

# **Samhall's code of conduct for suppliers**



SWEDEN'S MOST IMPORTANT COMPANY



14 Feb 2018

**Samhall is one of the largest service providers in Sweden. The company is owned by the Swedish government. The government assignment is managed through sustainable entrepreneurship where business, professionalism and efficiency are continuously evolving.**

Samhall's suppliers must therefore respect our Code of Conduct, which requirements are based on international regulations covering the UN's Global Compact, the UN's Universal Declaration on Human Rights, the UN's Convention on the Rights of the Child and applicable ILO Conventions.

This code of conduct is applicable to Samhall suppliers and their subcontractors. Samhall's suppliers are responsible for ensuring that the code is applied among their subcontractors.

## 1. Human rights

- a. Child labour. Suppliers must not engage or accept child labour. Employment of young people must be compliant with local legislation.<sup>1</sup> The supplier must have a documented procedure to ensure that immediate action is taken if any subcontractor is found to be using child labour, and that such actions are in the best interests of the child.
- b. Forced labour. Suppliers must not engage or support forced labour or non-voluntary labour in any form. Employees must be entitled to terminate their employment whenever they like.<sup>2</sup>
- c. Freedom of Association. Suppliers must respect employees' right to join trade union organisations and collective bargaining.<sup>3</sup>
- d. Conflict areas. Suppliers of goods containing raw materials that originate from conflict areas, such as Conflict Minerals, must take action to avoid supporting acts of war, armed conflicts and violations of human rights.

1 ILO Convention 138, 182

2 ILO Convention 29, 105

3 ILO Convention 87, 98

## 2. Working conditions

- a. Discrimination. Suppliers must offer and ensure equal opportunities for their employees. All forms of discrimination are unacceptable.<sup>4</sup>
- b. Wages and employment terms. Suppliers must pay wages that at least meet legal requirements concerning minimum wage, unless higher amounts are to be paid in accordance with applicable collective agreements.

Suppliers must operate in compliance with legislation and applicable regulations concerning working hours. Overtime must not exceed statutory limits, and it must be voluntary and fully paid. The legal right to paid absence must be ensured (e.g. holiday, maternity/parental leave, sick leave). All employees must be entitled to a written employment contract.

- c. Health and safety. Suppliers are responsible for provision of a safe work environment which is compliant with laws and regulations concerning health and safety in the workplace. Responsibility for the work environment includes equipment, fire safety and buildings. All employees must have access to relevant information/training on health and safety and have access to relevant medical assistance. If accommodation is offered, it must be clean and safe and of a satisfactory standard.
- d. Respect and dignity. All forms of corporal punishment, degrading treatment or harassment must be prohibited.
- e. Parenthood. Employees who have children must have the opportunity to combine work with parenthood.

## 3. Environment

- a. Assessment and measures. The supplier must perform an assessment of its significant impact on the environment and the local community, and undertake the necessary measures to avoid negative impact on natural resources, the local community and the environment.
- b. Permits and compliance with the law. Suppliers must operate in compliance with applicable environmental legislation and regulations and have the licences and permits required for their business.
- c. Chemicals. The use of chemicals must be compliant with applicable legislation. Chemicals must be labelled and stored safely. Safety data sheets must be available for chemicals used by the business.<sup>5</sup>
- d. Water and sewage. Wastewater and sewage must be handled in accordance with applicable legislation and regulations. Waste, particularly hazardous waste, must be handled in a responsible manner in accordance with applicable legislation and regulations.

4 ILO Convention 100, 111

5 ILO Convention 170

## **4. Anti-corruption policies**

All forms of corruption are prohibited in all supply chains. This ban includes corruption, the offering and accepting of bribes, improper activities or market distortion. All manufacturing, supply, sale and marketing must be compliant with applicable legislation and regulations in the country in question. The supplier must be transparent and always be able to account for the production chain as far as possible.

## **5. Auditing, documentation and non-conformance reporting**

- a. Auditing. Samhall is entitled to follow-up/audit its suppliers' premises compliance against this code of conduct. This right is also applicable to independent third parties performing such follow-ups/audits on behalf of Samhall.
- b. Documentation. Relevant documentation must be saved and available for follow-up/auditing of this code of conduct.
- c. Non-conformance reporting. Suppliers are obliged to regularly report any non-conformances in respect of this code of conduct and any measures undertaken by both the supplier and any subcontractors.

## **6. The supplier's obligations according to the code of conduct**

By signing this document, the supplier declares that the company and all subcontractors used for goods and services supplied to Samhall AB operate in compliance with the content of this code of conduct.

Place and date:

Company:

Position:

Signature:

Printed name: