

ZETTERBERGS

Code of Conduct

FOR SUPPLIERS



Introduction

Zetterbergs wants to be an attractive workplace where the staff thrives. We also want to be a successful company in our industry, where the experience of Zetterbergs as a brand and company keeps customers coming back. We want to be at the forefront of product development, new materials and manufacturing methods and deliver products and services of the highest quality that meet the customer's needs and requirements. Our choice of suppliers – and the way they conduct their business ethically, socially and environmentally correct – plays an extremely important role in our work to achieve this.

We have developed Zetterbergs Supplier Code of Conduct to emphasise the values and principles that we want our suppliers to live up to. The Code of Conduct can provide them with guidelines for decisions and for how to act. The Code of Conduct is based on Zetterbergs own Code of Conduct, which covers all employees, customers, business partners and other stakeholders, and is available in more detail on our website. Zetterbergs encourages all its suppliers to create their own codes of conduct and similar guidelines, as long as they do not conflict with the content of this code of conduct.

Who is covered by Zetterbergs Supplier Code of Conduct?

This Supplier Code of Conduct applies to all organizations that provide Zetterbergs with products, personnel or services and its subcontractors

The Supplier's issuance of invoices, the provision of goods, personnel or services, or acceptance of Zetterbergs purchase orders constitutes the Supplier's acceptance to comply with the guidelines of this Code of Conduct.

This is Zetterbergs

Our values

Zetterbergs is a company with strong values. They form the basis for our decisions and our actions. As our suppliers are an important part of our business, we expect them to respect and adhere to our values as well.

Customer value

In our work and in our decisions, we focus on activities that create value for the customer.

Stability

Our actions and relationships are based on long-term thinking.

Reliability

Our way of being towards customers, suppliers and each other is characterized by an open and honest attitude.

Commitment

Through employees with knowledge, will and ability, we create a successful company together where we thrive.



Social responsibility

Work environment

We require our suppliers to work systematically for a good and safe work environment with the aim of creating a physically, mentally and socially healthy and developing workplace for their employees.

Our suppliers shall;

- Prevent risks of occupational injuries and work-related ill-health.
- Create and enforce protective regulations where needed and ensure that they are complied with.
- Have well-functioning procedures where risks and shortcomings can be reported to the employer.
- Create an understanding among employees of the necessary security measures.
- Have work adaptation and rehabilitation issues as an important and natural part of the work environment management.
- Keeping the business free from abuse.

Hours

Zetterbergs suppliers must relate to and comply with applicable laws and collective agreements regarding working hours and leave. Working time schedules must be structured to prevent strain on employees' physical and mental health.

Personal protective equipment

The employees of Zetterbergs suppliers must be able to work in as safe a way as possible without being exposed to injury. This means that the supplier must ensure that the necessary personal protective equipment is in place and that clear information about the use of these is provided to the relevant staff and new employees.

Machinery safety

Where necessary, the supplier must ensure that the employee receives the right training in machinery safety. The business must ensure that the employee has a valid permit to use the machine in question and/or perform the task in question. These should be documented in writing and should be able to be presented on demand.

Crisis preparedness

Zetterbergs wants the supplier to work with crisis preparedness based on the following priorities;

1. To eliminate the risk of injuries and accidents in the first place.
2. To limit the risk of injuries and accidents in the second place.
3. To ultimately protect the worker from accidents and injuries with equipment or the like.



However, things can go wrong and in the event of a crisis, Zetterbergs suppliers must have well-documented strategies for how these are handled. The employees must be provided with information about what the procedure looks like at;

- Incident
- Occupational injury
- Serious accident
- Fire

The work should always be based on the goal of preventing injuries and accidents. Therefore, we want our suppliers to work systematically with;

- Fire protection and fire safety rounds.
- Regular fire drills with evaluation of the outcome.
- Investigation of each incident, injury and accident to evaluate if/how it could have been avoided.
- Improvement work to create even better routines and safety in the workplace.

Ergonomics in the workplace

Having staff who last over time and can maintain good physical and mental health is extremely important to us. We want our suppliers to also evaluate the ergonomic conditions in the workplace and invest in solutions to maintain the best possible ergonomics.

Handling of chemicals

Zetterbergs wants our suppliers to work to prevent chemical substances that occur in the business from causing ill health or accidents. The supplier should have knowledge in identifying chemical risks and have the necessary instructions and procedures to reduce or eliminate chemical work environment risks.

Diversity, equality and inclusion

At Zetterbergs, we strive for a workforce with a mix of education, experience, personality and character that makes the company dynamic and opens up for innovation in large and small. We also assume that our suppliers work for a workplace that stands for diversity and equality. The supplier's employees must be treated without prejudice regardless of gender, transgender identity or expression, sexual orientation, religion or other belief, ethnicity, disability or age. At the supplier, there must be no form of discrimination in recruitment, salary setting, skills development, promotion, dismissal or in daily work. On Similarly, customers and other business partners are treated fairly and without prejudice. Recruitment, development efforts and promotion are based on competence, qualification, merit and performance.

Salary policy

At Zetterbergs suppliers, the requirements that exist for systematic wage setting according to laws and collective agreements must be supported and followed. Salary should be a



remuneration for work performed and the principle should be equal pay for equal work, regardless of gender, age and other differences, where good performance can be rewarded when setting wages.

Harassment and bullying

Zetterbergs does not tolerate any form of harassment, discrimination or victimisation in the supplier's operations. The supplier is responsible for drawing attention to such behaviour and creating procedures to ensure that measures are taken to counteract such behaviour.

Fundamental human rights and working conditions

All employees of the supplier must be made aware of human rights. These must be respected and applied equally to all employees, regardless of position and terms of employment.

All employees must have the right to join self-selected associations and organisations and negotiate with them collectively through the trade unions with which the company may have signed an agreement.

Zetterbergs does not accept any forms of slavery, such as forced labor, debt slavery and human trafficking. The supplier must also not use child labour and must distance itself from the purchase of sexual services and other activities that may support human trafficking. This applies regardless of country and legislation.

Road safety

Zetterbergs assumes that the supplier's representative when travelling to our facility in front of their vehicle in accordance with current legislation, has a safety mindset, is environmentally conscious and cooperates with their fellow road users. In our area, established traffic rules must be respected to avoid accidents.

Financial responsibility

Business and Accounting Principles

Zetterbergs suppliers must act as a reliable and honest company and live up to the commitments promised. They must only engage in business activities that are in accordance with national laws, international conventions and agreements entered into. They must respect and comply with competition rules, environmental legislation, labour laws, agreements and safety requirements, as well as other regulations that set the framework for their activities. They should work for long-term relationships where we can together create a basis for good financial results. All financial transactions must be recorded in accordance with the company's accounting principles and in accordance with applicable laws, regulations and standards. The records must show all types of transactions in a correct and non-misleading manner. External financial reporting shall be reliable and complete.

Delivery and quality

In order for us at Zetterbergs to be able to fulfill our commitments, we need reliable suppliers who deliver according to wishes and agreements. Products and services must be delivered at the right time, in the right place and to the promised quality. If the supplier cannot live up to what has been promised, Zetterbergs must be informed of this as early as possible. We must always have written agreements and follow up on set requirements and act in the event of deviations.

Reliable and secure information management

The information security of our suppliers must be an integral part of our business operations. The information must be easily accessible, accurate and complete and accessible to those concerned. They must comply with current legislation regarding, for example, GDPR. The supplier must respect people's right to privacy. Personal data must be collected correctly and lawfully, be relevant to the purpose for which it has been collected and be treated with the utmost care.

Anti-corruption, benefits, gifts and bribery

Corruption distorts the market, disrupts free competition and violates legislation. Corruption is behaviour that causes decisions and actions to be influenced in an inappropriate way. It can be conflicts of interest, embezzlement, bribery, bribery, extortion, fraud, nepotism or cronyism. This also includes money laundering, offering or accepting bribes, gifts, or entertainment deemed extravagant. Zetterbergs does not tolerate any form of corruption. Neither directly nor indirectly, for example via a third party.

All representation shall be characterised by moderation and discretion so that the parties maintain full credibility and an independent position in relation to each other. We want our suppliers to also have rules for what type of gifts and hospitality are allowed.



Environmental liability

Zetterbergs wants the supplier to work with environmental issues as an integrated part of its business operations. They shall ensure compliance with applicable laws and regulations.

We would like the supplier to also;

- Find out, and try to counteract, where the business's greatest environmental impact lies.
- Works actively to reduce its use of energy.
- Finding solutions to reduce pollutant emissions.
- Develops its products/services to become more sustainable.
- Measuring, monitoring and improving operations from an environmental and energy point of view.
- Counteracts waste of resources.

Sustainable solutions

Zetterbergs works actively to develop and be able to offer more sustainable products. We want our suppliers to contribute information based on their area of expertise. If there are new products, materials or production methods that can reduce the climate footprint of our operations and manufacturing and/or our products, we want our supplier to inform us of this.

Circular economy and waste management

To enable the transformation of our industry from a linear to a circular economy, our suppliers shall continuously demonstrate responsibility and make efforts to optimize circular business models for the products delivered to Zetterbergs, including its packaging. The supplier shall monitor, trace and treat waste (solid and liquid) generated by its operations, industrial processes and sanitation facilities, and promote opportunities for improvement and minimised waste.

Environmentally hazardous substances

Our suppliers must identify and declare potentially harmful substances according to REACH, RoHS and SCIP as well as other critical materials in products delivered to Zetterbergs, and work actively to eliminate and phase out identified substances of concern.

Water management

Our suppliers must monitor, track and document their consumption of water in order to identify aspects that the supplier can control and influence, promoting opportunities for improvement, minimised consumption and reuse to close the loop.

Protection of biodiversity

Our suppliers must avoid contributing to and benefiting from the illegal conversion of natural ecosystems. Suppliers shall avoid using products made from or derived from endangered species.



Compliance and reporting

Zetterbergs general strategy is to encourage improvement. If the supplier is guilty of serious deviations or repeatedly shows unwillingness to make improvements, this may jeopardise the supplier's business relationship with us.

Zetterbergs has the right to access documentation and conduct audits at the supplier to ensure that Zetterbergs complies with Zetterbergs Code of Conduct for suppliers. Zetterbergs will take action against business partners who are found to be in violation of our guidelines, and in the event of minor, repeated or serious violations, either the business relationship will be terminated or other measures will be taken.

Distribution

Zetterbergs Code of Conduct for Suppliers can be found on the.

Supplier evaluation

Ensuring that the supplier complies with Zetterbergs Supplier Code of Conduct is part of the annual supplier evaluation that Zetterbergs conducts. It includes the company's strategic suppliers.

Whistleblowing

On Zetterbergs website there is a page for whistleblowing. Here, employees, customers, suppliers, business partners or the public can report any misconduct. If there is a suspicion that violations have occurred of Zetterbergs Code of Conduct for suppliers, it must be reported. All reports are investigated and treated confidentially. Read more at:

<https://zetterbergs.se/visselblasare/>

Supplier's approval

<input type="checkbox"/> We have taken note of Zetterbergs Code of Conduct for suppliers and follow the requirements and guidelines it contains.
Supplier:
Signature:
Name clarification:
Date: Location:

