

Code of conduct

Information to the Supplier

Introduction

Our company is committed to a sustainability policy which includes respect for universally recognised standards for the environment, human rights, labour, and anti-corruption.

Therefore we seek to ensure that all our suppliers operate in compliance with our supplier code of conduct. Please refer to the enclosed code of conduct for more information about the standards.

The purpose of our social and environmental supply chain management system is to help supplier achieve the standards outlined in our code of conduct. The purpose is not to terminate business.

Our Supply Chain Management

We categorise all our suppliers based on our perception of likelihood of non-compliance with our code of conduct and the potential impact that non-compliance will have on our business.

We use three different tools for evaluation of our suppliers:

- A general risk assessment of all our suppliers
- A supplier self assessment questionnaire
- Social and environmental audits

The purpose of the general assessment is to identify suppliers with a potential risk for non-compliance.

If we consider the risk of non-compliance very low we will include our code of conduct in any contract with our suppliers. But we will not do any further risk assessment.

Suppliers in emerging markets will also be asked to fill out a supplier self assessment questionnaire. The purpose is to evaluate their environmental and social policies and performance.

For a number of suppliers we also carry out social and environmental audits. The purpose is to validate the answers given in the supplier self assessment and to get a better understanding of our suppliers, to identify important areas of non-compliance and to identify ways of improving conditions.

Our Supplier Code of Conduct

Our Supplier Code of Conduct builds on the following internationally accepted principles:

- The Universal Declaration of Human Rights
- ILO Conventions on Forced Labour, Child Labour, Non-Discrimination, Freedom of Association, Workplace Health and Safety, and other Working Conditions.

- Environmental Protection
- Anti-corruption

Our supplier code of conduct is enclosed with this letter.

Compliance with Code of Conduct

Based on our initial risk assessment we consider that our risk of being associated with events on non-compliance is very small when doing business with your company.

However, we ask you to sign our Code of Conduct to indicate that your company is in compliance with our code of conduct and you accept the terms stated in our code of conduct.

If you have any questions regarding this letter or our code of conduct please contact our offices.

Best regards

COMPANY