

**REJLERS AB**  
**SUPPLIER CONDUCT PRINCIPLES**

Valid for all vendors and  
subcontractors to Rejlers Group

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## 1 RELATIONSHIP WITH APPLICABLE LAWS

The supplier Code of Conduct is based on international conventions, such as the UN Declaration on Human rights and UN Sustainable Development Goals. The aim is to protect human rights, health and safety, the environment and corporate information.

In addition to complying with the provisions of these Supplier Conduct Principles (hereinafter the "**Principles**"), the Supplier shall comply with all national laws and all laws applicable to the Supplier and its operations. Where the requirements of such applicable laws and the principles differ, or are in conflict, the Supplier shall comply with the highest standard consistent with applicable laws.

## 2 HUMAN RIGHTS AND DEVELOPMENT GOALS

The Supplier shall respect internationally recognised human rights, including those expressed in the United Nations Universal Declaration of Human Rights.<sup>1</sup>

The Supplier shall conduct its business consistently with the United Nations Guiding Principles on Business and Human Rights.<sup>2</sup>

The Supplier shall commit to the UN Sustainable Development Goals<sup>3</sup>.

The Supplier shall expect their relevant suppliers to comply and contribute to the Suppliers and end client's sustainable development goals.

## 3 LABOUR RIGHTS AND WORKING CONDITIONS

### 3.1 Fundamental Labour principles and rights

The Supplier shall respect internationally recognized rights and principles as set out in the International Labour Organization's Core Conventions<sup>4</sup> and Declaration on Fundamental Principles and Rights at Work.

The Supplier shall appropriately recognize and respect privacy and freedom of expression within the Supplier's operations.

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<sup>1</sup> The Universal Declaration of Human Rights (1948), the International Covenant on Civil and Political Rights (1966) and its two Optional Protocols, and the International Covenant on Economic, Social and Cultural Rights (1966).

<sup>2</sup> HR/PUB/11/04 (2011), [http://www.ohchr.org/Documents/Publications/GuidingPrinciplesBusinessHR\\_EN.pdf](http://www.ohchr.org/Documents/Publications/GuidingPrinciplesBusinessHR_EN.pdf)

<sup>3</sup> <https://sdgs.un.org/goals>

<sup>4</sup> Freedom of Association and Protection of the Right to Organise Convention, 1948 (No.87); Right to Organise and

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Collective Bargaining Convention, 1949 (No. 98); Forced Labour Convention, 1930 (No. 29); Abolition of Forced Labour Convention, 1957 (No. 105); Minimum Age Convention, 1973 (No. 138); Worst Forms of Child Labour

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### **3.2 Freedom of Association and the Right to Collective Bargaining**

The Supplier shall recognise and respect the right to freedom of association and the right to collective bargaining of its employees and/or workers ("Worker" or "Workers") consistent with national laws and regulations.

The Supplier shall effectively inform Workers that they are free to join or not to join a Worker's organisation of their choosing consistent with national laws and regulations. Their doing so will not result in any negative consequences to them, or retaliation, from the Supplier. The Supplier shall not interfere with the establishment, and operation of such Workers' organisations.

Where the right to freedom of association or to collective bargaining are restricted under national law, the Supplier shall allow Workers to freely elect their own representatives.

### **3.3 Forced Labour**

The Supplier shall not employ or use any form of forced, bonded or compulsory labour, and shall strictly prohibit any form of slavery or human trafficking. In particular, the Supplier shall establish and implement appropriate methods to ensure that no form of forced, bonded or compulsory labour, or slavery or human trafficking is employed or used within the Supplier's operations and its supply chain.

All work must be voluntary, and Workers shall be free to leave their employment upon giving reasonable notice.

Workers shall not be required to lodge deposits; identity papers or work permits as a condition of employment.

### **3.4 Child Labour**

The Supplier shall not employ or use child labour.

