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**AB Momento**

**Supplier Code of conduct rev.2 (Policy)**





## AB Momento Supplier Code of conduct rev.2 (Policy)

### 1 GENERAL

AB Momento is a part of an international group (Irvator Holding) with subsidiaries in and outside Sweden and our business activities affect many stakeholders including owners, employees, customers, partners, suppliers, subcontractors and the society. All our stakeholders should be confident that the ways we do business do not only comply with legal requirements, but also meet the highest ethical standards to ensure that our reputation remains good.

The purpose of this supplier Code of conduct is to describe the ethical principles that we, AB Momento, require you, as our Supplier, to adhere to.

This policy applies both to suppliers who deliver directly to us, but also applies if there is a subcontractor to the supplier.

### 2 LAW AND HUMAN RIGHTS

#### 2.1 Relationship with national Law

In addition to complying with the provisions of these supplier conduct principles (hereinafter “the principles”) the supplier shall comply with applicable local laws. Where the provisions of applicable local laws and the principles address the same subject, and are not in conflict, the highest standard shall be applied. Should any of the requirements in the principles conflict with applicable local laws, in the sense that it would represent a breach of applicable local laws if the principles were applied, the highest standards consistent with applicable local laws shall be applied.

#### 2.2 Human rights

The supplier shall respect internationally proclaimed human rights and shall avoid being complicit in the human rights abuses of any kind. The supplier shall respect the personal dignity and the rights of each individual.

#### 2.2 Privacy

The supplier shall have a policy that covers privacy and protection of identity and non-retaliation for labours and for customers.

### 3 LABOUR STANDARDS

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### 3.1 Freedom of association and the right to collect bargaining

The supplier shall ensure and recognize the right of free association and, where a significant proportion of the workforce agree, collective bargaining of employees. The supplier shall not discriminate against employee's representatives or members of trade unions, which shall also have access to carry out their representative functions in the workplace. Where the right to freedom of association and collective bargaining are restricted under national law, the supplier shall allow employees to freely elect their own representatives.

#### 3.1.1 Forced Labour

The supplier shall not use forced or compulsory labour, harassment and human trafficking, including, but not limited to, debt bonded labour. The supplier shall ensure that the work relationship between the employees and the supplier is freely chosen and free from threats. The supplier shall ensure that all workers shall not be required to lodge deposits of money, identity papers of similar in order to get or keep their employment/work.

#### 3.1.2 Health and safety

The supplier shall have a policy in place that covers health and safety.

#### 3.1.3 Child Labour

The supplier shall not employ or use child labour. In these principles' "child" means anyone under 15 years of age, unless national or local law stipulates a higher mandatory school leaving or minimum working of age, in which case the higher age shall apply. "Child labour" means any work by child or young person unless it is considered acceptable under the ILO Minimum Age Convention 1973 (C 138).

If any child is found working at the premises of the supplier, the supplier shall immediately take steps to solve the situation in accordance with the best interests of the child.

#### 3.1.4 Non-Discrimination

The supplier shall prohibit direct or indirect negative discrimination based on race, colour, sex, sexual orientation, language, religion, political or other opinion or social origin, property, birth or other status, and shall promote equality of opportunity or treatment in employment and occupation.

The Supplier shall prohibit and refuse to tolerate, and shall not confer upon its employees, any unacceptable or degrading treatment, including mental cruelty, sexual harassment or discrimination gestures, language or physical contact, that is sexual, coercive, threatening, abusive or exploitative.

#### 3.1.5 Employment conditions

The supplier shall secure that the employees are provided with a healthy and safe working environment in accordance with internationally recognized standards. The Supplier shall do it utmost

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to control hazards and take necessary precautionary measures against accidents and occupational diseases. Whenever necessary precautionary measures against accidents and occupational diseases. Whenever necessary employees are to be provided with, and instructed to use, appropriate personal protective equipment. The Supplier shall provide adequate and regular training to ensure that employees are adequately educated on health and safety issues. The supplier shall secure that, where it provides accommodation, it shall be clean, safe and meet the basic needs of the employees, and where appropriate, for the families.

## **4 ENVIRONMENT**

### **4.1.1 Environment**

The supplier shall take a precautionary approach towards environmental challenges, undertake initiatives to promote greater environmental responsibility, and encourage the development and diffusion of environmentally friendly technologies. The supplier shall act in accordance with relevant local and internationally recognized environmental standards. The supplier shall minimize its environmental impact and continuously improve its environmental performance. The supplier is encouraged to establish an environmental management system.

### **4.1.2 Conflict Minerals**

The supplier shall ensure that EU importers of 3TG (tin, tungsten, tantalum and gold) meet international responsible sourcing standards, set by the organisation for Economic Co-operation and Development (OECD).

Ensure that global and EU smelters and refiners of 3TG source responsibly.

Help break the link between conflict and the illegal exploitation of minerals.

Help put an end to the exploration and abuse of local communities, including mine workers, and support local development.

The regulation covers minerals and metals of:

Gold

Tin

Tungsten

Tantalum

The regulation requires EU companies in the supply chain to ensure they import these minerals and metals from responsible and conflict-free sources only.

## **5 PROHIBITED BUSINESS PRACTISE**

### **5.1 Corruption and other prohibited Business Practise**

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The supplier shall comply with applicable laws and regulations concerning bribery, corruption, fraud and any other prohibited business practise. The supplier shall not offer, promise or give any advantage, favour or incentive to any public official, international organization or any other third party. This applies regardless of whether the advantage is offered directly or through an intermediary.

## **5.2 Business Courtesies (gift, hospitality and expenses)**

The supplier shall not, directly or indirectly, offer gifts to purchaser employees or representative or anyone closely related to these, unless the gift is, on local reference, of modest value. Hospitality, such as social events, meals or entertainments may be offered if there is a business purpose involved and the cost is kept within reasonable limits. Travel expenses for the individual representing purchaser shall be paid by purchaser.

## **5.3 Money Laundering**

The supplier shall be firmly opposed to all forms of money laundering and shall take steps to prevent its financial transactions from being used by launder money.

## **5.4 Competition**

The supplier shall under no circumstances or be part of any breach of general or special competition regulations, such as illegal cooperation on pricing, illegal market sharing or any other behaviour that is in breach of relevant competition laws.

## **5.5 Financial responsibility**

The supplier shall have a policy in place that cover financial responsibility.

## **5.6 Disclosure of information**

The supplier shall have a policy in place that cover disclosure of information.

## **5.7 Conflicts of interest**

The supplier shall have a policy in place that cover Conflicts of interest.

## **5.8 Counterfeit parts.**

The supplier shall have a policy in place that cover Counterfeit parts.

## **5.9 Intellectual property.**

The supplier shall have a policy in place that cover Intellectual property.

## **5.10 Export controls and Economic sanctions.**

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The supplier shall have a policy in place that cover Export controls and Economic sanctions.

**5.11 Energy consumption and Greenhouse emissions.**

The supplier shall have a policy in place that cover Energy consumption and Greenhouse emissions.

**5.12 Water quality and consumption.**

The supplier shall have a policy in place that cover Water quality and consumption.

**5.13 Air quality.**

The supplier shall have a policy in place that cover Air quality.

**5.14 Natural resources management and waste reduction.**

The supplier shall have a policy in place that cover Natural resources management and waste reduction.

**5.15 Responsible chemical management.**

The supplier shall have a policy in place that cover Responsible chemical management.

The AB Momento supplier Code of Conduct is approved:

Place & Date: .....

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Supplier Company Name

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Supplier Authorized Signature

Sign: