

etikett kompaniet

we build your brand with details.

CODE OF CONDUCT

GUIDELINES FOR SUPPLIERS

Etikettkompaniet recognizes their responsibility to contribute to sustainable societies and environments, striving continuously to meet and develop high standards of ethical and compliant behaviour in all of our business activities and relationships with stakeholders.

Ethical behaviour, compliance, trust and accountability are important matters for all suppliers of Etikettkompaniet to understand and adhere to in their daily work routines, protecting and respecting not only their own employees' rights and dignity but also the workers at their sub-contractors.

This Code of Conduct for Suppliers is formed after the ***Ten Principles of the United Nations Global Compact***, internationally recognised as responsible business fundamentals, in the areas of human rights, labour, environment and anti-corruption. The guidelines are adapted after the specific circumstances and challenges in the sector and branches in which we operate.

In addition, we define further topics that we consider applicable for strengthening relations, processes and procedures with our suppliers and their subcontractors, who provide or manufacture materials or goods for our customer's products.

IMPLEMENTATION

Etikettkompaniet's suppliers are obliged to ensure that all permanent and temporary workers within their organization and at their direct subcontractors, who are involved in the manufacturing of products for our customers, are aware of and understand fully the information specified within these guidelines.

We recommend that our suppliers appoint a Compliance Manager, who has the responsibility to implement, regularly inform and educate all workers to understand these guidelines.

Etikettkompaniet's suppliers are obliged to translate the complete contents of this Code of Conduct document in all languages that are representative of their current workforce. Printed copies of these translated documents, shall be available, in a common area where all workers have access.

Etikettkompaniet reserve the right to modify this Code of Conduct document periodically to reflect any changes in relevant laws and company policies. The revised edition will be re-submitted to each supplier in due course.

Etikettkompaniet request that a member of your Management Team initials each page (1-6) of the Code of Conduct document, sign the acknowledgement that your company have understood, will respect and implement these guidelines and mark with an official company stamp on page 6. The complete document with initials and signature shall be digitally scanned and returned to Etikettkompaniet.

NON-COMPLIANCE

If a supplier is found to breach or disregard any of the guidelines specified within this Code of Conduct document, immediate action will be taken to implement corrective actions.

COMPLIANCE WITH LAWS

Etikettkompaniet acknowledges and respects differences in legal and cultural behaviours in the countries where our suppliers and their subcontractors operate. This Code of Conduct specifies the minimum requirements that shall be implemented and managed within the supplier's and their subcontractor's organizations.

If there are conflicts between the guidelines within this Code of Conduct and mandatory local, national or international rules, laws and regulations, the supplier and their subcontractors shall comply with the stricter requirements.

HUMAN RIGHTS - PRINCIPLE 1

Etikettkompaniet together with our customers, suppliers and partners, shall through collective engagement and action, collaborate towards the protection and fulfilment of human rights.

Etikettkompaniet's suppliers and their sub-contractors shall recognise their responsibility to support and respect all workers with dignity including all vulnerable individuals such as women, children, people with disabilities, indigenous people, migrant workers, older workers and temporary employees.

In any situation, where national law may directly conflict with international standards, Etikettkompaniet together with our suppliers, shall seek practices, through collective engagement to honour the principles of internationally recognized human rights.

HUMAN RIGHTS CONSPIRACY - PRINCIPLE 2

Etikettkompaniet's suppliers and their sub-contractors shall ensure that they are not complicit in human rights abuse caused by companies, governments, individuals or other groups.

Etikettkompaniet's suppliers and their sub-contractors:

- shall not provide goods or services that are associated with or may contribute to unethical behaviour.
- shall not benefit directly or indirectly from human rights abuse.
- shall not remain silent or inactive if they become aware of systematic or continuous human rights abuse.

FREEDOM OF ASSOCIATION - PRINCIPLE 3

Etikettkompaniet's suppliers shall respect the right for all workers and employers within their supply chains, to freely and voluntarily establish, participate and manage organizations who promote and defend their occupational interests. These organized groups and unions shall operate without interference from government bodies, communities, other entities or systems.

Collective bargaining processes shall be permitted, for all employers and workers at suppliers and their subcontractors, to freely discuss, review and negotiate:

- terms and conditions of work
- regulations of relations between employers, workers and their organizations.

FORCED LABOUR - PRINCIPLE 4

Etikettkompaniet's suppliers shall ensure that no sub-contractor forces, threatens or penalizes their employees, both permanent or temporary, to perform work or services involuntarily.

Forced labour includes human trafficking, forced overtime, confiscating employees' personal identity documents, withholding wages or promising false terms of employment.

CHILD LABOUR - PRINCIPLE 5

Etikettkompaniet recommend that their suppliers are aware of countries, regions and sectors where there is a likelihood for child labour and ensure that all workers in their organizations and at their subcontractors are legally eligible for employment with accessible verifiable documentation of date-of-birth and legitimate means of confirming a worker's age.

Workers under the age of 18 shall not perform hazardous tasks and shall not work during the night.

Suppliers shall ensure that their sub-contractors adhere to national labour laws and legal regulations for minimum age requirements, taking even into account international standards. If children are found in working environments, measures shall be taken to safely remove them from the workplace.

DISCRIMINATION - PRINCIPLE 6

Etikettkompaniet's suppliers shall be open and encourage diversity within their workplaces and those of their sub-contractors, eliminating exclusion of individuals in recruitment processes, employment, training, opportunities and promotion.

