

Code of Conduct Upcoming Training

Dear all,

[We announced](#) towards the end of last year that we would be rolling out the new Code of Conduct (the “Code”) to each person individually. This has now taken place across the business with people confirming this commitment either through Splash or by physically signing a copy of the Code.

As adherence to the Code is very close to the heart of our Global Leadership Team, our Board and Lindéngruppen (our owner), we will repeat this confirmation exercise at the beginning of each year so that the commitments in the Code serve as an ongoing reminder of your continuous obligation to uphold all aspects of the Code.

Training focus

We also highlighted in the earlier announcement that we plan to further improve understanding of the Code by providing training. I am pleased to now confirm that this training will commence with a focus on:

1. [Whistleblowing](#) – understanding when, why and how to raise a whistleblowing concern and knowing the difference to personal grievances.
2. [Antibribery and corruption](#) – understanding our obligations and the requirements under the UK Bribery Act 2010. This topic will only be applicable for external facing people.

We also aim to roll out data protection training and competition law training when practicable, as part of the Code training agenda.

Training outline

Whilst we are still to [roll out Colart email addresses](#) to everyone, training will be delivered as follows:

1. For those with Colart email addresses and access to computers, they will be given access to an online training platform to undertake the training; and
2. For those without Colart email addresses and without access to computers, an interactive face to face training session will be delivered by the HR BPs to ensure an engaging approach. We hope to introduce Lego Serious Play into this training which is something we have successfully included in the recent leadership development programme.

Proposed content

Recognising that the course content on the training platform needs to be translated into French and Chinese, we are proposing to roll out the content in phases as follows:

ITEM	ACTION	TIME
1	Email with training platform link sent to all email holders in the UK and US (i.e. English language)	Early February
2	Completion date for online training in UK and US	End March
3	Email with link to the training platform sent to all email holders in other countries (courses in French or Chinese)	1 Apr
4	Completion date for online training in other countries	End June
5	Commencement of interactive training session for all shop floor in local language	Beginning of July
6	Finalisation of interactive training session	End Sept

These dates may change subject to the speed of translation, but you can be assured that the UK and US will be activated as outlined above.

If you have any questions regarding this training, please do contact your local HR Business Partner and we thank you for your support in this very important activity.

Best regards,



Jane Beeston
Chief People Officer