

# Rules of conduct!

These Rules of Conduct follow Krafrtingen's Code of Conduct and Guidelines for Purchasing and are aimed at all suppliers. The Rules of Conduct are accepted via our website or amended in the supplier contract signed by the supplier.

## Krafrtingen's rules of conduct for suppliers

Krafrtingen's Supplier Rules of Conduct are based on Krafrtingen's business concept, "Together with conscious customers and partners, we create energy that drives the development of a sustainable society." Krafrtingen, as a municipally-owned energy company, has a special role to play and a responsibility to contribute to a sustainable society. Suppliers to Krafrtingen are important stakeholders that are expected to share the view of the company's role in society and act in accordance with Krafrtingen's values.

### Scope

Krafrtingen's values cover the whole value chain. Suppliers are expected to transfer requirements from these Rules of Conduct upstream and follow up that they are complied with by subcontractors at all levels. This applies to the Rules of Conduct in full and with special emphasis on human rights and the rights of employees.

### Anti-corruption, bribes and money laundering

Krafrtingen has a responsibility to customers, suppliers, employees and shareholders to act in a professional and ethically correct manner. Krafrtingen's employees and suppliers must, therefore, abide by the Swedish Anti-corruption Institute's (IMM) "Code on Gifts, Rewards and other Benefits in Business".

### Money laundering

Money laundering means that money from criminal activities is converted into assets that can be reported openly. Krafrtingen and its suppliers must not participate in any transaction that they know or suspect may be linked to criminality or terrorism.

### Confidentiality

Krafrtingen's suppliers must never reveal confidential information to a third party without Krafrtingen's consent. Confidential information includes, among other things,

Krafrtingen's financial and commercial circumstances, strategies, information on suppliers, IT systems, campaigns, analyses and sensitive personal data.

### Human rights

Krafrtingen's suppliers and their upstream subcontractors must respect basic social requirements in their operations. Products supplied to Krafrtingen, or used on behalf of Krafrtingen, must be produced under conditions which throughout the entire value chain are compliant with:

- the International Labour Organization's (ILO) eight core conventions nos. 29, 87, 98, 100, 105, 111, 138 and 182
- the United Nations Convention on the Rights of the Child, article 32
- the employee protection and working environment legislation valid in the country of manufacture
- the labour laws, including minimum wage legislation, and the social insurance protection valid in the country of manufacture

The supplier must respect human rights in accordance with the UN definition.

## Principles and the rights of employees

The laws of the countries in which the supplier operates must be respected and always constitute the minimum level of employee conditions. If national legislation sets more stringent requirements than the ILO conventions or the UN's Universal Declaration of Human Rights, the national legislation is always given precedence.

### ■ No use of child labour (ILO 138 and 182)

Child labour, in accordance with the definition in the ILO convention, must not be used and the supplier is responsible for checking this and taking measures where relevant.

### ■ No use of forced labour (ILO 29 and 105)

The use of any form of forced or compulsory labour is not acceptable.

### ■ Diversity and non-discrimination

Workplaces where Krafringen operates must be characterised by diversity and an open atmosphere where everyone respects each other. Discrimination on the basis of gender, age, ethnic, national or social origin, sexual identity, disability, or religious or political beliefs is not permitted.

### ■ Wages and working hours

Wages must be paid to the employees at the agreed time and in full. The statutory national minimum wage is the lowest acceptable wage. Weekly working hours must not exceed the legal limit, and overtime must be paid.

### ■ Freedom of association and right to organise (ILO 87 and 98)

In countries where freedom of association is limited or in development, the supplier must ensure that employees can meet with management to discuss wages and working conditions without negative consequences.

## Environment

The supplier must strive to reduce energy and resource consumption, as well as waste and emissions into the atmosphere, ground or water. Chemicals must be handled in a way that is safe for people and the environment. Substances, techniques and methods that harm the environment must be replaced by less environmentally damaging alternatives as far as is possible. A life-cycle perspective is to be sought for in the selection of materials and chemicals.

## Health and safety

The work environment must maintain a level consistent with Swedish and international laws, regulations and guidelines. Employees must be informed about the possible health risks the work may involve. All employees must have access to the appropriate safety equipment and use it.

## Inspections and deviations

The supplier, when its authorised representative accepts this document, approves that the supplier, and any subcontractor it may have, will follow the requirements formulated in this document. The acceptance entitles Krafringen, through inspection or other means, to investigate comp-

liance with the document's requirements as well as how the supplier's follow-up of requirements is carried out in the supply chain.

If Krafringen becomes aware of actions or circumstances that are not in accordance with these Rules of Conduct, Krafringen is entitled to require that suppliers take the necessary measures. If the shortcomings pointed out are not remedied by the supplier within a specified time period, Krafringen will terminate purchases or other agreements with a supplier, and/or companies in the same company group. In such circumstances, the supplier is not entitled to pursue any claims against Krafringen

## Non-compliance reporting

Suppliers must report non-compliance or the risk of non-compliance in writing. The non-compliance report is sent to the contact person at Krafringen with a copy to [upphandling@krafringen.se](mailto:upphandling@krafringen.se)

