



## **Code of conduct for suppliers**

We believe that an active cooperation based on trust and an open dialogue with our suppliers is a prerequisite for responsible business. Sejfo wants to contribute to a society where companies take financial, environmental and social responsibility.

To be able to offer our customers production equipment that has been produced responsibly at every stage, we have formulated a code of conduct for our suppliers.

The FC Code is based on the UN's Global Compact 10 principles on human rights, labour law, the environment and anti-corruption.

### **Scope**

We expect all our suppliers to be updated on and follow the content of Sejfo's Code of Conduct for Suppliers and work proactively and systematically to ensure compliance with contracted subcontractors as well.

The supplier must ensure that the code of conduct is made known in all relevant parts of its organization.

Sejfo's suppliers are expected to deliver goods and services produced in accordance with this Code of Conduct.

### **Laws and regulations**

The supplier must comply with applicable laws, regulations and standards as well as collective agreements relevant to their business. The supplier also must hold all necessary permits, licenses and registrations necessary for the business.

### **Business ethics**

The business must be conducted in accordance with good business practice, promote free competition and maintain a high ethical standard. No form of corruption, bribery, money laundering or unauthorized restriction of competition is allowed.

### **Information management**

Confidential information relating to our or our customers' business may only be used for the purpose for which it is intended.

### **Conflict of interest**

Employees of the supplier must manage personal and financial interests so that they do not conflict with or can be perceived as conflicting with the supplier's business operations.

Relationships with business partners such as e.g. subcontractors may not be used for the employees' own gain.

### **Environment**

The supplier must work to prevent and constantly reduce the negative impact the company's operations can have on the environment.

The supplier will also work to reduce emissions to air, land and water as well as streamline its energy and resource use.

Substances that are harmful to humans and the environment, including chemicals, must be handled responsibly and in accordance with current legislation.

### **Human rights and respect for people's equal value**

The supplier shall support and respect the internationally declared human rights, and treat its employees and suppliers fairly, equitably and with respect for all people's equal value.

### **Discrimination and oppression**

Discrimination for whatever reason may not occur neither in recruitment procedure, salary setting, training, promotion or termination. The supplier must also ensure that harassment, bullying, threats, oppression or other abusive treatment do not occur.

### ***Forced labour***

*The supplier undertakes to ensure that no form of forced labour or modern slavery occurs. This includes the supplier not benefitting from involuntary prison labour, slave-like work, involuntary work or work under the threat of punishment. Work shall be done of the employee's own free will and the employee shall have the right to terminate their employment with a reasonable notice period.*

### **Freedom of association**

The supplier shall respect the right of employees to organize themselves in trade unions and their opportunity for collective bargaining without the risk of punishment, threat or dissatisfaction.

### **Working hours and compensation**

The supplier must comply with applicable laws, agreements and industry standards regarding working hours and compensation.

### **Child labour**

Child labour is not accepted. The lowest age of employment is the age when leaving primary school, but never under 15 years.

### **Working environment and safety**

The supplier is responsible for ensuring that the workplace is planned and designed so that the working environment is safe to be in. The supplier must work systematically and preventively to constantly improve the working environment and health.

### **Inspection**

If cases of non-compliance with the provisions of this Code of Conduct are identified, the supplier shall immediately take corrective action to remedy the deficiencies and take measures to prevent similar problems in the future.

*The supplier must ensure that employees receive information about the content of this Code of Conduct and inform how employees report suspected deviations from it. This shall take place without penalty for the person who brings forward such information.*

*Discovered deviations from the requirements of the Code of Conduct must be communicated to Sejfo for further processing. To report deviations or for questions about the interpretation of the Code of Conduct, contact [sejfo@sejfo.se](mailto:sejfo@sejfo.se).*

## **Sejfo Group AB**

CEO Jan Norling