

Kiviks Musteri AB's Supplier Code of Conduct

Our company is committed to a sustainability policy which includes respect for universally recognised standards for the environment, human rights, labour, and anti-corruption.

Therefore, we seek to ensure that all our suppliers operate in compliance with the terms and standards of our supplier Code of Conduct. Compliance to the terms of this Code of Conduct is a condition of any agreement or contract between Kiviks Musteri AB and supplier. The aim of this Code is not to cease the business relationship, but to help suppliers improve social and environmental standards. Kiviks Musteri AB is therefore willing to work with our suppliers to achieve compliance with the provisions of this Code.

We ask you to sign our Code of Conduct to indicate that your company accepts to comply with the terms stated in our Code of Conduct. If you have any questions regarding this letter or our Code of Conduct, please contact us!

Kiviks Musteri AB 2020-12-04



Thomas Jensen, CEO

I. Purpose and general principles

The purpose of this Code of Conduct is to ensure that suppliers operate in accordance with internationally recognised minimum standards on human rights, labour and the environment. Kiviks Musteri AB adheres to the principles of this Code and expects the same of its suppliers.

The terms of this Code extend to all workers, regardless of their status or relationship with a supplier – also workers who are engaged informally, on short-term contracts, or on a part-time basis. It shall be the responsibility of supplier to ensure that its sub-suppliers do not violate the standards of this Code.

This Code of Conduct is based on the general principles such as the Universal Declaration of Human Rights, the Children's Rights and Business Principles, UN Guiding Principles for Business and Human Rights, OECD Guidelines, UN Global Compact and International Labour Organization (ILO) Conventions and other relevant international human rights and labour standards. In addition to meeting the terms of this Code, the supplier shall comply with all national laws and regulations, as well as other applicable standards. ILO Convention 110 shall be observed in agricultural undertakings. Where there are differences between the terms of this Code and national laws or other applicable standards, the supplier shall adhere to the higher or more stringent requirements.

2. Forced Labour

The supplier must not participate in, or benefit from, any form of forced labour including bonded labour, forced prison labour, slavery, servitude, or human trafficking, in accordance with the ILO-conventions 29 and 105. Workers must have the freedom of movement during the course of their employment.

The supplier must not withhold any part of any personnel's salary, benefits, property or documents in order to force such personnel to continue working for them.

The supplier shall treat all personnel with dignity and respect. The supplier shall not engage in or tolerate the use of corporal punishment, mental or physical coercion and verbal abuse of personnel.

3. Child Labour and Young Workers

The supplier shall not engage in, or benefit from, the use of child labour, in accordance with the ILO convention 138. The minimum age for employment shall not be less than the age of completion of compulsory schooling and, in any case, shall not be less than 15 years (or 14 years where established by national laws in accordance with the ILO developing-country exception).

Where permitted by national laws, the supplier may employ children between 12 and 15 to perform a few hours of light work per day as long as it does not interfere with the children's educational responsibilities.

The supplier shall refrain from hiring young workers (below 18 years of age) to perform any type of work, which is likely to jeopardise their health, safety or morals, in accordance with the ILO convention 182.

The supplier is responsible to establish a robust – but not disrespectful- age verification as a part of recruitment. If the supplier becomes aware that it is/has been employing children of school age, it shall ensure that the children are enrolled in a remediation programme (including access to education and financial support), rather than being summarily terminated from employment.

4. Discrimination

The supplier shall not engage in or support discrimination on the basis of race, colour, sex, language, religion, political or other opinion, caste, national/social origin, property, birth, union affiliation, sexual orientation, health status, family responsibilities, age, and disability or other distinguishing characteristics, in accordance with the ILO conventions 100 and 111. Hiring, remuneration, benefits, training, advancement, discipline, termination, retirement or any other employment-related decisions shall be based on relevant and objective criteria.

5. Freedom of Association

The supplier must not interfere with the workers' rights to form and join unions or other associations of their own choosing, and to bargain collectively. Nor shall the supplier discourage membership of unions, in accordance with the ILO conventions 87 and 98. Workers' representatives shall not be subject to discrimination and shall be given access to employees at the workplace. The supplier must recognise elected workers' representatives and bargain in good faith with them regarding important work-related concerns.

If trade unions are not allowed in the area of operation, or only state authorised organisations are allowed, then the supplier shall facilitate, and not prevent, alternative measures to allow employees to gather independently to discuss work-related matters and to present these concerns to management.

6. Workplace Health and Safety

The supplier shall ensure that its workers and local communities are offered a safe and healthy working environment. This should include but not limited to protection from fire, accidents and toxic substances. Adequate health and safety policies and procedures must be established, followed and improved by systematic work and management commitment.

The supplier shall provide its employees with free protective equipment and training necessary to perform their tasks safely. Incidents/accidents must be registered for evaluation and improvement. The supplier is responsible to take care of their employees, by providing medical care and insurance schemes.

The supplier must provide a suitable, clean and sanitary infrastructure, including access to toilets and potable water, which conforms to the needs and numbers of its employees. Accommodation, if provided by the supplier, shall conform to the same requirements, including the general provisions on health and safety standards listed above.

7. Conditions of Employment and Work

The supplier shall protect workers from acts of physical, verbal, sexual, or psychological harassment, abuse, or threats in the workplace, whether committed by managers or fellow workers including when determining and implementing disciplinary measures.

The supplier shall comply with legal minimum standards or industry benchmark standards concerning wages and benefits, whichever is higher. In any case, the supplier shall always provide a 'living wage', which enables workers to meet the basic needs of themselves and their dependents, as well as provide some discretionary income. Overtime shall be remunerated at a premium rate and not represent a higher risk of hazards. Wages shall be paid in legal tender and on a regular basis. Deductions from wages shall be transparent and according to law/collective agreements and must never be used as a disciplinary measure.

All workers shall be provided with a written, understandable, and legally binding labour contract. The supplier shall not rely on part-time, short-term or casual labourers, trainees or false apprenticeships to pay lower wages and fewer benefits. Provisions for non-permanent and seasonal workers should be no less favourable than for permanent workers.

The supplier shall grant employees paid holiday and sick leave each year, as well as parental leave. Pregnant/employees on parental leave shall not be discriminated and the work conditions shall support

the employees in their roles as parents (esp w regard to migrant/seasonal workers w children located distantly).

The supplier shall ensure that the work-week is limited to 48 hours. Overtime shall be voluntary/ according to national regulations and/or ILO, infrequent and negotiated for peaks. Employees are entitled to at least one day off per week, and shall be given reasonable breaks while working and sufficient rest periods between shifts.

The supplier shall respect the privacy rights of its employees whenever it gathers or keeps private information or implements employee-monitoring practices

8. Environment and Safety Issues

The supplier must strive to minimise the adverse environmental impacts of its activities, products and services through a proactive approach and responsible management of its environmental aspects. This includes respect and responsibility for the local community. Conflicts shall be proactively prevented.

The supplier shall maintain awareness of current environmental legislative requirements, which are relevant to the environmental impacts of its activities, products and services. Also, it must ensure legal compliance through training, awareness, operational control and monitoring.

The supplier shall demonstrate continuous improvements of the overall environmental performance related to significant environmental aspects. Pesticide use shall respect legal restrictions and the ALARA principle, which means keeping the use of pesticides as low as reasonable achievable.

The supplier shall establish and maintain emergency procedures to effectively prevent and address all health emergencies and industrial accidents that can affect the surrounding community or have an adverse impact on the environment.

9. Corruption and Bribery

The supplier shall refrain from bribing, or using any other method, to unjustly influence public officials, the judiciary and/or private parties. Business partners are expected to keep accurate information regarding their activities, structure and performance, and should disclose these in accordance with applicable regulations and industry benchmark practices. Participating in falsifying such information shall never be allowed, nor in any act of misrepresentation in the supply chain.

10. Records and Documentation

It is the supplier's responsibility to ensure that the demands in this Code of Conduct is implemented and to have a vivid management system including social responsibility. A senior representative shall be appointed for implementation and follow up. The supplier is also responsible for ensuring that its sub-suppliers comply with the same demands. The supplier shall evaluate their supply chain and its own performance systematically and maintain appropriate records to demonstrate compliance with the terms of this Code of Conduct. Records of this, and other relevant documents, shall be available to Kiviks Musteri AB upon request at any time. The supplier shall at any time freely submit to announced and unannounced audits by Kiviks Musteri AB or assigned by us.

Where instances of non-compliance with the terms of this Code of Conduct are identified, the supplier shall promptly take corrective action to remedy the deficiencies, as well as take measures to prevent similar problems from recurring in the future. Kiviks Musteri AB is also willing to work with our suppliers to achieve compliance with the provisions of this Code. Compliance to this Code of Conduct is a condition of any agreement/contract between Kiviks Musteri AB and its suppliers. If the supplier fails to comply with the terms of this Code of Conduct and if improvements are not made within an agreed time period, Kiviks Musteri AB may terminate its business with the supplier.

We confirm that we endorse and will comply with these requirements:

Name and position	Signature
Date and place	Company