

## SUPPLIERS

# CODE OF CONDUCT

Vilokan AB's Code of Conduct is based on our values and on the principles of human rights, labour law, the environment and anti-corruption according to the UN Global Compact's ten principles and its underlying conventions, declarations and guidelines. The Code of Conduct aims to ensure that our suppliers\* offer safe working conditions, that employees are respected and treated with dignity, and that manufacturing processes take into account both the external and internal environment.

## APPLICABILITY

This Supplier Code of Conduct applies to all organisations and companies that supply Vilokan AB (hereinafter referred to as Vilokan) and its group companies with products, personnel or services, including direct and indirect suppliers, service providers, subcontractors, intermediaries and agents, as well as employees of the supplier and its subcontractors and agents, as appropriate.

## LAWS AND REGULATIONS

Vilokan requires all suppliers to operate in accordance with the principles of the Code of Conduct and in full compliance with all applicable laws and regulations of the countries in which they operate, as well as to comply with applicable international legislation with broad territorial application. The Code does not replace legislation and in the event of a discrepancy between the requirements of the Code of Conduct and national or international legislation, the requirements that provide the highest level of protection for workers shall prevail.



## OUR VALUES

Vilokan is a company with strong and clear values. Since our business partners play an important role in our operations, we expect them to respect and live up to our values.

**FLEXIBLE**
**PERSONAL**
**DEVELOPING**
**DIVERSITY**
**RESPECT**

\* Suppliers refers to all suppliers and players in the value chain.

## BUSINESS ETHICS

Vilokan strives to achieve long-term business relationships as a basis for creating added value for customers and shareholders as well as safe and fulfilling workplaces for our employees. Vilokan complies with applicable laws, regulations and rules and requires its business partners to do the same. We follow to good business practices and distance ourselves from any form of corruption, including the giving and taking of bribes and other undue influence. We do not participate in cartels, price fixing or other unlawful restraints on competition.

### VILOKAN'S SUPPLIERS MUST

- have zero tolerance for bribery and corruption such as giving, receiving or offering anything of value
- pursue legitimate business activities where money laundering or illegal payments do not occur, ensuring that all reports, invoices and other financial documents shared with Vilokan or our stake holders are complete and accurate.
- avoid situations that may lead to conflict of interest and/or personal gain.
- respect competition law and not enter into price-fixing or market-sharing agreements.
- not to use or disclose sensitive or confidential information relating to Vilokan.
- comply with applicable legislation and principles for tax management and payment. Vilokan opposes all forms of aggressive tax planning.



## HUMAN RIGHTS

At Vilokan we support and respect international conventions on human rights\* and promote diversity and equality. Suppliers or subcontractors shall treat all employees with respect and dignity.

### VILOKAN'S SUPPLIERS MUST

- promote equality and diversity by promoting equal opportunities for all regardless of gender, transgender identity or expression, sexual orientation, ethnicity, religion or belief, disability or age.
- have zero tolerance for behaviour and statements that may be perceived by others as offensive, discriminatory or demeaning. Protection must be established against threatening, abusive or exploitative behaviour and against discrimination or unfair dismissal.
- contribute to a work environment that is free from hostile, violent, threatening or discriminatory behaviour.
- not use, or through business partners be complicit in, any form of forced labour, debt bondage, human trafficking or non-voluntary work.
- have zero tolerance of child labour and protect young workers, in accordance with ILO Conventions 138 and 182, as well as the UN Convention on the Rights of the Child. Suppliers are required to have a plan for annual audits of their operations to ensure that no child labour is being used. If child labour is detected in the production of goods for Vilokan, a sustainable solution in the best interests of the child shall be offered.
- respect the right of workers to organise themselves in an organisation of their choice and to bargain collectively and the right to refrain from doing so. Where the right to freedom of association and/or collective bargaining is restricted by law, the employer must facilitate and not prevent alternative mechanisms.
- pay special attention to particularly vulnerable groups, including indigenous peoples, women, persons belonging to national or ethnic, religious and linguistic minorities, children, persons with disabilities and migrant workers and their families.

\* Human rights means the UN Universal Declaration of Human Rights, the International Covenant on Civil and Political Rights, the International Covenant on Economic, Social and Cultural Rights, the ILO Declaration on Fundamental Principles and Rights at Work and the UN Convention on the Rights of the Child



## HEALTH AND SAFETY AT WORK

At Vilokan, we have a zero vision for workplace accidents and work continuously to make our workplaces as safe and healthy as possible.

### VILOKAN'S SUPPLIERS MUST

- proactively manage health and safety risks, in dialogue with workers, to create an accident-free working environment.
- ensure that employees have relevant safety training for their work.
- take responsibility for and never overlook workplace safety devices or the need for appropriate and relevant personal protective equipment.
- maintain an up-to-date and well-functioning system for health and accident response and evacuation in the event of fire or other emergencies.
- provide workers with access to hygienic and clean sanitary facilities and clean drinking water.
- report to Vilokan any health and safety incidents and unsafe working conditions related to Vilokan's production, projects and workplaces.

## EMPLOYEE RIGHTS

Vilokan has high expectations of being an attractive employer and protects employee's conditions and rights throughout the value chain. Vilokan expects suppliers and subcontractors to comply with obligations towards workers, in accordance with international conventions, national laws and regulations on safe employment

### VILOKAN'S SUPPLIERS MUST

- pay their employees at least the minimum wage consistent with national laws or prevailing industry standards, whichever is higher. The amount should, as far as possible, be sufficient to meet the basic needs of the worker and their family, including some savings.
- give employees at least one day off every 7 days, as well as holidays, parental leave and leave according to applicable legislation and local traditions. Provide its employees with paid sick leave, parental leave, vacation and retirement benefits in accordance with the law of the jurisdiction in which it operates or the prevailing industry standard, whichever is higher.
- all employees must have a signed employment contract before starting work. The agreement must be intelligible to the employee. The employment contract must at least contain the employer's name, the employee's name and personal identity number/date of birth, position, salary, working hours, overtime compensation, benefits and notice period.
- Working hours, overtime, breaks and leave must comply with relevant legislation or applicable collective agreements.
- Excessive overtime must not be the norm.





## ENVIRONMENTAL RESPONSIBILITY

Protecting the environment, mitigating climate change and building circularity are very important to Vilokan. At Vilokan, we strive to contribute to sustainable development by counteracting and minimising negative environmental impacts resulting from our activities. As part of our continuous efforts to improve our sustainability work, we expect our business partners to contribute to this effort by taking environmentally friendly measures in their operations and supply chains. We prioritise suppliers who work proactively and systematically for environmental sustainability. Our goal is to be able to produce and deliver sustainable products with a low carbon footprint

### VILOKAN'S SUPPLIERS MUST

- comply with applicable national and international environmental laws as well as international standards and ensure that they have all necessary permits, licenses and registrations applicable to their activities.
- apply the precautionary principle and ensure that resources are used efficiently and minimise the use of harmful substances and focus on circularity, greenhouse gas emissions, emissions to air, water and soil, energy consumption, water consumption and waste.
- proactively work to continuously improve its environmental work and implement preventive measures as soon as there is reason to believe that an activity could harm the environment or human health.
- proactively cooperate with Vilokan when joint efforts can contribute to improved sustainability work and innovations with a positive effect on the environment.
- on request, provide Vilokan with data related to emissions and climate impact.
- Vilokan encourages its suppliers to engage in climate work that is in line with the 1.5-degree target of the Paris Agreement. This includes mapping the climate impact of its own operations as well as in the supply chain, setting science-based targets to reduce its emissions and also identifying climate-related risks for its own operations.

## CHEMICALS

Vilokan sets high standards for chemicals management and works actively to minimise risks to both people and the environment. We therefore expect our suppliers to have a responsible management and risk assessment.

### VILOKAN'S SUPPLIERS MUST

- eliminate chemical and hazardous substances and limit their use to the absolute minimum.
- when chemicals and hazardous substances are used, suppliers must ensure the safe handling, storage and disposal of the substances.
- have updated Safety Data Sheets (SDS) available in the national language for all chemical substances and chemicals used in the manufacture of products.
- information on risks and how to handle chemicals safely should be available in a language that workers understand, to ensure the safety of workers and the environment. Suppliers are required to comply with the REACH and CLP regulations. If a product supplied to Vilokan contains more than 0.1% by weight of a substance on the candidate list, the supplier must inform Vilokan in accordance with REACH, Article 33.

## COMPLIANCE & REPORTING

Vilokan's general strategy is to encourage improvement. If the supplier is guilty of serious non-compliance or repeatedly shows unwillingness to make improvements, this may jeopardise the supplier's business relationship with Vilokan and action may be taken. Vilokan wants suppliers to audit their subcontractors in the same way that they themselves may be audited. The results of these audits must be provided to Vilokan upon request.

- Vilokan's suppliers have a responsibility to ensure compliance with the Code of Conduct in their own operations and in their supply chains. The supplier is expected to continuously identify, prevent, mitigate and manage actual and potential negative impacts on people and the environment in its own operations and throughout the supply chain.
- Suppliers who hold certifications to similar standards or who are working to achieve initial certification must submit alternative certificates to Vilokan upon request.
- Vilokan reserves the right to carry out audits of the supplier with or without the support of third parties. The Supplier shall then assist Vilokan in determining compliance with the Vilokan Code of Conduct and all applicable rules and regulations, by making available relevant documentation and access to facilities as requested.



## REPORTING OF INFRINGEMENTS

If you or your employees believe that the terms of the Code of Conduct are not being followed or that Vilokan is not acting in accordance with its own Code of Conduct, we encourage you to bring your concerns to Vilokan's attention. Find out more by visiting [www.vilokan.se](http://www.vilokan.se). Vilokan will not tolerate any form of retaliation as a result of employees or others affected by this Code of Conduct reporting suspected or actual acts in violation of this Code of Conduct.

If the supplier has reasonable grounds to believe that there is or has been a zero tolerance\* deviation in its own operations or in the supply chain, the supplier shall report within a reasonable time the facts and the measures taken and planned to ensure compliance with the Code of Conduct. Zero tolerance deviations refer to forced labour, child labour, occupational health and safety hazards that endanger life, serious environmental damage and large-scale corruption.

IF YOU HAVE QUESTIONS OR WOULD LIKE MORE INFORMATION ABOUT VILOKAN'S CODE OF CONDUCT,  
VISIT [WWW.VILOKAN.COM](http://WWW.VILOKAN.COM)

\* Zero tolerance deviations refer to forced labour, child labour, health and safety hazards that endanger life, serious environmental damage and large-scale corruption.

# SUPPLIER ACCEPT

I/We the undersigned authorized representative/s of the supplier, hereby certify that the Supplier accepts and complies with the Supplier Code.

Full company name: .....

Corporate identity number: .....

Place: .....

Date: .....

Name: .....

Position: .....

Signature: .....

Name: .....

Position: .....

Signature: .....