

## **Supplier Code of Conduct – Uppförandekod för leverantörer**

### 1. Introduction

Nordic Paper conducts and develops its business in a sustainable manner. We do this by focusing on safety, our environment, our economy and the world around us. Further, Nordic Paper works to ensure a business that is guided by responsible behaviour towards employees, customers, authorities, suppliers and other stakeholders. This Code of Conduct, CoC, sets out the requirements that Nordic Paper has on its suppliers at deliveries of goods and/or services to the company. This document is an integrated part of all business relations between the Supplier and Nordic Paper.

### 2. Steering and control

The Supplier shall:

- steer and have control over its operations throughout the entire supply chain to secure compliance with this CoC.
- assess, prevent and handle risks related to this CoC.
- ensure that all applicable laws, regulations and contractual terms that regulates the Suppliers mission shall apply and be communicated, including adequate education, to concerned employees and business partners.
- ensure and monitor in a proper manner that its own suppliers and subcontractors follow this CoC.
- follow the GDPR and, if applicable, describe what data is being recorded.

### 3. Human rights

The Supplier shall support and respect the protection of international recognized human rights and not participate in crime against those rights, within the area that the Supplier can influence.

If the Supplier identifies a risk within the area, appropriate measures shall be taken.

### 4. Basic labor law

The Supplier's employees shall hold the minimum age applicable under national law, applying the highest age (in line with ILO Convention no 138 on Child Labor).

No form of involuntary labor may be used and the Supplier must recognize the employee's right to organize, belong to a trade union and negotiate collectively. All employees shall be treated in a fair and respectful manner. Discrimination must not take place in any form. Employees must in no case be subjected to harsh, inhuman or offensive treatment or any form of punishment.

## 5. Work environment and safety

The Supplier and its operations shall offer a safe working environment, where Employees health, safety or well-being can be jeopardized.

The Supplier shall meet all statutory requirements within work environment and safety following applicable rules and regulations.

An active and preventive work on work environment must be conducted. Risks must continuously be evaluated, and protective measures taken.

## 6. Wages, working hours and other terms of employment

The Supplier shall minimum pay their employees, the lowest salary and overtime compensation that is stated in applicable law or collective agreements.

Normal working hours shall be applicable according to applicable law and collective agreements.

The Supplier's employees shall have a written, understandable, and legally binding employment contract.

The Supplier's employees are entitled to at least one free day a week and must be given enough breaks during the work and enough daily rest between the work sessions. Furthermore, the supplier must give his employees paid holidays every year, sick leave and parental leave.

## 7. Anti-corruption

Nordic Paper does not tolerate any form of corruption or fraud.

The Supplier must not give, promise, offer, request or receive compensation or benefits that violate applicable law and good business practice or that can affect, or be perceived to affect, the objectivity of decisions.

## 8. Environment

Where the Supplier has its business and/or operates, it is compulsory to:

- meet all statutory environmental requirements, environmental regulations and environmental permits.
- work for a resource-effective use of raw materials and energy
- work in a preventive way to prevent accidents, that can affect production and the local community or can adversely affect the environment.
- ensure that there are prepared routines, with a secured preparedness, to be able to effectively act in an appropriate manner in such events.

9. Generally

Deviations from this CoC shall be reported immediately to Nordic Paper Purchasing.

Nordic Paper or a third party may carry out an inspection/audit of the Supplier's business. Nordic Paper shall in good time notify the Supplier prior to such an inspection/audit.

10. Consequences of infringement

The Supplier's compliance with this CoC and its content is a prerequisite for all business relationships with Nordic Paper.

In case of serious deviations/breach of this CoC, that is to be considered as a material breach of contract which gives Nordic Paper the right to immediately terminate the business relationship with the Supplier.

*We confirm that we will meet the requirements in this Code of Conduct in our business with Nordic Paper*

For **Supplier**

Place, date: .....

Signature .....

Name: