

# SUPPLIER CODE OF CONDUCT

## LINTEX NYBRO, DECEMBER 18th 2023

To work responsibly and sustainably is part of LINTEX strategy, culture and day-to-day operations. We work in accordance with applicable laws and international principles, in cooperation with the local communities where we operate. We choose suppliers that share our values and are willing to work according to the requirements outlined in this Code of Conduct.

Our Code of Conduct for suppliers is based on the UN Global Compact, the UN Guiding Principles on Business and Human Rights, and the OECD Due Diligence Guidance for Responsible Business Conduct.

The requirements apply to our entire supply chain. LINTEX direct supplier is responsible for forwarding the requirements down the supply chain and ensuring that sub-suppliers comply. The word “employee” refers to all personnel involved in the manufacturing of products, including temporary workers or workers hired through an employment agency. The requirements also apply to employee accommodation, if offered by the Supplier.

### LEGAL COMPLIANCE AND BUSINESS ETHICS

**National legislation and international conventions.** All work must be done in accordance with national and local legislation in the countries of manufacturing, as well as in accordance with the International Bill of Human Rights\*, the UN Convention on the Rights of the Child, Article 32, ILO’s eight core conventions (no 29, 87, 98, 100, 105, 111, 138 and 182), and the UN Convention Against Corruption. In cases where international provisions stipulate stronger protection for the individual than national legislation, reasonable measures must be taken to follow the international provisions.

**Corruption is not tolerated.** This includes bribing and extortion in order to exert influence on business partners and representatives of politics, judicial systems or the public. The Supplier shall not, directly or indirectly, offer or provide undue payment or other remuneration to any person or organization in order to obtain, retain or control business dealings or to obtain other undue advantage within the scope of its operations. The Supplier shall not, directly or indirectly, request or accept any kind of undue payment or other remuneration from a third party which may affect the objectivity of any business decision.

**Product quality.** Products or material must never compromise on the security for humans or the environment and must fulfil agreed and legal norms for product safety.

\*The UN Universal Declaration of Human Rights (1948), the International Covenant on Civil and Political Rights and the International Covenant on Economic, Social and Cultural Rights.

## LABOUR AND HUMAN RIGHTS

**Respect and promote human rights defined in the International bill of human rights.** Within its own operations and in the supplier chain the Supplier must respect and promote human rights. The Supplier must ensure that it does not participate, directly or indirectly, in violations of human rights or benefits from violations that are carried out by a third party.

**Terms of employment, wages and working hours.** Employees shall be offered conditions of employment in accordance with legal requirements, or levels in accordance with a central collective agreement, with regards to working hours, remuneration, holiday, sick leave and parental leave. All employees must have a written employment contract, and the employer must ensure that everyone understands the terms of employment. Overtime shall be voluntary, within the legal limit, correctly paid and clearly detailed on written salary statements. Salaries shall be paid regularly, directly to the employee at the agreed time and in full. All employees must be covered by social insurances in accordance with national law.

**Equal and fair treatment.** The Supplier shall offer an inclusive workplace characterized by diversity, equal opportunity, and equal pay for equal work. No form of discrimination is tolerated because of ethnicity, gender, religion or other belief, age, disability, sexual orientation, transgender identity or expression, political opinion, social origin, trade union membership, pregnancy or other character trait that is protected by applicable legislation. No form of harassment is tolerated. Harassment refers to instances when employees are exposed to harsh or inhuman treatment, including sexual harassment or any form of psychological or physical punishment.

**Zero tolerance of child labour.** All work shall be performed by employees who have attained the legal age for working. Employees shall be no less than 15 years of age, or older where local law stipulates a higher minimum age. Juvenile workers, ages 15 to 18, cannot do hazardous work and must be employed under lawful conditions. There shall be a policy in place for what tasks a person between 15 and 18 years of age may carry out. If child labour is detected, actions must be taken based upon the best interests of the child and solutions shall be found in consultation with the child and the family of the child.

**Zero tolerance of forced labour.** The Supplier may not in any way be involved in or tolerate forced labour or human trafficking. Original copies of ID documents must not be retained. No illegal or unfair salary deductions or withholding of salary may take place. Employees shall be free to terminate their employment after giving due notice. Conditions for repayment of loans shall be reasonable and consistent with the law.

**Freedom of association and the right to bargain collectively.** The Supplier shall recognize and respect the right of employees to enjoy freedom of association and collective negotiations. In countries where freedom of association is limited, the Supplier shall create instances where management and employees meet to discuss wages and labour conditions, without risk of negative consequences.

## SAFE AND HYGIENIC WORK ENVIRONMENT

**Physical injury and mental ill-health.** The Supplier must offer a safe and hygienic work environment, where preventive measures are taken to reduce the risk of injuring employees' physical and psychological health. Temperature, air quality, and noise levels must be regulated in accordance with local legislation and hygienic facilities must be clean and safe. The systematic health and safety work shall include a health and safety policy and a program with targets and activities aiming at eliminating occupational health and safety risks. Health and safety efforts, as well as accidents and incidents, shall be documented.

**Training.** The Supplier shall have routines in place to ensure that employees have relevant permits and licences, professional training and qualifications for performing their work. Employees shall receive training and instructions in any health risks that the work may pose, including fire safety, hazardous work activities and first aid. The Supplier shall provide appropriate personal protective equipment and work tools without cost for the employee. Information about health and safety shall be easily accessible in the workplace.

**Fire safety.** Working premises shall be provided with adequate fire safety and emergency evacuation facilities. Emergency exits shall be clearly marked, illuminated and must not be blocked. Evacuation drills and testing of fire alarms shall be conducted regularly.

## ENVIRONMENT

**Continual improvement of environmental performance.** There shall be routines in place to identify, measure and follow up on environmental impact. Appropriate action shall be taken to reduce the environmental impact. Information about environmental performance, such as energy use and climate impact, shall be shared with LINTEX.

**Reducing climate impact.** The Supplier shall work according to LINTEX ambition of net-zero climate impact by converting to renewable energy sources and reducing energy use in production and transportation.

**Circular use of natural resources.** The Supplier shall work according to LINTEX ambition of circular products. This means that hazardous substances cannot be used and that safety data sheets always shall be available. Substances listed in the SVHC list shall not occur in amounts higher than 0,1 % by weight in mixtures or goods. Increased use of recycled materials is encouraged.

**Responsibly sourced wood.** The Supplier shall ensure that products do not contain wood raw materials from illegal logging, protected areas, areas of high conservation value or from forests being converted to non-forest use.

**No negative impact on local environment.** National and international environmental legislation and regulations shall be respected. Social and economic costs that arise from any damage caused to the environment shall be paid.

## SYSTEMATIC APPROACH

**Policy obligation.** The Supplier must have adopted one or more policies that cover the requirements in this Code of conduct and have been approved at the highest executive level in the company.

**Communicating the policy obligation.** The Supplier must have procedures for conveying the policy obligation in its own operation and in the supplier chain.

**Division of responsibility.** A person at executive level shall be appointed to be ultimately responsible for the requirements in this Code of conduct.

**Risk analysis.** There must be procedures in place for regularly carrying out risk analyses in the Suppliers' own operations and in the supplier chain. This includes mapping of the supplier chain and identification and prioritization of current and potential risks regarding compliance with the requirements this Code of conduct. Special consideration shall be taken to vulnerable groups, such as migrant workers, student workers and ethnic minorities.

**Follow up.** There must be procedures in place for systematic follow-up of compliance with the requirements, within the suppliers' own operations and the supplier chain.

**Compliance management.** Procedures for non-compliance management must be in place. The Supplier shall be able to show whether any non-compliance has occurred in its own business operation or in the supplier chain and what actions were taken.

LINTEX shall be provided with the opportunity to verify compliance to the requirements in this Code of conduct through self-assessments and/or on-site audits conducted by LINTEX or a third party. These audits include interviews with employees and access to accurate documentation. Deviations revealed during audits shall be remedied within an agreed period of time. Information obtained through self-assessments or audits is handled as confidential and will not be passed on to a third party without the suppliers' consent.

## CONFIRMATION

I, the authorized representative of the Supplier, hereby confirm that the Supplier accepts and complies with this Code of conduct:

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Signature

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Date and year

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Name and title

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Company