

## CODE OF CONDUCT FOR SUPPLIERS

Successful sustainability work is built on good relationships and mutual trust between Fabege and our suppliers. We believe in an approach in which the focus is on development and learning, and we welcome constructive dialogue on these issues. The Code of Conduct details the expectations we have regarding our suppliers. We expect them to do their utmost to work in accordance with this Code, and at the same time to actively endeavour to ensure that any subcontractors engaged also comply with it.

Our suppliers must follow the relevant laws, ordinances, regulations and standards, as well as collective agreements entered into, and they must have all the necessary permits, licences and registrations for their operations.

### Guiding principles

The delivery of goods and services must comply with the [Ten Principles | UN Global Compact](#) and the ILO [International Labour Organization's](#) core conventions. These principles are based on the UN Declaration on Human Rights, on fundamental principles and rights at work, the Rio Declaration and the UN Convention against Corruption.

### Business ethics

Fabege's purchasing activities are characterised by a high level of ethics, respect for human rights, professionalism, objectivity and equal treatment. Promoting fair competition and combating all forms of corruption, bribery, money laundering and unlawful restriction of competition form the basis of all our relationships.

We comply with [the Code to prevent Corruption in Business](#), which aims to combat corruption in business.

### Work environment & Safety

Our suppliers are responsible for ensuring that their work is planned and organised in such a way as to ensure a safe work environment. Work should systematically and preventively strive to constantly improve the work environment and employee health. Accidents and occupational injuries should be prevented. Incidents and accidents must always be reported to the client at Fabege.

Everyone who works on behalf of our suppliers must undergo regular training in safety in the work environment. Employees shall receive training regarding any health risks that the work may involve. The employer must provide appropriate protective equipment and ensure that health and safety information is easily available in the workplace. Information must be provided in one or more languages, so that everyone working there is able to understand the content.

The consumption of alcohol and drugs during working hours is not permitted. All people working at the workplace, irrespective of their form of employment or contract, shall be covered by accident insurance.

### Terms and conditions of employment

All employees shall have employment contracts in writing. All employees shall have an entitlement to statutory leave, including sickness and parental leave. Employees shall have at least one rest day per week and their working hours shall not exceed the statutory limits, that is, 60 hours per week, including overtime.

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Wages/salaries shall be paid regularly, directly to the employee, at the time stipulated and in full. Those who work for our suppliers under employment-like conditions shall also be treated in accordance with these principles.

Child labour is not permitted. In the absence of a national law banning child labour in the country where operations take place, it is not permitted for anyone under the age of 15 to be employed.

The right of employees to join trade unions shall be respected, as shall their ability to engage in collective negotiations without fear of punishment, threats or harassment.

All work shall be performed on a voluntary basis, and no form of forced labour, or labour linked to any form of threat or punishment, is permitted. In order to prevent human trafficking, no employees shall be forced to deposit valuables or identity documents with their employer.

### **Integrity**

Faberge's suppliers undertake to act against all forms of corruption, including blackmail and bribery.

They shall not accept, approve a promise of, or request an unfair advantage, and neither shall they provide, promise or offer an unfair advantage. Our suppliers shall not make, offer, promise or approve the payment of money or transfer of other items of value, or give gifts either directly or indirectly.

### **Environment**

Our suppliers shall work systematically and preventively and shall keep informed of, and maintain control over the environmental impact of their operations. An ongoing programme of environmental improvement measures shall be conducted. They are responsible for ensuring that their own work is planned and organised such as to prevent damage or nuisance to land, people or the environment.

The precautionary principle shall be applied in order to reduce emissions to air, ground and water, and to minimise consumption of energy and resources. When selecting materials, the materials and products chosen shall be those that are better from an environmental perspective if there are materials and products with similar functional and quality characteristics.

See further aspects in Faberge's Sustainability and Environmental Policy.

### **Human rights**

Faberge's suppliers shall support and respect internationally declared human rights, and shall treat their employees and suppliers fairly, equally and with respect for the equality of all people.

Discrimination, for whatever reason, is not permitted in recruitment, pay scales, training, promotion or termination of employment. They shall also ensure that no harassment, bullying, threats, oppression or other discriminatory treatment occurs.

Faberge's suppliers shall support the UN and Swedish government's ambitions and targets to combat all forms of trafficking and prostitution.

### **Whistleblower function**

Good relations, a healthy work environment and a high standard of business ethics are crucial to Faberge's long-term success. It is important to us that attention is drawn to corruption, irregularities or fraudulent acts that can seriously damage the business or negatively impact our employees, and that such incidents are

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investigated as early as possible. Our whistleblowing function is a safe solution for anonymous reporting and is compliant with the new Whistleblowing Directive.

### What can I report?

The Fabege whistleblower service is intended for reporting crimes and serious irregularities that relate to:

- accounting transgressions or other financial crime,
- bribery and corruption,
- major safety deficiencies in the workplace,
- serious incidents of discrimination and/or harassment, and
- other serious irregularities that affect the vital interests of the company or the Group, and/or that may pose a threat to the life or health of an individual.

### Compliance & follow-up

Accepting the Code of Conduct means consenting to checks being made regarding compliance with the Code of Conduct. The checks can be carried out by an independent third party and we expect transparency and an open dialogue, and that you actively work to ensure compliance with the subcontractors you use.

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