

Riksbyggen: Code of Conduct for Suppliers

Policy

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Riksbyggen is a cooperative economic association that aims to create economic benefit for its members and safeguard the interests of its members and owners. Riksbyggen is a democratic and responsible organisation that works from a long-term perspective, applies good ethics, and has a high level of societal engagement. Riksbyggen's operation is based on four core values: a long-term approach, security, collaboration, and innovative thinking. Riksbyggen's business activities will be conducted in harmony with these values and with the cooperative principles.

With the aim of ensuring responsible actions, this *code of conduct for suppliers* ("Code of Conduct") describes the requirements that Riksbyggen suppliers must comply with. "Supplier" refers to all types of suppliers of products and services, such as contractors, agents, and consultants.

Compliance with the requirements in the Code of Conduct is important for Riksbyggen in its role as societal developer and for its business operation. Riksbyggen's conviction is that we, together with our Suppliers, can contribute to improved labour conditions and increased environmental and climate responsibility, in the work to attain the UN Global Sustainability Goals. This is why we aim to collaborate with our Suppliers in this work.

The Code of Conduct was adopted by the Riksbyggen management team on 20 September 2019, and replaces the previous version. The Riksbyggen Purchasing Manager is responsible for the Riksbyggen Code of Conduct.

Requirements based on international principles

The requirements in the Code of Conduct are based on the UN Declaration of Human Rights, the International Labour Organisation (ILO) core conventions on rights in working life, and the principles in the Global Compact.

Scope

The Supplier must ensure compliance with the Code of Conduct in the Supplier's own operation and in that of sub-contractors. The requirements in the Code of Conduct aimed at employees concern everyone under the Supplier's management, regardless of type of employment and regardless of whether the labour is hired or employed through intermediaries.

The Code of Conduct must be accepted on the Riksbyggen supplier certificate, which Riksbyggen's suppliers must complete before they can be approved. The Code of

Conduct has been drawn up in Swedish and English, and is applicable in these languages.

Compliance with laws

The Supplier must always comply with Swedish laws, statutes, and official regulations. If the Supplier conducts operations outside Sweden, the Supplier must instead comply with the national legislation that applies in those locations. If any of the requirements in the Code of Conduct differ from what is stipulated in national legislation, the Supplier must comply with the stricter requirement. If the Code of Conduct conflicts with legal requirements in other countries in which the Supplier conducts operations, the Supplier must inform Riksbyggen of this.

Follow-up

Riksbyggen reserves the right to follow up the Supplier's compliance with the Code of Conduct. In such a follow-up, the Supplier must provide access to the premises where work on behalf of Riksbyggen is performed and to relevant documentation concerning the performance of work for Riksbyggen. The Supplier must communicate honourably with Riksbyggen, and allow Riksbyggen to interview the Supplier's management team, work supervisors, and any sub-contractors on the matter of compliance with the requirements in the Code of Conduct.

If the Supplier does not comply with the Code of Conduct, collaboration and purchasing may be terminated. If the non-compliance is of a negligible nature, the Supplier may draw up an action plan instead and submit this to Riksbyggen for approval. The action plan must include a clear time framework for remedying the shortcomings. Riksbyggen reserves the right to terminate the collaboration with the Supplier on the grounds of lack of transparency, collaboration, or the will to improve, or in the event of serious violations of the requirements in the Code of Conduct.

1. Business ethics

The Supplier must conduct its operation according to good business practice and maintain a high standard of ethics. No form of corruption or bribery may occur, free and fair competition on the market must be respected, and conflicts of interest must be avoided as far as possible.

1.1 Zero tolerance for corruption

In its operation, the Supplier must have zero tolerance for corruption and the giving and receiving of bribes. The Supplier must have established procedures in place to prevent irregularities in its own business operation and that of sub-contractors. Riksbyggen does not accept any benefits offered or given to Riksbyggen employees or others who represent Riksbyggen, with the aim of influencing the Supplier's business dealings with Riksbyggen.

1.2 Unfair competition and conflicts of interest

The Supplier must support free and fair competition on the market, and not participate in any form of cartel building or market division. The Supplier is expected to act in

such a way that conflicts of interest are avoided in business situations as far as possible, and in other cases are managed transparently for all parties concerned.

2. Labour conditions

The Supplier must ensure that employment procedures, working hours, salaries and benefits are in accordance with applicable regulations, collective bargaining agreements, and the requirements in the Code of Conduct.

2.1 Documented employment relationships

The Supplier must ensure that written employment agreements have been entered into with every employee before the employment begins. The agreement must include the employee's name and personal identity number/date of birth. The employment agreement must be in a language that the employee understands. The agreement must clearly show the employment terms and conditions, e.g. job description, working time, salary and frequency of payment, overtime payment, and period of notice. The employee must be informed in writing of applicable collective bargaining agreements.

Employees must not be charged any fee in connection with the employment, and must have full right to give notice on the employment without reprisals, such as punishment or salary deduction.

The Supplier must not, through misuse of alternative employment types (such as short-term labour, temporary employment, or day-rate labour), or through use of labour from employment agencies, circumnavigate such standards regarding full-time employment that apply by law, collective bargaining agreements, or other regulations on employment terms and conditions.

2.2 Right to reasonable working hours

The Supplier must ensure that employees' working time is divided into normal working time and overtime, and that the working time is recorded truthfully. Normal working time may not exceed 48 hours a week. Overtime work must be voluntary, and must not exceed 12 hours per week. Requests for overtime work must concern temporary needs. The Supplier may not request overtime systematically and regularly.

