



THE GLOBAL GOALS
For Sustainable Development

Code of Conduct

for Suppliers to Members in The Swedish Graphic Industries' Federation (Grafiska Företagen)

Introduction

It is important for us to manage our organisation in a way that promotes sustainable development. As part of this work, we expect our suppliers to comply with certain requirements, described in detail in this Code of Conduct.

The requirements in this Code of Conduct for Suppliers are based on the UN Global Compact, the UN Guiding Principles on Business and Human Rights, the eight fundamental Conventions of the International Labour Organisation, the UN Convention on the Rights of the Child, the UN Universal Declaration of Human Rights, the Convention on Civil and Political Rights, and the Convention on Economic, Social and Cultural Rights, as well as the Precautionary Principle.

Application

- The Supplier is expected to respect the Code of Conduct, and do everything in its power to satisfy the requirements in its own organisation and in the supply chain.
- The Supplier should implement a systematic management approach, including guidelines, procedures, and checks of compliance.
- The Supplier must ensure compliance with the labour rights and environmental legislation in the country of manufacture.
- The requirements in the Code of Conduct apply for all employees and others who carry out work on behalf of The Supplier.
- The Supplier must forward the requirements to its sub-suppliers and ensure that these are accepted.

Human rights

Respect for and compliance with human rights

- The Supplier must support and respect the human rights.
- The Supplier must work to ensure that its business operation nor that of its sub-suppliers is not involved in violations of human rights.
- If violations are observed, these must be eliminated without delay.

Labour rights

Terms of employment

- The Supplier's employees, regardless of employment type, are entitled to employment contracts and pay slips in a language that the employee understands.
- Obligations towards employees according to legislation or contracts may not be bypassed.
- Employees must have the right to statutory benefits, such as pension contributions and insurances.

Freedom of association and collective bargaining

- The Supplier must fully respect employees' rights to associate freely, join a trade union, and negotiate collectively or refrain from this, without risk of reprisals.

Working hours and salary

- The hours of work per week may not exceed statutory limits, or 60 hours a week, including overtime.
- Employees are entitled to at least one day of rest per seven consecutive working days.
- Employees are entitled to statutory paid holiday and leave, with appropriate remuneration.
- Employees are entitled to fair pay (a 'living wage'), with statutory minimum wage as baseline, when applicable.
- Wages must be paid directly to the employee, at the agreed time, and in full.
- Deductions to wages as a disciplinary measure are not accepted.

Child labour and forced labour

- Work performed by children under 18 may not be at the expense of statutory schooling, and must not be harmful to the child's health, safety, or mental development.
- Children must never perform night work.
- All work must be voluntary, and the employee must have the right to terminate their employment after a reasonable period of notice.





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- The Supplier must not restrain the employee's freedom and mobility, for example by retaining original personal identity documents or restricting the employee's right to leave the workplace at the end of the work shift.

Work environment, health, and safety

- The Supplier must ensure that the employee has a safe and hygienic work environment.
- The Supplier must provide relevant protective equipment and first-aid materials, and ensure that information about health, safety, and fire safety is easily available at the workplace.
- Accidents and occupational injuries must be reported to the management and rectified, with the aim to ensure continuous improvement.

Equal treatment and non-discrimination

- Gender equality and diversity must be promoted.
- Discrimination and abusive treatment must not occur.
- Verbal, physical, and sexual harassment is not permitted.

Environment

Environmental impact, chemicals, and waste

- The Supplier must conduct its business operation in accordance with applicable legislation, and work actively to reduce impact on the environment and climate by reducing emissions to the air, soil, and water, and improve the efficiency of its resource use, including energy and water use.
- The Supplier must ensure sustainable use of resources, and choose materials on the basis of recyclability and with consideration for the environment and biological diversity.
- The Supplier should aim to use certified sustainably sourced materials.
- The Precautionary Principle must be applied in all decisions that can have a negative impact on the environment.

- Waste must be minimised and handled in accordance with local regulations.
- Chemicals must be used in such a way that risks to society and the environment are minimised.

Business ethics

- The Supplier must prevent all forms of corruption.
- The Supplier must respect and comply with all applicable competition laws, and not initiate discussions or agreements with competitors regarding price, market share, or similar activities.

Compliance and follow-up

- The Supplier must systematically work to ensure compliance with the requirements in its own organisation and that of sub-suppliers.
- No prohibition of or reprisals for whistleblowers may occur.

We reserve the right to review the Supplier's compliance with the requirements, which may involve review of documentation or an audit. During a review, the Supplier is expected to be transparent and cooperative in its actions, and ensure access to premises and relevant documentation. If deviations arise, the Supplier is obliged to investigate the root causes and take relevant measures for both short- and long-term solutions. The Supplier is obliged to acknowledge and correct deviations at sub-suppliers without delay.

We reserve the right to terminate agreements with suppliers who do not rectify deviations within the agreed time period, or who display repeated serious violations of the requirements in this Code of Conduct.

We believe in a constructive and open dialogue regarding the requirements in this Code of Conduct, to build up mutual confidence and to achieve mutual development in a sustainable direction.