A child means any person under 15 years of age, unless national laws and regulations stipulate a higher mandatory school leaving or minimum working age, in which case the higher age shall apply. "Child labour" means any work by a child unless it is considered acceptable under the International Labour Organization's Minimum Age Convention 1973 (No. 138).

The Supplier shall ensure that no child or any other person under the age of 18 performs any hazardous work, or work that is inconsistent with such person's personal development. In these Principles 'hazardous work' means, but is not limited to, work which exposes the child or other person under the age of 18 to physical, psychological or sexual abuse; work underground, under water, at dangerous heights, in confined spaces; work with dangerous machinery, equipment and tools, or which involves the handling or transport of heavy

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Convention, 1999 (No. 182); Equal Remuneration Convention, 1951 (No. 100); Discrimination (Employment And Occupation) Convention, 1958 (No. 111)

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loads; work in an unhealthy environment (including exposure to hazardous substances, agents or processes, temperatures, noise levels or vibrations potentially damaging to health); work under particularly difficult conditions such as work for long hours or at night or where the child or other person under the age of 18 is unreasonably confined to the premises of the Supplier.

If the Supplier discovers a child employed, or that any child labour is used, by or on its behalf, the Supplier shall take appropriate steps to address the situation immediately and the best interests of the child shall be the primary consideration.

In particular, the Supplier shall establish and implement appropriate systems to ensure that the Supplier shall not employ or use child labour as set out in these Principles.

### **3.5 Non-Discrimination**

The Supplier shall promote equality of opportunity and diversity in the workplace.

The Supplier shall not engage in or support any form of discrimination, including such based-on sex, race, colour, ethnic or social origin, genetic features, language, religion, or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, or sexual orientation.

### **3.6 Degrading treatment**

All Workers shall be treated with respect and dignity. The Supplier shall not tolerate any degrading treatment towards Workers, such as mental or sexual harassment, discriminatory gestures, language, or physical contact that is sexual, coercive, threatening, abusive or exploitative.

### **3.7 Employment Conditions**

The Supplier shall at minimum comply with national laws and regulations. Workers shall be provided with a written employment contract, voluntarily signed by them, prior to performing any work at the Supplier's facility that defines the terms and conditions of employment in a language understandable to the Worker.

The Supplier shall pay a living wage which shall, at minimum, comply with applicable legal and industry standards.

The Supplier shall ensure that working hours do not exceed the maximum set by national laws and regulations. The Supplier shall ensure that Workers have the right to at least one day off following every six consecutive working days.

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#### **4 QUALITY**

Rejlers expects that its suppliers have established adequate policies to ensure compliance and homogeneity with the given requirements.

Rejlers undertakes to provide necessary and adequate instructions and familiarization practices to suppliers, taking into account the nature of the service or commodity, and suppliers are obliged to familiarise themselves with the instructions.

Suppliers are required to approve and assist Rejlers assessment audits, delivery control, and monitoring visits without additional fees or delivery price controls.

#### **5 HEALTH AND SAFETY**

The Supplier shall promote the good health of Workers and shall provide and maintain a safe and secure working environment in accordance with applicable laws and internationally recognised standards.

Hazards shall be identified, risk assessed, mitigated, and monitored and the necessary precautionary measures taken to prevent accidents, occupational diseases and foreseeable emergency situations. The Supplier shall establish and implement appropriate systems for recording, investigating, and implementing learning points from accidents and emergency situations.

#### **6 ENVIRONMENT**

The Supplier shall take a precautionary approach towards environmental and climate challenges, ensure that responsible practices for managing environmental impacts are in place, and encourage the development and diffusion of environmentally friendly technologies and methods.

The Supplier shall comply with applicable laws and internationally recognised standards.

The Supplier shall effectively implement an environmental management system in accordance with internationally recognised standards to the extent applicable to the Supplier's operations and delivery.

Suppliers must be able to assess their delivery-related environmental impacts or carbon footprints in a consistent and reliable manner. This information must be provided to Rejlers free of charge upon request.