The Supplier must ensure that employees have at least thirty-six (36) hours of continuous free time during every period of seven days. All employees have the right to statutory paid holiday and leave, with proper remuneration for absences such as sick leave, parental leave, and statutory public holidays.

2.3 Right to reasonable wages and social benefits

The Supplier must ensure that employees' wages exceed or at least match the statutory minimum wage, but no lower than the 'living wage', i.e. the wage that is sufficient to cover the basic needs of the employee and their family. Wages and other benefits must be paid regularly directly to the employee, at the agreed time, and in full. A detailed payslip must be provided to the employee in a language that the

employee understands. Truthful documentation of all wages and compensations must be kept.

All employees must be covered by accident insurance that guarantees medical care for occupational injuries and compensation in the event of invalidity caused by occupational accidents.

2.4 Right to freedom of association and collective bargaining

The Supplier must ensure that freedom of association and the right to collective bargaining are recognised and respected. Employees must be free to exercise their right to be members of organisations that represent their interests as employees, with no fear of threats, harassment, or other reprisals.

If the Supplier has its main business operation in Sweden, the Supplier must have entered into collective bargaining agreements, or had exemption approved by the purchasing department at Riksbyggen.

3. Child labour, forced labour, discrimination and harassment prohibited

The Supplier must ensure that child labour, forced labour, discrimination and harassment do not occur within its operation.

3.1 No child labour

The Supplier must ensure that child labour does not occur. Procedures must be in place to ensure that children are not employed, and that measures based on the best interests of the child are taken if child labour is detected. No employee may be under the age of 15. Young people under the age of 18 may not work night shifts, or perform work that may be harmful for their health or development.

3.2 No forced labour

The Supplier must ensure that forced labour does not occur. The Supplier must ensure that all work is voluntary, and that employees have the right to terminate their work after giving a reasonable period of notice. Payment or a monetary deposit may not be demanded from employees in return for work. The Supplier may not demand that employees hand over personal identity documents as a condition for employment.

3.3 No discrimination, harassment, and punishment

The Supplier must ensure that employees are treated with respect and dignity. Employees with the same competency must be guaranteed the same employment and career opportunities. The Supplier must forbid and prevent every form of discrimination based on gender, gender-crossing identity or expression, religion or other beliefs, ethnic and social background, age, parenthood, disability, sexual orientation, political views, or membership of a trade union. The Supplier must forbid and prevent the occurrence of all forms of harassment, physical punishments or threats, unreasonable disciplinary measures, psychological or physical coercion, verbal harassment, sexual harassment, or violations of employees.

4. Health and safety

The Supplier must prioritise the employees' safety and health at work, through training, provision of protective equipment, adaptation of the workplace to ensure safety, and preventive work.

The Supplier must provide a safe work environment, and take preventive measures that minimise injuries and health risks.

Before work starts at Riksbyggen or in one of Riksbyggen's properties, a documented risk analysis must be carried out to identify particularly dangerous work processes, which must be managed through preventive measures. Everyone at the workplace must be given information about any potential health risks that the work may entail, including fire safety and dangerous work processes.

The Supplier must provide appropriate protective equipment and first-aid materials, and ensure that information about health and safety is easily available at the workplace. Emergency exits must be clearly marked, and sufficient in number. There must be sufficient fire alarm systems, evacuation plans, emergency lighting, and fire extinguishers. Evacuation routes must not be blocked. If the operation is carried out in premises, they must be appropriate and comply with the requirements for the employees' right to a safe work environment.

The Supplier must have procedures for reporting any accidents and occupational injuries, to serve as a basis for continuous improvements.

5. Environmental impact

The Supplier must conduct its business operation in a way that minimises environmental impact.

The Supplier must assess the environmental impact of its business operation, and draw up procedures for working systematically to reduce its impact.

Environmental aspects, such as choice of materials and chemical products, must be considered in both the production and distribution chain. The Supplier must work actively to reduce emissions to the air, ground, and water, and improve the efficiency of its resource use, including energy and water. The Supplier must ensure that waste is minimised and managed in accordance with local regulations, and that chemical products are used in such a way that risks to society and the environment are minimised.

The Supplier must implement preventive measures as soon as there is reason to believe that an activity could be harmful to the environment or people's health.

Suppliers must work actively to reduce the environmental and climate impact from their operation (for example, through co-transport of goods, equipment and persons, renewable fuel, travel-free meetings, and by avoiding air travel).

6. Responsibility and communication

The Supplier must work systematically to ensure compliance with the requirements in this Code of Conduct.

6.1 Clear responsibility and systematic work

The Supplier must arrange a clear organisation, division of responsibility, written policies, and procedures to ensure implementation of and compliance with the Code of Conduct. The Supplier must, to the necessary extent, carry out risk analyses, and have appropriate and sufficient resources in relation to the Supplier's operation and size to ensure compliance with regulations. The Supplier must have appropriate procedures for checking that sub-contractors comply with the requirements in the Code of Conduct.

The Supplier is expected to strive for constant improvements in its work relating to the requirements in the Code of Conduct.

6.2 Communication to and from employees

The supplier must ensure that employees are given information about the content in this Code of Conduct or corresponding information that is relevant for their respective roles and responsibilities.

The Supplier must have documented and communicated procedures for how employees can submit complaints, including information about suspected violations of legislation or non-compliance with the Code of Conduct. A person submitting such information must be able to do so without consequences.

Detected cases of non-compliance with the requirements in the Code of Conduct must be quickly communicated to Riksbyggen for processing. To report any cases of non-compliance, or if there are any questions about how to interpret the Code of Conduct, please contact inkop@riksbyggen.se.



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