

## Guideline with regard to receiving gifts

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KA has a policy that the Group's employees shall maintain a high ethical standard in conducting business. Those participating in the company's business operations are not permitted to seek or accept personal gains of any nature.

In connection with KA's relationships with suppliers, customers and other partners, offers of personal gifts or benefits may arise as an expression of gratitude or as encouragement for continued co-operation.

KA employees may not personally accept gifts or services from business partners if the value of such gifts/services exceeds NOK/SEK 300 (EUR/USD 50). To the extent that receiving a gift that could exceed this limit feels natural under the circumstances, e.g. in connection with a plant opening or customer event, and not accepting the gift probably would offend the giver, then it is acceptable to receive the gift on behalf of KA. In this situation the receipt of the gift should be made common knowledge among working colleagues, including superiors.

Invitations for paid stays or trips to conferences, trade fairs etc. shall not normally be accepted by KA employees. In special cases, the CEO or Vice Presidents may approve such offers. KA employees may only give benefits for the company's account when this can be done without contravening current law and regulations for the recipient, and the benefit is in accordance with KA Group Guidelines for Business Trips.