

Our employees reported no incidents of discrimination through our feedback and reporting procedure in 2020.



4 Labor Principles

Principle 3:

Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining.

Principle 4:

The elimination of all forms of forced and compulsory labor.

Principle 5:

The effective abolition of child labor.

Principle 6:

The elimination of discrimination in respect of employment and occupation.

4.1 Assessment, policies and goals

The Group's Code of Ethics underlines the Group's commitment to complying with national social law and the specified labor agreements of each country where it does business.

The company's HR policy further underlines the key principle that Sopra Steria nurtures close and trusting relationships with employee representatives within the framework of bodies set up at Group level and within its constituent entities. The Norwegian HR handbook builds on this, and covers policies concerning employees' rights, compensation and other benefits and responsibilities.

The Supplier Code of Conduct also expects the supplier's commitment to adherence to all internationally recognized legislation, regulations and standards on human rights, fundamental freedoms and respecting people and ensuring health and safety, particularly the Universal Declaration of Human Rights" and the International Labor Organization's Declaration.

As a consulting company in a highly competitive market with an ongoing "war of talent", Sopra Steria needs to uphold the highest standards related to labor principles, not only to be compliant, but also to be a trusted partner for our clients and an attractive employer. Therefore, and because of our business context, principle 4, the elimination of forced and compulsory labor, and principle 5, the abolition of child labor, are not of high relevance to the company, and will not be further addressed in this document.

4.2 Implementation

The CEO and the Executive Committee are responsible for protecting labor rights in the company. The HR department and all managers of the company closely monitor this responsibility.

The company's feedback and reporting procedure (available on company intranet) gives all employees the means to report breaches of human rights and other issues, such as breaches of labor principles. No such breaches were reported in 2020.

All new joiners in the company take part in a mandatory induction program. Introduction to the company's labor policies is an integral and important part in this program. All new managers also take part in a mandatory "New as Manager" program, where the company's labor policies are an important topic. In this program managers are challenged with different dilemmas related to the practical use of these policies. No incidents of violations of labor principles were reported in 2020.

4.2.1 Freedom of association

To make sure we uphold the freedom of association and the effective recognition of the right to collective bargaining, we have regular discussions and share information with elected members of local unions.

The company has 3 labor unions present among employees. To nurture a close and trusting relationships with these unions and other employee representatives, there is a structured communication process, consisting of the following elements:

1. Work Council composed top management of the company and representatives from each of the labor unions. It meets 4 times a year and discuss topics like business status, health & safety and working conditions.
2. Specific meetings addressing the annual compensation and benefits process.

A Working Environment Committee (WEC), composed of employee representatives and top management, ensures the health and safety of all employees. The WEC meets twice a year. In addition to these mandatory meetings, the Facility Department checks and monitors the facilities each week to uncover any safety issues. There were no work-related injuries reported in 2020.

In addition to these structured communication processes, there is an "open door" policy towards labor unions and other employee representatives, and a lot of additional interactions take place during a year.

4.2.2 Elimination of discrimination

The company invests a lot of effort and care to eliminate discrimination and support diversity. To make sure we work systematically and with a scientific approach, we use the Norwegian Standard for Diversity Management issued by Standards Norway as a guideline.

An employee community has been established to support the topic of sexual orientation, referred to the LHBT+ Community. This community organizes meetings and lectures related to the topic and serves as spokes persons and role models. This community is surrounded and supported by a large group of "LHBT+ allies".

The company is composed of people with a variety of ethnic and cultural backgrounds. Our employees speak around 60 different languages. People of all colors and backgrounds are visible as role models and supported to reach the best of their abilities. We have no other data available to demonstrate the diversity related to ethnicity.



A major challenge in the IT industry in general, as in our company, is the lack of gender balance. The general gender balance in Sopra Steria Norway is 27% females, but with a large variation in different parts of the company. To make a clear stand to support gender diversity, Sopra Steria Group recently signed the [Women Empowerment Principles](#). This act commits the company to pursue this topic even stronger.

We have worked systematically to increase the gender balance for several years and have an internal Steering committee with key stakeholders and key male managers to lead and oversee the work in this field. But owing to a general shortage of women in the IT industry in general, and the lack of gender balance in IT studies at universities, it has proven difficult to change this imbalance. To help change this gender imbalance, we are engaged in a lot of initiatives, such as promoting STEM subjects to young girls and promoting the IT industry as an attractive work environment to high school students.

To be an employer of choice, we pay great attention to family-friendly working policies and professional development for all. To support women in the company we have a Women@soprasteria community, in which most of the company's women take part. To support especially young women who often are "the only ones" in their projects or departments, we organize small communities and support the members' personal development and self-esteem. The company puts a lot of care into the composition of job advertisements, to make them as attractive to both genders as possible. We actively encourage all managers to look for skilled women in their recruitment processes. Nevertheless, among the 462 people recruited to the company in 2020, only 27% (124) were women, and therefore our recruitments last year did not push the general gender balance in the desired direction. Employee turnover in the company last year was in total 12,1%, women having a slightly lower turnover than men as shown in the table below, which also shows turnover on different age levels. The slightly lower turnover rates for women are positive and important in improving the gender balance in the company, but do not have a major impact on the general gender balance.

	Total	Women	Men
Total	12,1 %	11,6 %	12,2 %
56 years or older	3,9 %	4,0 %	3,9 %
Between 46-55	11,8 %	11,0 %	12,0 %
Between 36-45	9,1 %	9,6 %	8,9 %
Between 26-35	16,6 %	14,5 %	17,6 %
Below 25	1,2 %	0,0 %	1,6 %

Sadly, as in the Norwegian society in general, there is a pay gap between men and women in the company. On average women earn 94% of the wages of men. To make all decision-makers aware of the problem, calculations making this pay gap is visible are done each year before, during and after the annual compensation process.

To keep up with the high speed of development in technology, we invest a lot in training and development of our people. On average, each employee spent 4,5 working days in training in 2020, women doing slightly less training (3,9 days) than men (4,8 days).

Parental leave is a key factor to a family-friendly policy. All employees in the company are entitled to parental leave. The company provides full salary compensation to both men and women during their parental leave. What is possible by law is one thing, but common practice is another when it comes to also men using their rights to parental leave, and we are glad to observe there is a strong culture in the company for also men taking parental leave. In total 140 people took parental leave in 2020. Of these, 55 were women, which makes 10,1 % all women in the company taking parental leave and, 85 men, 5,8% of all men in the company.

To be an employer of choice, working contracts are crucial in providing job security and a living wage. Only two people in the company are on temporary employment contracts, and 16 people are working voluntarily part-time. There are no benefits provided to full-time or fixed contract employees that are not provided to temporary or part-time employees.

4.3 Measurement of outcomes

Since 2007, the company has used the [Great Place to Work survey](#) to measure employee engagement. 4 years in a row, the company has been first among large companies. More than 90% of our employees respond to this survey each year. This survey gives us great insight and has served as an important tool to develop the company into a great place to work.

The survey consists of many questions, and some questions are directly addressing diversity issues. People are asked especially if they feel treated fairly, regardless of gender (96% positive answers), sexual orientation (98% positive answers) or ethnicity (98% positive answers).

The survey results are broken down in different demographic variables, such as age, time of service and gender. In 2020, for the first time an alternative to "man" and "woman" was added, marked "other". In general, there are little differences in the answers from the different groups.

Employees are also asked to declare voluntarily whether they regard themselves as LHBT+. 3,5 % of the responders have ticked this box. Likewise, people are asked to declare, voluntarily, whether they regard themselves as a part of an ethnic minority. 12,6 % of responders have ticked this box.

A key question in the survey, summarizing the employees' general experience of working in the company is "all in all, I think this is a great place to work". 93% of the employees give a positive answer to this question, women slightly more positive with 94% positive responses, LHBT+ persons slightly less positive with 87% positive responses, but 97% of employees regarding themselves as a part of an ethnic minority give a positive answer to this question.

The company employed 2007 people at the end of 2020, with 544 women amongst them. The tables below show a breakdown of different demographics of management and employees by gender:

Share of women	27 %
Share of women in Business Unit Management	30%
Share of women in People Management	38%
Share of women in Board of Directors	50%
Share of women Executive Committee	25%

Using the company's job family framework, the table below shows the female representation in different levels of experience. The Job family framework is composed of two components, experience (level 1 being junior positions an upwards to level 6 showing top management), and job family (job content and expertise).

Level 1	29%
Level 1a	33%
Level 2	23%
Level 3	30%
Level 4	28%
Level 5	29%
Level 6	29%

As mentioned, women in the company earn on average 94% less than men. To be able to assess equal pay for comparable work, we use the company's Job family framework. The framework has, as mentioned, two components: experience (level 1 being junior positions and upwards to level 6 showing top management); and family (job content and expertise). The table below shows the proportion of women's wages to to on each level in the main job families, covering most of our employees.

Job family	1	2	3	4	5
Product Expertise	103 %	96 %	93 %		
Solution building	97 %	97 %	100 %	90 %	
Consulting	102 %	99 %	96 %	100 %	100 %
Project Management	97 %	97 %	98 %	97 %	
Business Unit Management				88 %	103 %
Business Analysis	98 %	88 %	94 %		



5 Environmental principles

Principle 7

Businesses should support a precautionary approach to environmental challenges

Principle 8

Undertake initiatives to promote greater environmental responsibility

Principle 9

Encourage the development and diffusion of environmentally friendly technologies.

5.1 Assessment, policies and goals

Operating sustainably – and especially combating climate change - has been a priority for Sopra Steria for years. We have no Scope 1 greenhouse gas (GHG) emissions, and we minimize our Scope 2 emissions by taking all the electricity that we use in our offices from renewable sources. Our GHG emissions fall mainly under Scope 3: they are due to our supply chain, business travel and use of off-site data centers.

During 2020 Sopra Steria AS publicly communicated its target of becoming “net zero” by 2028



5.2 Implementation

Sopra Steria’s Head of Sustainability in Norway works with other departments of the company, such as procurement, facilities and risk management, to ensure that our sustainability goals are implemented in the day-to-day management of the company. We also cooperate closely with Sopra Steria Group’s sustainability team in pursuit of our group-wide sustainability targets.

We will apply the Sopra Steria Group strategy for becoming “net zero” by 2028 to the Norwegian context. Our preliminary means for reaching this target so far are:

- We will expand our effort to achieve carbon neutral operations (offices, data centers and business travel) and also include our subcontractors. This entails that we will use our purchasing power to influence, and when possible, require that our supply chain and our subcontractors to embrace environmental best practices, including setting emission reduction targets and managing their emissions.

- Focusing on sustainable IT: We will use digitalization to make our own operations more sustainable, offer digital sustainability services to our clients and assist our clients in assessing how sustainability can be incorporated into their requirements when procuring new services.
- Focusing on IT for sustainability: Sopra Steria will use the potential of new technology to develop solutions for our clients that protect our climate and the environment.

In order to offset its unavoidable carbon emissions, Sopra Steria group will invest in projects such as tree planting and, where possible, projects that remove carbon from the atmosphere.

We purchase carbon offsets for all unavoidable business travel.

In order to make sure we run our business in a way that protects the environment, we operate an Environment management system certified to ISO 14001, the international standard for such systems.

We source all the electricity that we consume in our offices from renewable sources (using Certificates of Origin as evidence). We also require all providers of data center facilities in Norway to use electricity from renewable sources, and to provide Certificates of Origin as evidence (see more detail in section 5.3.2.2).

It is Sopra Steria's objective that all offices in Norway shall comply with the [BREEAM-NOR environmental standards](#). This is not yet set out in an official policy, but it is reflected in the way we work and what we communicate to the market. We also actively engage with our landlords to meet this standard when negotiating and re-negotiating our rental agreements. This is a part of the requirement specification in our rental agreements for our Oslo offices. Our office in Trondheim is our flagship in this regard. It is an energy-positive building where sustainability has been the backbone in the construction and operation of the building. For Sopra Steria setting environmental requirements for our offices has resulted in a net positive economic outcome. The environmental requirements make our rental costs higher, but this extra cost is more than offset by lower energy costs.

We require all landlords to sign Sopra Steria's Supplier Charter.

Sopra Steria supports the circular economy. For instance, when we purchase furniture for our offices, we aim to buy second-hand when possible. In 2019 we expanded our main Oslo office with a new floor and furnished it with 70 % second-hand furniture. We buy from several providers in the circular economy market. For instance, we use the services of [Glomma Industrier](#), a furniture company that specializes in the reuse and repair of used furniture and recycles parts of broken furniture into new furniture. We also reuse as much furniture as possible. For example, we are moving our offices in Stavanger and we will take 95% of all our furniture with us from the old to the new office. If we must buy new furniture, we ensure that production is as local as possible. We are currently working on a company policy for the purchase and reuse of the furniture used in our company.

Please refer to a more detailed description of our policies in [Sopra Steria Group's CSR report, section 4](#).

5.3 Measurement of outcomes

5.3.1 Waste

5.3.1.1 Electrical and electronic waste

Sopra Steria has an extensive program to reduce electronic waste and ensure that electronics are recycled. Our numbers in this report include our operations in Denmark, as unfortunately we do not have separate figures for the two countries for 2020 and previous years. As our total head count in Norway consists of 2007 employees compared to Denmark's head count of only 63, it is our conclusion that the report nevertheless gives an accurate picture of our status on waste.

In 2020 we generated an aggregate of 477 kg of electronic waste. This was a substantial reduction from 2019, when we generated an aggregate of 1172 kg of electronic waste. In 2020, 27,17 % of this waste was re-used and 72,83 % was, whereas in 2019, 0% was re-used, 92 % was recycled, and 8% was deposited in landfill. Notably, no electronic waste was deposited in landfill in 2020.

The reason why more electronic waste was reused in 2020 compared to 2019 is that Sopra Steria changed its supplier of electronic recycling services to a company that was able to achieve a higher degree of recycling. Also the 2020 numbers were based on real data, whereas those for 2019 were modelled using 2018 data.

The positive trajectory of our 2020 numbers is highly influenced by the reduced presence in offices caused by the Covid-19 pandemic. Sopra Steria is currently analyzing why and how this caused a reduction in the numbers and how we can continue this trend once the Covid pandemic has receded.

Electrical and electronics Waste (WEEE)	2020	2019
Norway + Denmark absolute quantity (Kg)	477	1172

WEEE Destination Ratio	Re-used	Recycled	Incinerated	Sent to Landfill
Norway + Denmark 2020	27,17%	72,83%	0%	0%
Norway + Denmark 2019	0%	92%	0%	8%

5.3.1.2 Paper and cardboard

The numbers for paper and cardboard have also seen a significant improvement from 2019 to 2020. In 2020 Sopra Steria Norway produced 28 % less paper and cardboard waste than in 2019. Almost 100 % was recycled with a marginal improvement in the amount sent to a landfill. Sopra Steria also purchased 39 % less paper in 2020 than it did in 2019.

The improvement is partly due to Covid-19 restrictions and partly due to the introduction of a secure print solution that requires users to log in to the printer physically before anything is printed. Having fewer people in the offices has reduced the consumption of paper and generation of cardboard waste, and the secure print solution has reduced the amount that our employees print. Sopra Steria is currently assessing how to continue the positive trend once the Covid pandemic has receded.

Paper and Cardboard Waste	2020	2019
Norway absolute quantity (Kg)	18555	25446

Paper and Carboard Waste Destination Ratio	Re-used	Recycled	Incinerated	Sent to Landfill
Norway 2020	0%	99,98%	0%	0,02%
Norway 2019	0%	99,97%	0%	0,03%

Paper Purchase	2020	2019
Norway absolute quantity (Kg)	667	1728

5.3.1.3 Food and general waste

Sopra Steria sorts and recycles all food and other waste in its offices. We have set up recycling stations in all floors of our offices and no employee has a waste bin of his or her own. This practice leads to a higher degree of recycling as less waste is mixed.

5.3.2 Carbon emissions

Sopra Steria's carbon emission originate from energy use at its offices, our off-site servers in data centers provided by Basefarm, Atea and Digiplex and from business travel.

5.3.2.1 Business travel

Carbon emissions from air travel have seen a substantial reduction of 80,5 % from 2020 to 2019, from 1792 tCO₂e in 2020 to 350,1 tCO₂e in 2019. The reduction is a result of Covid 19, but we expect this positive trend to continue as a result of the permanent changes in the way we work in the post-Covid world. The company is currently working on a strategy for maintaining this low level of travel in the future.

5.3.2.2 Offices and off-site data centres

Carbon emissions from Sopra Steria's offices including offices and off-site data centers in 2020 were an aggregate of 384,50 tCO₂e. In 2019 the aggregate number was 370 tCO₂e. The CO₂ emissions from off-site data centers were due to server capacity provided by Sopra Steria's suppliers Basefarm, Digiplex and Atea.

Had it not been for Covid 19 we would have expected emissions to increase more in 2020, especially for our offices as we recruited 462 employees during the year and therefore would expect energy use to increase as a result. We added customer data in our off-site data centers in 2020. However, the GHG emissions increased less than expected because in 2020 we secured Certificates of Origin for the supplies of electricity to more of our off-site data centers and could count more energy used there as "green" compared to 2019.

Most of the electricity that Sopra Steria consumes in its offices is covered by Certificates of Origin. Other emissions from our offices are due to District Heating.

	2019		2020	
	Offices	off-site data centres	Offices	off-site data centres
Offices and off-site data centres	tCO ₂ e	tCO ₂ e	tCO ₂ e	tCO ₂ e
Norway	91	279	55,5	329



6 Anti-Corruption Principles

Principle 10

Businesses should work against corruption in all its forms, including extortion and bribery

6.1 Assessment, policies and goals

The Code of Conduct sets out the Sopra Steria Group's policy for preventing and fighting corruption and influence-peddling. It lists and describes the various types of behavior to be adopted by all members of staff, both internally and with our stakeholders. It also acts as a point of reference to guide our staff in their decision-making processes. The Code of Conduct prohibits all forms of corruption and influence-peddling across all Sopra Steria's activities, and complies with international conventions against corruption, as well as the anti-corruption laws in the countries in which it operates. The rules of the Code of Conduct are aimed at preventing and fighting corruption and influence-peddling.

Furthermore, Insider Trading Rules relating to secure transactions and the prevention of insider trading compliant with the EU market abuse regulation are also in place.

[Sopra Steria's Code of Conduct for The Prevention of Corruption and Insider Trading Rules are made public on Sopra Steria internett](#)

Implementation

The compliance system in Sopra Steria is founded on a common core of rules and procedures, which is put in place in all entities. This is described in detail on [Sopra Steria Group website](#). A program for preventing and fighting corruption and influence peddling is in place, consisting of the following elements:

- An undertaking by the Group's Management recalling the importance of prevention and the policy of zero tolerance where corruption is concerned.
- Horizontal governance under the authority of the Group Internal Control and Risk Management Department, which is reliant upon a network in all countries of Internal Control Managers charged with compliance and risk management in each of its entities.
- A training program mandatory for all employees comprising an eLearning module intended to raise the awareness.
- A whistleblowing system, available to all employees at group and entity level. The security, integrity and confidentiality of the whistle-blower's personal data and identity are ensured.

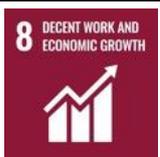
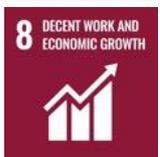
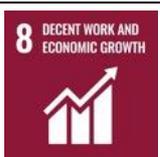
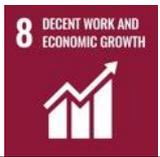
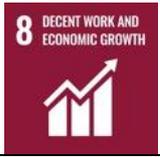
6.2 Measurement of outcome

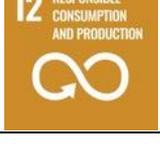
As mentioned, a whistleblowing system is in place, both at group level and at entity level, that enables all employees to report unacceptable behavior and non-compliance with Group or local laws and legislation. In addition, an external solution for reporting issues concerning non-compliance, misconduct, corruption, etc. is available to all employees in Norway. The solution is provided by a third party and enables employees to be anonymous towards Sopra Steria.

Our employees reported no incidents of non-compliance with anti-corruption rules in 2020 through our feedback and reporting procedure in 2020.

1. Mandatory training is pushed to all employees, to raise awareness of corruption and influence peddling. All newcomers receive the eLearning as a part of the mandatory onboarding program. At group level 92 % of all employees completed the training in 2020, while completion rate for Scandinavia is slightly lower, 73% (no specific figures for Norway available).
2. Groups of employees considered at risk because of their roles and responsibilities, such as sales, procurement and management, attend more in-depth classroom training to prevent corruption and influence peddling. 60 people in Scandinavia attended classroom training in 2020.

7 GRI – SDG cross reference table

Chapter and page reference	GRI disclosure number	GRI indicator text	SDG
HUMAN RIGHTS			
Chapter 3.3. Page 6	412-2	Employee training on human rights policies or procedures	
Chapter 3.3. Page 6	406-1	Incidents of discrimination and corrective actions taken	
LABOUR PRINCIPLES			
New employees Chapter 3.3. Page 6 Turnover Chapter 4.2 Page 9	401-1	New employee hires and employee turnover	
Chapter 4.2 Page 9	401-2	Benefits provided to full-time employees that are not provided to temporary or part-time employees	
Chapter 4.2 Page 9	401-3	Parental leave	
Chapter 4.2 Page 8	403-9	Work-related injuries	
Turnover Chapter 4.2 Page 9	404-1	Average hours of training per year per employee	
Chapter 4.3 Page 10	405-1	Diversity of governance bodies and employees	

Chapter 4.3 Page 10	405-2	Ratio of basic salary and remuneration of women to men	
Chapter 3.3 Page 6	406-1	Incidents of discrimination and corrective actions taken	
ENVIRONMENTAL PRINCIPLES			
Chapter 5.3.1.1 Page 13	301-2	Percentage of recycled input materials used to manufacture the organization's primary products and services.	
Chapter 5.3.1. Page 13	301-3	Percentage of reclaimed products and their packaging materials for each product category.	
Chapter 5.3.1. Page 13	302-1	Energy consumption within the organization	
Chapter 5.3.2. Page 14	302-4	Reduction of energy consumption	
Chapter 5.3.2. Page 14	305-1	Gross direct (Scope 1) GHG emissions in metric tons of CO2 equivalent.	
Chapter 5.3.2. Page 14	305-5	GHG emissions reduced as a direct result of reduction initiatives, in metric tons of CO2 equivalent.	
Chapter 5.3.1. Page 13	306-2	Waste generated Waste by type and disposal method	
ANTI-CORRUPTION PRINCIPLES			
Chapter 6.2 Page 16	205-2	Communication and training about anti-corruption policies and procedures	

Chapter 6.2 Page 15	205-3	Confirmed incidents of corruption and actions taken	
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