# SUPPLIER CODE OF CONDUCT LINTEX NYBRO, MAY 28th 2021

To work responsibly and sustainably is part of LINTEX strategy, culture and day-to-day operations. It's a base for our success. 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 is 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.

#### **BUSINESS ETHICS**

National legislation and international conventions. All work must be done in accordance with national and local legislation as well as the UN Universal Declaration 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.

**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.

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.

#### LABOUR AND HUMAN RIGHTS

Respect and promote human rights defined in the International bill of human rights. Within its own operations and in the supply 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, including taking benefits from violations that are carried out by a third party.

**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 harassment or 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 or pregnancy.

Reasonable pay and remuneration. Personnel 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. Overtime shall be voluntary, 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.

**Employment contract.** Personnel shall be informed as to their conditions of employment and be provided with a written contract.

**Zero tolerance of child labour.** All work shall be performed by personnel who have attained the legal age for working. Personnel shall be no less than 15 years of age, or older where local law stipulates a higher minimum age. Juvenile workers shall be employed under lawful conditions.

**Zero tolerance of forced labour.** The Supplier may not in any way be involved in or tolerate forced labour or human trafficking. No illegal or unfair salary deductions or withholding of salary may take place. Personnel 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 personnel to enjoy freedom of association and collective negotiations, in alignment with applicable legislation. In countries where freedom of association is limited, the Supplier shall create instances where management and personnel meet to discuss occupational health and safety and employment conditions, without risk of negative consequences.

#### HEALTH AND SAFETY.

**Physical injury and mental ill-health.** The Supplier shall prevent health related risks arising from organizational and social factors in the workplace. The work shall include a health and safety policy and a program consisting of targets and activities with the purpose of eliminating occupational health and safety risks. Health and safety efforts shall be documented.

**Training.** The Supplier shall have routines in place to ensure that personnel have relevant permits and licences, professional training and qualifications for performing their work. Personnel shall receive training and instruction 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. 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 and 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, for example minimizing waste and water consumption. LINTEX encourages an open dialog about improving environmental performance of the products or materials.

**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 material 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. Supplied products shall be reusable.

**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 at least 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.

**Follow up.** There must be procedures in place for systematic follow-up of compliance with the requirements, within the suppliers' own operations and the supply 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 trough 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:	
 Signature	Date and year
Name and title	 Company