

KIVIKS MUSTERI AB'S SUPPLIER CODE OF CONDUCT

Our company is committed to a sustainability policy which includes respect for universally recognized standards for the environment, human rights, labour, and anti-corruption. Therefore, we seek to ensure that all our suppliers operate in compliance with the terms and standards of our supplier Code of Conduct. Compliance to the terms of this Code of Conduct is a condition of any agreement or contract between Kiviks Musteri AB and supplier. The aim of this Code is not to cease the business relationship, but to help suppliers improve social and environmental standards. Kiviks Musteri AB is therefore willing to work with our suppliers to achieve compliance with the provisions of this Code. We ask you to sign our Code of Conduct to indicate that your company agrees to comply with the terms stated in our Code of Conduct. If you have any questions regarding this letter or our Code of Conduct, please contact us!

Kiviks Musteri AB 2024-11-13



Thomas Jensen, CEO

1. Purpose and General Principles

The purpose of this Code of Conduct is to ensure that suppliers operate in accordance with internationally recognized minimum standards on human rights, labor, and the environment. Kiviks Musteri AB adheres to the principles of this Code and expects the same of its suppliers. The terms of this Code extend to all workers, regardless of their status or relationship with a supplier—also workers who are engaged informally, on short-term contracts, or on a part-time basis. It shall be the responsibility of the supplier to ensure that its sub-suppliers do not violate the standards of this Code.

This Code of Conduct is based on general principles such as the UN Universal Declaration of Human Rights, UN Children's Rights and Business Principles, UN Guiding Principles for Business and Human Rights, OECD Guidelines for Multinational Enterprises and Sectoral Guidance, UN Global Compact, and International Labour Organization (ILO) Conventions and other relevant international human rights and labor standards. In addition to meeting the terms of this Code, the supplier shall comply with all national laws and regulations, as well as other applicable standards. ILO Convention 110 shall be observed in agricultural undertakings. Where there are differences between the terms of this Code and national laws or other applicable standards, the supplier shall adhere to the higher or more stringent requirements.

2. Forced Labour

The supplier shall not be part of or participate in any form of slavery, forced labor, prison labor, bonded labor, human trafficking, or involuntary work also not through business partners, in accordance with ILO Conventions 29 and 105. Workers must have freedom of movement during their employment.

The supplier must not withhold any part of any personnel's salary, benefits, property, or documents to force such personnel to continue working for them.

The supplier shall commit to abiding international principles of responsible recruitment. This includes the principle that the employer bears the cost of recruitment and requires the same from recruitment partners when recruiting all workers directly and indirectly.

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Special consideration shall be given to vulnerable groups including temporary and migrant workers, ensuring that workers are not charged with recruitment fees or costs. Employment contracts must be clear and transparent, workers are free from deception and coercion and have freedom of movement and no retention of identity documents. They shall also have access to free, complete, and accurate information about employment, have the freedom to resign, change employers, and return home safely and have access to free dispute resolution and effective solutions.

3. Child Labour

The supplier shall protect children from any form of exploitation and shall not engage in or benefit from the use of child labour, in accordance with ILO Convention 138. The minimum age for employment shall not be less than the age of compulsory schooling and, in any case, shall not be less than 15 years (or 14 years where established by national laws in accordance with the ILO developing-country exception).

Where permitted by national laws, the supplier may employ children between 12 and 15 years of age for a limited number of hours of light work per day, if it does not interfere with the children's educational responsibilities.

4. Special Protection for Young Workers

In accordance with ILO Convention 79, children under the age of fourteen who are still subject to full-time compulsory school attendance shall not be employed nor work at night (defined as 10 pm – 8 am).

The supplier should commit to removing young workers under the age of 18 from hazardous working conditions immediately without loss of income. The supplier should establish mechanisms to prevent harm to young workers, focusing on training and mechanisms to facilitate complaints/grievance. It must also be ensured that the work is not harmful to the health and development of young workers and that working hours allow school attendance or participation in vocational training.

The supplier shall therefore implement a robust but respectful age verification process during recruitment, ensuring that children of school age are placed in a remediation program if found employed (including access to education and financial support) rather than being summarily terminated from employment.

5. No Discrimination, Violence or Harassment

The supplier shall treat all personnel with dignity and respect. It must not engage in, or support discrimination based on gender, gender identity, age, religion, race, caste, birth, union membership, social background, disability, ethnic and national origin, nationality, union membership or other legitimate organizations, political affiliation or opinions, sexual orientation, family responsibilities, marital status, pregnancy, illnesses, or any other circumstance that may lead to discrimination. It is the supplier's responsibility to protect the employees from harsh or inhumane treatment in the workplace and ensure that there are no threats to such treatment.

6. Freedom of Association

The supplier must not interfere with the workers' rights to form and join unions or other associations, and to bargain collectively. Nor shall the supplier discourage membership of unions, in accordance with the ILO Conventions 87 and 98.

The supplier must not discriminate against workers based on their union membership and must recognize elected workers' representatives, bargaining in good faith with them regarding important

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work-related concerns. The supplier shall neither prevent worker representatives and recruiters from contacting workers at the workplace nor collaborating with them. If trade unions are not allowed in the area of operation, or only state-authorized organizations are permitted, then the supplier shall facilitate, and not prevent alternative measures to allow employees to gather independently to discuss work-related matters and present these concerns to management.

Employees have the right to strike in the manner prescribed by law.

7. Workplace Health and Safety

The supplier shall ensure that its workers and local communities are offered a safe and healthy working environment. This should include, but is not limited to, protection from fire, accidents, and toxic substances. Adequate health and safety policies and procedures must be established, followed, and improved by systematic work and management commitment. The supplier must follow national legislation on workplace health and safety, or international standards when national legislation is inadequate or insufficiently applied.

In accordance with ILO convention 155 and convention 187, the supplier shall take effective measures to prevent employees from suffering accidents, injuries, or illnesses that occur in connection with or during work. This includes providing its employees with free protective equipment and training their departments and individuals regarding health and safety necessary to perform their tasks safely. The supplier is also responsible for taking care of their employees by providing medical care and insurance schemes.

The working environment must include clean sanitary facilities with access to potable water and appropriate infrastructure, including accommodation provided by the supplier, which should meet the same safety and health standards.

All workplace accidents or incidents must be systematically registered and analyzed to facilitate continuous improvement in safety standards. Health and Safety Committees should be established to foster cooperation between management and workers in maintaining and improving safety. A senior representative must be appointed to oversee the enforcement of these health and safety standards, and no violations of fundamental human rights are to be tolerated at the workplace or any associated facility. Furthermore, the supplier shall inform employees about and respect their right to leave the workplace and/or stop working without seeking permission in hazardous situations and uncontrolled risks.

Special provisions must be in place to protect vulnerable groups such as young workers, pregnant women, new mothers, and people with disabilities, ensuring their safety and well-being in the workplace.

8. Conditions of Employment and Work

Working Conditions

The supplier is responsible for protecting workers from any form of physical, verbal, sexual, or psychological harassment, and any form of abuse, unfair treatment or threats in the workplace. This applies to acts committed by managers or fellow workers, particularly in the context of implementing disciplinary measures.

The supplier must also respect the privacy rights of employees when collecting or maintaining private information and when implementing employee monitoring practices.

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Workers must be granted paid holidays and sick leave annually, as well as parental leave. Pregnant employees and those on parental leave should not face discrimination, and working conditions must support their roles as parents, particularly migrant and seasonal workers whose children may be located far away.

Before employment, the supplier must provide workers with clear and comprehensible information in their native language (or a language they understand), outlining their rights, obligations, and employment conditions such as working hours, wages, and payment terms. Each worker must also receive a written, legally binding employment contract that adheres to national legislation, customary practices, or international labor standards—whichever offers the highest protection.

Fair Wages

The supplier is required to adhere to legal minimum standards or industry benchmark standards for wages and benefits, ensuring that whichever is higher is implemented. However, in all cases, the supplier must provide a living wage. This wage should allow workers to meet their basic needs and those of their dependents while also leaving room for some discretionary income. Overtime must be compensated at a premium rate, without increasing the risk of workplace hazards.

The business partner must contribute to statutory social security and provide benefits that employees are entitled to under national law, such as insurance, overtime compensation, and paid vacation.

Wages must be paid regularly, in legal currency, and any deductions from wages must be transparent and in accordance with the law or collective agreements. Deductions must never be used as a form of disciplinary action. Furthermore, wages should reflect a worker's skills, responsibilities, seniority, and education level.

The supplier shall not exploit part-time, short-term, casual laborers, trainees, or apprenticeships by paying them lower wages or offering fewer benefits. Provisions for non-permanent and seasonal workers must be as favorable as those for permanent employees. The supplier must also ensure that all workers, regardless of gender, migrant status, or other categories, receive equal pay for equal work and qualifications.

Decent Working Hours

The supplier shall ensure that the workweek does not exceed 48 hours. Overtime must be voluntary, in accordance with national regulations and/or International Labour Organization (ILO) standards, infrequent, and negotiated for peak periods. Importantly, overtime should not increase the risk of occupational injury and must adhere to the limits set by national legislation.

Employees are entitled to at least one day off each week and should receive reasonable breaks during work hours as well as sufficient rest periods between shifts. The total hours worked in any 7 day period shall not exceed 60 hours unless allowed by national law.

9. Environmental and Safety Management

Environmental Awareness

The supplier must stay informed about current environmental legislative requirements related to its operations. This involves ensuring legal compliance through training, raising awareness, implementing operational controls, and ongoing monitoring of the supplier's environmental impact.