Employees shall not be subjected to threats or punishment, be it verbal, physical, sexual, economic or psychological abuse or other forms of harassment or intimidation

Workers shall not be discriminated due to age, gender, sexual orientation, race, disability, pregnancy, diseases or religion.

ENVIRONMENTAL PRECAUTION - PRINCIPLE 7

Etikettkompaniet's suppliers shall practice precautionary approaches to evaluate potential risks for serious or irreversible environmental damage occurring in the manufacturing of components or products for all of their customers.

ENVIRONMENTAL RESPONSIBILITY - PRINCIPLE 8

Etikettkompaniet's suppliers and their sub-contractors shall realise their responsibilities in restricting harm to the environment through implementing cleaner, effective processes and more efficient use of material resources.

Together with our stakeholders, Etikettkompaniet shall measure and set objectives, practices and targets to reduce our impacts on the environment and communities.

ENVIRONMENTALLY FRIENDLY TECHNOLOGIES - PRINCIPLE 9

Etikettkompaniet encourage supplier's and their subcontractors to invest in technologies and cleaner production processes, to reduce waste, prevent emissions into neighbouring communities and global environments and eliminate employee's exposure to hazardous substances and chemicals.

ANTI – CORRUPTION – PRINCIPLE 10

Etikettkompaniet has zero tolerance for all acts or incidents of corruption, bribery, extortion, fraud and embezzlement within their supplier's organizations.

This is applicable regardless if instances are suspected, have occurred, are ongoing or planned and in any manner may jeopardise the business interests and reputation of Etikettkompaniet and their stakeholders.

BRIBES

A bribe is a financial incentive or item of value offered to a recipient with the expectation of gaining an advantage in a business-related matter. Bribes are illegal, unethical and a breach of trust. Payments in cash, loans of money, fees, goods, travel, hospitality or services may all be considered as bribes. Acts of bribery include offering, promising, giving, receiving or requesting a bribe. All acts of bribery, respectively to employees at Etikettkompaniet, are prohibited.

GIFTS

Gifts can take many forms including free products or services, discounts, meals, entertainment and even free transportation. As a rule, no gifts may be given to employees at Etikettkompaniet if the intention is to influence business relations. However, offering a gift of minimal value is permitted, if it is given openly and lawfully. Any meals provided to employees of Etikettkompaniet shall be of moderate value provided only during the supplier's business activities and with the supplier present.

CONFLICTS OF INTEREST

Etikettkompaniet's suppliers shall avoid personal and financial relationships with partners that may conflict or influence decision making processes in business activities.

HEALTH AND SAFETY & WORKING CONDITIONS

Etikettkompaniet's suppliers and their subcontractors shall provide clean water that is safe to drink, clean and accessible restrooms and toilets, life safety and first aid equipment, adequate lighting and ventilation for all workers in all manufacturing facilities and offices. All workers shall be regularly trained in health and safety and be aware of how to behave in a crisis, be it fire, flood or terrorist attack. Emergency exits shall be clearly marked and not locked or blocked by office furniture, temporary storage or machines.

All workers shall not be exposed to hazardous chemicals or substances or severe health or safety hazards that may pose risks for injury, illness or death.

Suppliers shall comply with applicable laws regarding working conditions, sanitation, fire safety, risk protection and electrical, mechanical and structural safety.

EMAIL COMMUNICATION

Etikettkompaniet's suppliers shall avoid including sensitive information in email subject lines and refrain from automatically forwarding emails to other addresses internally or to sub-contractors.

To encourage a respectful and inclusive environment, suppliers shall refrain from disseminating offensive or inappropriate material to employees at Etikettkompaniet. This includes consideration for potential sources of offense such as gender, sexual orientation, race, disability, age, religion, or belief.

INTELLECTUAL PROPERTY RIGHTS

It is important that our suppliers manage and protect the intangible assets of Etikettkompaniet's customers. Intangible assets include the name, logotype, product and services of an enterprise or organisation, their registered and unregistered trademarks, designs, copyrights, photography, images and text used in printed matter.

PRIVACY AND PERSONAL DATA

Suppliers to Etikettkompaniet shall process, use and store personal data in relation to Etikettkompaniet and their customers in compliance with applicable contractual obligations, data privacy and data protection laws.

TRADEMARKS

A trademark consists of words, figures, letters, numbers, personal names and slogans. A company’s trademark shall be protected securely in Etikettkompaniet’s supplier’s databases and not distributed to third parties without permission from our organisation.

COPYRIGHT

Copyright protects the text, designs and photography created and owned by an enterprise or organization. As a supplier to Etikettkompaniet you shall secure that text, designs or photography that are received from our customers, for the production of printed matter, textile labels or other items shall not be distributed to a third party without Etikettkompaniet’s permission.

HANDLING OF CONFIDENTIAL INFORMATION

Information is regarded as confidential when a possible breach could have a serious impact on Etikettkompaniet’s or our customer’s business activities. Our suppliers shall respect and comply with our requirements to protect and not disclose any information without permission from Etikettkompaniet.

Do not discuss or handle confidential information in connection with Etikettkompaniet’s business activities in public places or other unsecure locations.

[The Ten Principles | UN Global Compact](#)

We have read and understood the guidelines specified in Etikettkompaniet’s Code of Conduct for Suppliers and realise that failure to comply with the clauses in this document may lead to legal action.

Date:

Date:

Place:

Place:

Supplier Management Signature:

Etikettkompaniet Management Signature:

Print name:

Print name:

Company Stamp:

Company Stamp: