

CODE OF CONDUCT FOR SUPPLIERS

Introduction

The business concept of Hemsö is to sustainably own, manage, and develop properties for public use as well as to offer sustainable services to its customers in a responsible manner at every stage of its operations. The Hemsö Code of Conduct is founded upon the Global Compact principles regarding human rights, labour law, environmental law, and anti-corruption. The Hemsö Code of Conduct for Suppliers (hereinafter referred to as the "Code") is consistent with the core values of Hemsö, with a strong commitment to ethics, transparency, and a wholistic approach. Suppliers of Hemsö must ensure compliance with this Code with respect to its own organisation as well as that of any subcontractors. The cooperation between Hemsö and the Supplier shall be characterised by accessibility, reliability, and progressiveness.

Compliance and applicable law

The Supplier must, throughout its entire operation, comply with the applicable laws, rules, and regulations of the countries in which they operate.

Ethics

Hemsö condemns and takes active steps against all corrupt, criminal, and unethical practices. As such, Hemsö requires transparency, integrity, and honesty in all aspects of its operations. This means that Hemsö and the Supplier shall adhere to, and respect, contractual obligations. Neither Hemsö nor the Supplier, including their respective employees and other representatives, will accept any gifts, payments, or seek any advantages from other persons or organisations in exchange for favours. Employees and other representatives of Hemsö or the Supplier are prohibited from, directly or indirectly, offering or approving payments, gifts, or other benefits with the purpose of gaining an undue advantage.

Whistleblower

Hemsö has a whistleblower service (www.hemso.se/en/) that guarantees complete anonymity for all whistleblowers. The service enables external and internal stakeholders to anonymously report any unethical conduct or improper activities with respect to the operations of Hemsö.

Environmental sustainability

- The Supplier shall make efforts and set internal objectives to reduce energy consumption within its organisation
- The Supplier shall make efforts to reduce the use of fossil energy sources by replacing them with renewable energy sources
- The Supplier shall, when possible, endeavour to protect the environment through efforts to improve the way in which environmental aspects are considered within its organisation to prevent and avoid its adverse environmental impact
- If the Supplier procures, builds, and/or installs any materials/products or chemicals on behalf of Hemsö, the Supplier must comply with the approved choices of materials and products as well as any routines specified by Hemsö

Social responsibility

Employment and working conditions

The Supplier shall continuously make efforts to promote diversity and equality as well as guarantee equal rights and opportunities to all persons, irrespective of sex, transgender identity or expression, ethnicity, religion or beliefs, disability, sexual orientation, or age. The fundamental principles of the Supplier must additionally be the subject of continuous revision to prevent sexual harassment in the workplace. All employees must be provided with written employment contracts in a language that they can understand. The Supplier shall prevent any improper conduct with respect to labour laws and taxation laws to detect and prevent any instances of undeclared work or labour. Furthermore, the Supplier shall implement routines that prescribe regular monitoring and review.

The Supplier must always conduct itself in ways that are congruent with:

- The UN Universal Declaration of Human Rights (1948)

- The Eight Fundamental Conventions adopted by the ILO regarding forced labour, child labour, discrimination, freedom of association and the right to organise (nos. 29, 87, 98, 100, 105, 111, 138, and 182)
- The UN Convention on the Rights of the Child (article 32)
- The applicable laws, rules, and regulations regarding health and safety in the workplace, including those governing conditions for a sound work environment, in the countries in which it operates and offers its services
- The applicable laws, rules, and regulations regarding employment, minimum salaries, and social security in the countries in which it operates and offers its services
- The applicable laws, rules, and regulations governing environmental protection and impact in the countries in which it operates and offers its services
- The UN Convention against Corruption

Principles for employee rights

National legislation

The Supplier must comply with the applicable laws, rules, and regulations of the countries in which it operates, and this shall be considered a minimum requirement for employee conditions.

Child labour (ILO 138 and 182)

Child labour, as defined in the relevant ILO Convention, is prohibited.

Forced labour (ILO 29 and 105)

The abuse of persons through forced labour of any kind is manifestly unacceptable.

Discrimination (ILO 100 and 111)

Discrimination on the basis of ethnicity, sex, religion or beliefs, social origin, disability, political convictions, and/or sexual orientation is prohibited.

Freedom of association and the right to organise (ILO 87 and 98)

Employees must enjoy the right to organise and associate freely without negative repercussions. In countries where the freedom of association is limited or under development, the Supplier shall make efforts to enable employees to meet with and discuss salaries and working conditions with management, without the risk of negative repercussions for doing so.

Salaries and working hours

Salaries shall be paid directly to the employee at the agreed time and in full. The minimum salary in a country is the lowest possible salary that will be accepted. Working hours shall not exceed the limits stipulated in national legislation and workers must be entitled to overtime, where applicable.

Such efforts must be carried out in accordance with the UN Guiding Principles for Business and Human Rights or its equivalent.

In the event of conflicts between national and international rules and regulations, the rules and regulations stipulating the highest levels of protection shall prevail and be applied.

Work environment

The work must be planned and organised in such a way that enables work to be carried out in a healthy and safe work environment. Conditions for workers with respect to occupational safety, hygiene, and health regarding ventilation and lighting must be satisfactory and in compliance with the relevant rules and regulations issued by the competent authorities. Labour must not be performed without the prescribed adequate protective equipment and training. The use of hazardous materials, which may cause accidents or occupational illness, shall only be allowed if the necessary and appropriate security precautions have been taken. Machines and other technical equipment must be designed, located, and operated in ways that sufficiently mitigate the risk of accidents. The Supplier shall make efforts to prevent substance abuse, create routines detailing rehabilitation measures, and ensure that employees are not under the influence of alcohol or drugs at work. The Supplier must inform employees of the risks to health and safety that the work may entail.

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Inspection and compliance

Upon the request of Hemsö, suppliers must be able to present documentation and routines detailing its compliance with the requirements set. Hemsö retains the right to make unannounced inspections of the Supplier's operations and may enlist a third party to perform such inspections on its behalf. Hemsö retains the right to terminate any business relationship and contract with Suppliers that are found to be in violation of this Code unless they have adopted the necessary measures within a reasonable amount of time. Such termination does not entitle the relevant Suppliers to any compensation for, inter alia, decommissioning costs, loss of revenue, or similar costs incurred as a result. Deviations from the Code shall be reported to the relevant Purchase Manager at Hemsö. Such reports shall then be addressed and monitored. Suppliers that are non-compliant with this Code risk losing their status as a supplier of Hemsö.