

SUPPLIER CODE OF CONDUCT

1. Purpose

The purpose of the Supplier Code of Conduct (The “Code”) is to ensure that Tekompaniet’s suppliers conduct business in accordance with our sustainability standards.

2. Foundation

This Code defines the minimum standards that Tekompaniet asks suppliers to respect when conducting business with Tekompaniet. The Code covers the following areas of sustainability; human rights, labour rights, environment and anti-corruption. The Code is based on relevant legislation and the ten principles of the UN Global Compact¹ and its underlying conventions and declarations.

In the case, where this Code is in direct conflict with national legislation, national legislation shall always prevail, however if the Code sets out stricter requirements than national legislation, this Code shall prevail.

3. Scope

This Code applies to suppliers with whom Tekompaniet conducts business, including subsidiaries and sub-suppliers (“The Supplier”). The Code also applies to all of the Suppliers’ employees, whether permanent, temporary or hired through manpower agencies (“employees”).

The supplier is responsible for ensuring that suppliers in their supply chain adhere to the responsibilities set out in this Code.

4. Responsibilities

4.1 Human rights

Fair and Equal Treatment

The Supplier shall treat all employees with respect and dignity. Any form of discrimination, degrading treatment, intimidation, threat, harassment or psychological, physical, sexual or verbal abuse must not be tolerated.

The right to privacy and integrity

The supplier shall ensure the employees right to privacy and integrity and take appropriate technical and organisational measures to protect personal information of employees.

4.2 Labour rights

Child labour & Young workers

The use of child labour is strictly prohibited. In the case where the Supplier employs young workers below the age of 18 the Supplier must demonstrate that adequate measures have been taken to ensure the young worker does not carry out hazardous or heavy work nor work overtime or night shift.

¹ [UN Global Compact](#)

Forced labour

All work must be voluntary, and workers shall be free to leave work or terminate their employment upon reasonable notice.

Employment terms

All employees are entitled to written employment contracts, in a language they understand, specifying their terms of employment and termination.

Freedom of association and Collective Bargaining

All employees shall be free to form, join or not to join a trade union or employee organisation of their choice. Employees shall also have the right to bargain collectively without fear of reprisals.

Working hours

Supplier shall always respect and comply with applicable laws, international conventions and collective bargaining agreements, if applicable, on working and resting hours, including overtime working hours, as well as annual, sick and parental leave and any other applicable leave regulations.

Wages

The employees have the right to equal pay for equal work. The Suppliers shall ensure that all employees are payed a fair wage, i.e. living wage. The Supplier shall compensate overtime at premium rate and provide all employees with adequate insurance and benefits.

Health and safety

The Supplier shall provide employees with a safe and healthy working environment. The Supplier shall for example ensure that there is sufficient fire protection in the work facility, that machinery is equipped with safeguards and that personal protective equipment is provided at company cost. All facilities must be constructed and maintained in a safe manner and be equipped with adequate lighting, a pleasant temperature and well-functioning ventilation systems. The Supplier shall provide the employees with safe drinking water free-of-charge. The Supplier shall provide employees with regular training in health and safety.

Work related accidents must be investigated, documented and preventive measures must be introduced.

4.3 Environment

Precautionary principle, environmental risk assessments and environmentally friendly technology

- The precautionary principle shall always be applied in situations where risk or uncertainty of the safety of a product, substance or compound prevails, and action shall be taken accordingly.
- The Supplier shall always undertake environmental risk assessments in preparation of new projects. The environmental risk assessments shall always include an assessment of impact on biodiversity and ecosystem services. Biodiversity and ecosystem resilience shall not be decreased or negatively impacted due to the Supplier's business activities.
- The Supplier shall always promote the development and use of environmentally friendly technologies.

Sustainable use of resources

- The Supplier shall monitor, measure and manage any waste generated. Waste shall be reduced, recycled or reused to the furthest extent possible.
- Any hazardous waste shall be managed according to the highest environmental and safety standards. Chemicals and hazardous substances shall be eliminated when possible or kept to an absolute minimum. If chemicals or hazardous substances are used, the Supplier shall ensure the safe handling, storage and disposal of the substances, with both the environment and public health in mind.
- The water risk management process must be accurately documented and shared with Tekompaniet upon request. Effluents originating in the Supplier's activities must be managed according to the highest environmental and public health standards.

Energy and greenhouse gas emissions

- The Supplier shall reduce its direct and indirect greenhouse gas emissions caused by its operations.

The Supplier shall:

- Prioritise energy from renewable sources
- Implement energy efficiency measures to reduce overall energy consumption
- Reduce or eliminate deforestation caused by operations
- Prioritise organic fertilisers and herbicides which have been produced without the input of fossil fuels
- Limit air travel and other forms of transport that are dependent on fossil fuels

4.4 Anti-corruption

Business integrity

Corruption in all its forms including but not limited to bribery, extortion, fraud, facilitation payments, kick-backs and nepotism is strictly prohibited. xxx

Bribery and gifts

It is never allowed for Suppliers directly, or indirectly through intermediaries, to demand, offer, ask for, promise, give or accept a gift or undue advantage in exchange of a business or other advantage from any party. Monetary gifts, gift cards, cash or other gifts that could be considered cash equivalents, are always considered improper.

Conflict of interests

Business decisions shall not be motivated or influenced by personal relationships or interests. The Supplier shall not enter into a financial or any other relationship with a party that creates or gives the appearance of a conflict of interest.

Fair competition

The Supplier shall respect free market regulations, meaning it is strictly forbidden to take part in cartels for price adjustments, market distortion or beneficiary services. The Supplier shall ensure that all taxes are paid in all local countries of operation, and that transfer pricing manipulation or abusive transfer pricing do not occur.



5. Product certifications

All products delivered to Tekompaniet shall be certified according to Fair Trade and/or other relevant certifications, when applicable.

6. Implementation and compliance

If the Supplier discovers breaches against this Code, within the company or amongst its Suppliers, the Supplier shall without delay inform Tekompaniet.

Tekompaniet reserves the right to request the Supplier to participate in a self-assessment questionnaire, in which the Supplier shall cooperate. Tekompaniet also reserves the right to conduct audits and perform site visits themselves or a by Tekompaniet designated third party. The Supplier shall ensure these rights at sub-suppliers.

The Supplier shall collect data regarding water consumption, effluents, chemicals, the generation of waste and its treatment, greenhouse gas emissions and energy consumption, and provide the to Tekompaniet upon request.

In case of identified deviations from the Code, the Supplier will be asked to provide a corrective action plan for Tekompaniet to approve.

In the case of material breaches of this Code Tekompaniet reserves the right to terminate a contract with the Supplier.