

**Code of conduct and supplier self-assessment**

**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.

### **Supplier self-assessment**

The enclosed supplier self-assessment questionnaire is designed to give us a better understanding of your company's attitudes and performance in relation to labour rights, human rights, environment and anti-corruption.

Please fill out the questionnaire. If you feel that a simple yes/no answer is not adequate then please feel free to add more explanations in a separate document. This will help us assess your attitude and performance.

If you have any questions regarding the supplier self-assessment document please don't hesitate to contact us.

Best regards