Rejlers commits to science-based climate targets. We aim to work with suppliers who have already set their own science-based climate targets or who have a proven ambition to set targets in the near years, which is critical for climate change mitigation. Climate targets or action plans, as well as progress towards setting targets, are asked both when making supplier selections and during the supplier relationship. In order to map the current state of supplier's sustainability, additional information can be requested from suppliers, as well as targeted invitations to participate in EcoVadis supplier assessments.

## 7 DATA PROTECTION

The Supplier shall use due skill, care, diligence and take necessary precautions to protect any data against unauthorized or unlawful processing and against accidental loss, destruction, damage, alteration, or disclosure.

If the Supplier processes personal data, the Supplier shall ensure the care and awareness which is required according to laws and regulations in order to safeguard the interests of the data subjects.

By default, all information Rejlers shares with its interested parties is for restricted use only. If document classification is unclear - treat it as confidential.

Case specific data transfer protocols are to be agreed in case specific agreements (contracts).

## 8 PROHIBITED BUSINESS PRACTICES

Rejlers expects its's suppliers and partners to comply with the common European Union Whistleblowing Directive and report activities hindering fair competition practices like abuse of anti-trust rules.

Rejlers also adheres to a whistleblowing system for reporting any irregularities, available on Rejlers' website for all employees, customers, and partners. This service is entirely handled by a third party and adheres to stringent security requirements as regards, amongst other things, the whistleblower's anonymity and non-retaliation.

### 8.1 Competition & Supply Chains

The Supplier shall always meet competitors in an honest and professional manner. The Supplier shall not cause or be part of any breach of applicable competition laws and regulations, such as illegal cooperation on pricing and illegal market sharing.

Rejlers expects its suppliers to be transparent in their activities and to clearly communicate their intentions to chain the service or product they are about to deliver to Rejlers well in advance.

Potential conflicts of interest should be raised and addressed in a transparent manner in order to ensure a fair and functioning market without undue intents.

## 8.2 Bribery, Corruption and Fraud

The Supplier shall comply with applicable laws and regulations concerning bribery, corruption, and fraud.

The Supplier shall not offer, give, ask for, accept, or receive any form of bribe, facilitation payment or undue or improper advantage, favour or incentive to/from any public official, international organisation or any other third party (either in private or public sector), whether directly or through an intermediary.

## 8.3 Gifts and business courtesies

The Supplier shall not, directly, or indirectly, offer or give gifts to the Purchaser's employees or representatives or anyone closely related to these, unless the gift is of modest value. Cash or cash equivalents shall not be offered or given. Hospitality, such as social events, meals or entertainments may be offered if there is a legitimate business purpose involved, and the cost is kept within reasonable limits. Travel expenses for the individual representing the Purchaser shall be paid by the Purchaser. Hospitality, expenses, or gifts shall not be offered or given in situations of contract negotiation, bidding, or award.

The Supplier shall not, directly, or indirectly, offer or give any gifts or hospitality to any third party, including public officials, in order to obtain or retain business or a business advantage for the Purchaser.

## 8.4 Money Laundering

The Supplier shall be firmly opposed to all forms of money laundering and shall only conduct business with partners involved in legitimate business activities with funds derived from legitimate sources. The Supplier shall take reasonable steps to prevent and detect any illegal form of payments and prevent its financial transactions from being used by others to launder money.

## 8.5 Sanctions

The Supplier shall take reasonable steps to ensure that no entity or person subject to United Nations,<sup>5</sup> European Union<sup>6</sup> or other applicable sanctions laws and regulations is involved in or unlawfully benefits from the Supplier's operations, including its supply chain, and to prevent involvement in any transaction prohibited by applicable sanctions laws and regulations.

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<sup>5</sup>For a list of persons and entities designated as subject to United Nations sanctions, see <https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>

<sup>6</sup> For a list of persons and entities designated as subject to European Union sanctions, see [ec.europa.eu/cfsp/sanctions/consolidated\\_list/index\\_en.htm](https://ec.europa.eu/cfsp/sanctions/consolidated_list/index_en.htm)