

Samhall's code of conduct for suppliers

2022-09-22

samhall



Samhall is a state owned company, its purpose is to create work that furthers the development of people with disabilities.

By matching the right person to the right task, Samhall create work opportunities for thousands of people who formerly were excluded from the labour market. At the same time, Samhall provide high quality services to companies and organisations all over Sweden. Samhall is managed through sustainable entrepreneurship where business, professionalism and efficiency are continuously evolving.

We take responsibility for the economic, environmental, and social impact our activities have in our value chain. 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.¹ 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.²

c. **Freedom of Association**

Suppliers must respect employees' right to join trade union organisations and collective bargaining.³

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.⁴

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, unauthorized retaliation must be prohibited.

e. Parenthood

Employees who have children must have the opportunity to combine work with parenthood.

4) ILO Convention 100, 111

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.⁵

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.

e. Greenhouse gas emissions and energy

The supplier should take action to reduce emissions of greenhouse gases, increase energy efficiency and increase use of renewable energy.

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. The supplier must avoid all potential conflict of interest.

5. Privacy

Suppliers must comply with applicable privacy laws and principles and protect the reasonable privacy expectations of personal information.

5) ILO Convention 170

6. Requirements for subcontractors

For subcontractors, providing a service that is part of Samhall's delivery to customers, the following requirements also apply:

- a. In addition to 2a, subcontractors must have collective agreements.
- b. The subcontractor's staff must wear name badge or company ID. In addition, staff must be able to identify themselves with a valid ID upon request.

7. 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.



8. Whistleblowing system

Suspensions of violations of this code of conduct, irregularities relating to working conditions, bribery, corruption, embezzlement and illegal activities can be reported anonymously via Samhall's whistleblower function at [Samhall.se](https://www.samhall.se). No reprisals may be directed at anyone who reports a problem in good faith.

9. 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.

10. Revision of the Code of Conduct

This Code of Conduct will be revised/updated if and when relevant. For the latest version, visit Samhall's website www.samhall.se

It is the supplier's responsibility to keep up to date with Samhall's code of conduct for suppliers.

Place and date

Company

Signature

Position

Printed name