The supplier must adopt a proactive approach to minimize the adverse environmental impacts of its activities, products, and services. This includes taking responsibility for their effects on local communities and preventing conflicts proactively as well as environmental issues on a regional and global level.

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Sustainability and Resource Management

The supplier is responsible for promoting sustainable and efficient resource use. The supplier shall commit to minimizing harmful practices which contribute to climate change contributions, biodiversity loss, ecosystem degradation, deforestation, pollution of air, soil, and water and mismanagement of waste. Pesticide application must comply with legal restrictions and follow the ALARA principle, which means keeping their use as low as reasonably achievable.

The extraction and production of raw materials must not contribute to the depletion of natural resources or harm marginalized communities' income. Illegal environmental impacts or reckless exploitation of resources are strictly prohibited.

The supplier shall contribute to environmental protection and biodiversity conservation by reducing resource consumption and waste generation. This aligns with the overall goal of higher protection standards. In support of international efforts such as the Paris Agreement and the EU's Fit for 55 frameworks, suppliers shall address the climate change and state targets for minimized climate impact.

Environmental Safety

The supplier shall implement a process- and risk-based system for due diligence regarding environmental issues in their business practices. The supplier must establish and maintain effective emergency procedures to prevent and address health emergencies and industrial accidents. These procedures must be designed to protect not only workers but also surrounding communities and the environment from adverse impacts.

The supplier must obtain and maintain relevant environmental permits and ensure compliance with both operational and reporting requirements. Auditing must be done, if relevant, to ensure compliance. In case of processing or origin of raw materials from commonly defined risk countries, further risk assessment must be done.

10. Ethical Business Conduct

Corruption and Bribery

The supplier shall refrain from bribing, or using any other method, to unjustly influence public officials, the judiciary, and/or private parties. The supplier shall develop and implement appropriate internal controls, programs, or measures to prevent and detect corruption, extortion, embezzlement, or any form of bribery based on a company-specific risk assessment. Gifts and/or hospitality should never influence, or appear to influence, the integrity of business decisions or the loyalty of the individuals involved.

Transparency and Information

Business partners are expected to keep accurate information regarding their activities, structure, and performance, and should disclose these in accordance with applicable regulations and industry benchmark practices. Participating in falsifying such information shall never be allowed, nor in any act of misrepresentation in the supply chain.

The supplier should inform employees about the policies, controls, programs, and measures against unethical behavior, and promote compliance within the organization through training and communication.

The supplier commits to handling personal information including that of workers, business partners, customers, and consumers within their sphere of influence with care. The use of personal information must comply with privacy and information security laws and regulations.

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Fair Competition and Consumer Safety

The supplier shall compete fairly and respect competition laws in the markets which it is active in. The supplier shall not engage in or facilitate money laundering. The supplier shall not exchange information or enter into agreements or understandings with competitors, customers, or suppliers in a way that unfairly affects the market or violates competition laws. Information about competitors shall be gathered and used in a legal and ethical manner. Marketing of products shall be done in a responsible manner.

The health and safety of consumers is never compromised. The supplier takes responsibility for ensuring the safety and quality of products. The supplier commits to maintaining the highest standards of product safety, quality assurance, and regulatory compliance for everything offered.

The supplier must comply with applicable economic sanctions and export and import control laws issued by international bodies such as the UN or EU and take all reasonable measures to ensure that business operations are not conducted in or with a sanctioned country, territory, group, organization, or individual.

11. Compliance

It is the supplier's responsibility to ensure that the demands in this Code of Conduct are implemented and to have a vivid management system including social responsibility. A senior representative must be appointed to oversee and ensure ongoing compliance, while also monitoring sub-suppliers to meet these same demands. Suppliers must systematically evaluate both their supply chain, including areas of primary production, and their own performance, maintaining records to demonstrate adherence to the Code. These records, along with other relevant documentation, must be made available to Kiviks Musteri AB upon request at any time. Additionally, suppliers must be prepared for both announced and unannounced audits conducted by Kiviks Musteri AB or parties acting on its behalf.

In cases where non-compliance is identified, suppliers are required to take prompt corrective actions and put measures in place to prevent future occurrences. In terms of whistleblowing, the supplier must establish and maintain a secure and confidential whistleblowing system that allows employees and stakeholders to report any breaches of the Code of Conduct or unethical practices without fear of retaliation. This system should ensure that all reports are investigated thoroughly and fairly, with appropriate actions taken to address any confirmed violations. It is critical that employees who come forward are safeguarded from any adverse treatment, ensuring a transparent and ethical working environment.

Kiviks Musteri AB is willing to, to some extent, help suppliers to fulfill the requirements of this code, in order to establish a business relationship. Full compliance with the code is a mandatory condition for any relationship to take place. Failure to meet the terms, or to make improvements within an agreed timeframe, may result in termination of the business relationship.

We confirm that we endorse and will comply with these requirements

Date and place	Company
Name and position of authorized person	Signature