

Supplier Code of Conduct

Versionshistorik

Version	Datum	Författare	Kommentar	Granskad av
1.0	2016-04-14	Christian Jakobsson	Språkrättningar	Rigmor Anshelm

Purpose

The purpose of the Ellevio Supplier Code of Conduct is to define the basic sustainability requirements stipulated for all Ellevio suppliers. The Supplier Code of Conduct is based on the principles of the United Nations Global Compact and is divided into four sections: *Human Rights*, *Labour Standards*, *Environment* and *Business Principles*.

When building and developing our electricity network, we at Ellevio strive to strike a balance between economic, social and environmental responsibility in order to mitigate any negative impact on the environment, people and society. Ellevio will contribute to society by achieving both national and international goals for sustainable development, and facilitate an energy system with a significantly reduced environmental impact. We must fulfil our vision in a way that is economically, socially and environmentally sustainable. The Ellevio Code of Conduct, Ellevio Sustainability Policy and this Supplier Code of Conduct enable this.

The Supplier Code of Conduct is applicable to all Ellevio's operations in every part of the world and to any supplier that delivers goods, services, works and other business activities to Ellevio. All of Ellevio suppliers are obligated to implement the principles of the Supplier Code of Conduct across their entire business. Suppliers are also responsible for ensuring and monitoring their sub-suppliers' and sub-contractors' compliance with this Supplier Code of Conduct.

An Ellevio supplier must confirm compliance with this Supplier Code of Conduct by continuously documenting compliance, providing information to Ellevio upon request and allowing audits on site by Ellevio or an accredited auditor company representing Ellevio. If the results of such an audit or inspection lead us to suspect that you are not complying with this Ellevio Supplier Code of Conduct, you must take the necessary corrective action in a timely manner, as directed by us. If you



fail to comply with this Ellevio Supplier Code of Conduct, we may take action against you, including suspending or terminating your activities as one of our suppliers.

Section 1 - Human Rights

Ellevio suppliers must support and respect internationally proclaimed human rights. Ellevio suppliers must identify and mitigate their human rights impacts whenever required and provide remedial actions in the event of human rights violations.

Suppliers have a responsibility to uphold human rights, both in the workplace and more broadly within their sphere of influence. Suppliers operating outside their country of origin may have the opportunity to promote and raise standards in countries where support and enforcements of human rights issues are insufficient.

Suppliers must have procedures in place to assess the risk of their business contributing to violations of human rights and adequate remedial mechanisms in case of any human rights violations.

Suppliers must ensure that they are not involved, directly or indirectly, in human rights violations. This includes failing to ask questions about violations of human rights or benefiting from violations for which someone else is responsible.

Section 2 - Labour Standards

Freedom of association

Suppliers must recognise and respect employees' freedom of association and their right to freely choose their representatives. Suppliers must also recognise employees' right to collective bargaining. In the absence of formal representation, suppliers must ensure that employees have a mechanism to report grievances that facilitates open communication between management and employees.

Forced labour

Suppliers must not use forced labour, and employees must be free to leave their employment after reasonable notice as required by national law or contract. Employees will not be required to deposit money with or submit identity papers to their employer.

Child labour and young workers

Ellevio suppliers must not, under any circumstances, employ children who are below the minimum legal age of employment. The minimum age is the age of completion of compulsory schooling or no less than 15 years of age (or 14 years of age where the law of the country permits). Children over the minimum age must not be employed for any hazardous work or work that is inconsistent with the



child's personal development. If a supplier employs young people above the minimum age but under the age of 18, the supplier must not put their health, safety or morale at risk.

Ellevio also expects its suppliers to recognise legitimate workplace apprenticeships and student programmes.

Non-discrimination

Ellevio suppliers must treat their employees with respect and dignity. All kinds of discrimination based on partiality or prejudice are prohibited, such as discrimination based on race, colour, gender, sexual orientation, marital status, pregnancy, parental status, religion, etc. Threats of violence, corporal punishment, physical or verbal abuse, or other unlawful harassment are strictly prohibited.

Suppliers must strive to ensure diversity and equal opportunities in their business for all employees.

Wages and working hours

The employees of Ellevio suppliers understand their employment conditions. Suppliers must strive to ensure that fair living wages are paid to employees. Salary and terms must at a minimum comply with national laws or industry standards, whichever are more stringent. Working hours per week must comply with national laws and may not exceed 48 hours per week and 12 hours of overtime. Employees should have at least one day off per seven-day week.

Health and safety

Ellevio suppliers must provide their employees with a safe and healthy workplace in compliance with all applicable laws and regulations. Suppliers must have their own written Health and Safety Policy to demonstrate the management's commitment, to assign responsibility for Health and Safety within their organisation and to report and investigate all health and safety incidents. Suppliers must ensure that appropriate health and safety information is provided to their employees, sub-suppliers and contractors, and that relevant training and equipment is provided. Suppliers must also comply with any additional safety requirements stipulated in contract documents. At a minimum, suppliers must provide employees and own suppliers with drinking water, clean toilets, adequate ventilation, emergency exits, proper lighting and access to first-aid supplies or other provisions for emergency care. Suppliers must identify and assess potential emergency situations. For each situation, suppliers must develop and implement emergency plans and response procedures that minimise danger to life, the environment and property.

Prevention of alcohol and drug use in the workplace

Ellevio is an alcohol and drug-free workplace. Supplier employees and their sub-suppliers are only permitted to work on Ellevio's sites if they are sober and drug-



free. Suppliers must have a policy or guidelines in order to take precautionary measures to prevent alcohol and drug abuse.

Section 3 – Environment

Ellevio suppliers must support a precautionary approach to environmental challenges and undertake initiatives to promote greater environmental responsibility. Suppliers must have their own written environmental policies to demonstrate the management's commitment, to assign responsibility for the environment within their organisations and to report and investigate all environmental incidents. Suppliers must comply with all applicable environmental laws and regulations. By having procedures to identify, measure and monitor their environmental impact, suppliers must work to continually improve their environmental performance and minimise resource consumption and emissions. Ellevio also encourages its suppliers to develop and share environmentally friendly technologies.

Section 4 – Business Principles

Legal compliance

Ellevio suppliers must comply with all applicable laws and regulations in all locations where they conduct business. In addition to complying with all applicable legal and regulatory requirements, Ellevio suppliers are expected to act in accordance with high standards of business ethics.

Suppliers agree to safeguard the confidentiality of confidential information concerning Ellevio's business partners and customers, to issue accurate and relevant financial and other information on Ellevio's business operations, and to compete fairly and ethically in all other respects.

Anti-corruption and anti-bribery

The highest standards of integrity are expected from Ellevio suppliers, including their sub-contractors and other entities acting on behalf of the supplier in all business interactions. All forms of extortion, bribery and corruption, including improper offers of payment to or from employees or organisations, are prohibited. Suppliers must establish and maintain policies and procedures designed to prevent bribery and corruption that are applicable to the supplier and its group companies as well as its suppliers and contractors (if any).