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## Atorp Automatsvarning Supplier Code of Conduct

The supplier code of Conduct outlines the minimum requirements that apply for all long-term business relationships between Atorp and its suppliers. Our overall goal is to encourage respect for Human & Labour Rights as well as Environmental protection and Business ethics with our external partners.

These requirements have been drawn up in accordance with the UN Global Compact principles and the OECD Guidelines for Multinational Enterprises as well as ILO and United Nations conventions<sup>i</sup>.

### Scope

This Supplier Code of Conduct applies to all suppliers of both products and services to Atorp. All Atorp suppliers are expected to comply with applicable national laws.

### Environment

The supplier shall assess significant environmental impact of operations and establish and follow procedures that reflect their environmental responsibility.

- The supplier shall comply with national and international environmental legislation and regulations.
- The supplier shall actively work to reduce emissions into the air, soil and waterways and make more efficient use of resources.
- Environmental aspects shall be taken into consideration throughout the production and distribution chain, from the production of raw materials to the sale of end-user products.

### Business ethics<sup>ii</sup>

All forms of corruption, bribery, money laundering and unlawful restrictive trade practices are strictly prohibited.

- The supplier shall establish and follow effective procedures to prevent corruption, bribery, money laundering and unlawful restrictive trade practices in all of their business activities.

### Social conditions<sup>iii</sup>

The supplier shall support, and respect internationally declared human rights and treat its employees fairly, equally and with respect.

### Freedom of association<sup>iv</sup>

- The supplier shall respect its employees' right to form or join trade unions as well as the right to collective negotiations.

### Working hours<sup>v</sup>


- Working hours, breaks and vacations must comply with national legislation and agreements as well as international agreements.
- Working hours, excluding overtime, shall be identified by contract, and is expected not to exceed 48 hours per week.
- Overtime shall be voluntary, shall not be requested on a regular basis and is recommended not to exceed twelve hours per week.

### Wages<sup>vi</sup>

- Wages, benefits, and overtime compensation shall at the very least comply with national legislation, industry standards and collective agreements. In any event wages and compensation for regular working hours should always be enough to meet basic needs and to provide some discretionary income.
- In the case of deductions from wages as a disciplinary measure, this will be permitted only under the conditions and to the extent regulated by law or collective agreement.

### Forced labour<sup>vii</sup>

- No form of forced labour or labour linked to any form of punishment is permitted. This requirement pertains to all employees, irrespective of employment condition.
- No employee may be forced to hand over valuables or identification papers to his/her employer.

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### Child labour<sup>viii</sup>

- Atorp does not accept child labour. Every child shall be protected from economic exploitation and performing any work that may be dangerous, have an adverse effect on the child's education or be harmful to the child's health and development.
- The term 'child labour' refers to work carried out by a child who is under 15 years of age, or under 14 years of age in those countries specified in Article 2.4 of ILO Convention 138.
- Young workers under 18 may not work at night or in hazardous conditions.

### Equal treatment<sup>ix</sup>

- Atorp does not accept discrimination, intimidation, oppression, or harassment in any form.

### Work environment and safety<sup>x</sup>

- The supplier shall define responsibilities and establish and follow procedures to prevent accidents and work-related injuries.
- The supplier shall at least comply with the minimum standards according to national and local laws and regulations regarding the work environment.
- Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.
- Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.

### Follow-up and enforcement

Enforcement of this Supplier Code of Conduct is important to Atorp's business.

- It is the supplier's responsibility to ensure that the content of this Supplier Code of Conduct is implemented. We also expect all our suppliers to have appropriate procedures to encourage their own suppliers of products and services to comply with the content of our Supplier Code of Conduct.
- Atorp will encourage our suppliers to assess their compliance with this Code of Conduct, therefore we reserve the right to conduct inspections of our suppliers. These inspections may be unannounced and also conducted by an independent third party.
- Where instances of non-compliance with the requirements of this Supplier Code of Conduct are identified, the supplier shall take corrective action to remedy the deficiencies as well as take measures to prevent similar problems from recurring in the future.
- If the supplier fails to comply with the terms of this Supplier Code of Conduct, we may terminate the business relationship if improvements are not made within an agreed period.

### Supplier Code of Conduct accepted:

Date:

Company:

Title:

Signature:

Name (in block letters):

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i References to relevant ILO and United Nations conventions for each area of the code, including web link, are found below

ii UN Convention Against Corruption

iii Universal Declaration of Human Rights

iv ILO Conventions No. 87, 98, 135 and 154

v ILO Convention No. 1 and 14, ILO Recommendation No. 116

vi ILO Convention No. 26, 95 and 131

vii ILO Conventions No. 29 and 105

viii UN Convention on the Rights of the Child ILO Conventions No. 138, 182, ILO Recommendation No. 146 and UNICEF's Children's Rights and Business Principles

ix ILO Conventions No. 100, 111, 143, 169, 183 and UN Convention on Discrimination Against Women

x ILO Convention No. 155, 184 and ILO Recommendation No. 164