
Code of conduct for suppliers, procedure

PURPOSE AND SCOPE

A Code of Conduct is a set of guidelines outlining how suppliers must conduct their business in an ethically, socially and environmentally sound manner.

A code of conduct exists so that we can ensure that our suppliers carry out their work under good working conditions. It includes requirements with regard to the work environment, prohibition of child labour, fire safety, working hours, salaries and the freedom of trade unions, etc.

DESCRIPTION

ROLES AND RESPONSIBILITIES

It is the supplier's responsibility to ensure that this code of conduct is adhered to. Everyone is encouraged and expected to report violations of this Code of Conduct.

FREEDOM OF ASSOCIATION

The supplier gives its employees and contracted personnel the freedom to exercise their legal right to freely organise and bargain collectively. They have the right to exercise their legal right to form, join or refrain from joining trade unions. The supplier ensures that no disciplinary or discriminatory measures are taken against employees and contracted personnel who organise or join an organisation to peacefully exercise their rights.

CHILD LABOUR

The supplier does not accept child labour in any form. No one under the age of 18 is employed in their operations.

FORCED LABOUR

The supplier does not accept forced labour or involuntary labour and must ensure that it does not occur. The supplier's employees and contracted personnel are free to terminate their employment after reasonable notice in accordance with national law or agreement. Employees and contracted personnel always have the right to leave the supplier's premises and areas in which they operate. The supplier never requires employees or contracted personnel to hand over identity papers, work permits or valuables as a condition of employment.

DISCRIMINATION

The supplier treats its employees with respect and dignity.

The supplier does not discriminate on the basis of gender, transgender identity or expression, ethnic affiliation, religion or other belief, disability, sexual orientation or age. Employees and contracted personnel who are equal in qualifications, experience and performance receive equal pay for equal work.

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WORKING HOURS, HOLIDAYS AND SALARY

The supplier ensures that normal working hours, overtime and holidays are within the limits prescribed by laws and regulations or agreed in collective bargaining agreements. Employment conditions are set out in writing. Wages are paid regularly and on time, in accordance with collective agreements.

WORKING ENVIRONMENT AND SAFETY

The supplier provides a safe and healthy working environment for employees in accordance with laws and regulations. The supplier takes measures to prevent risks of workplace accidents and ensures that employees and contracted personnel receive the necessary training for the tasks to be performed as well as personal protective equipment. Employees and hired personnel are regularly trained in how to act in the event of a fire or other emergency situations.

RELEVANT LEGISLATION

- [The Swedish Agency for Public Procurement – Sustainable supply chains](#)
- [Global Compact – 10 principles](#)
- [The General Declaration on Human Rights - Swedish UN Association](#)
- [The United Nations Convention against Corruption - Regeringen.se](#)
- [Law \(2018:1197\) on the United Nations Convention on the Rights of the Child | The Swedish Riksdag \(riksdagen.se\)](#)
- [Uppförandekod för leverantörer, rutin \(2077\) på svenska](#)

COMPLIANCE

If an action contrary to this code of conduct is discovered, the supplier is expected to draw up action and remediation plans.

By signing this Supplier Code of Conduct, we hereby agree to and undertake to comply with this Supplier Code of Conduct.

Place and date:	
Company:	
Signature:	
Title and name in block capitals:	