



CODE OF CONDUCT

Overall requirements

The supplier shall comply with all applicable national laws and regulations at all locations in which they conduct their business activities. If relevant legislation is not available, the principles of this Code of Conduct shall be used as guidelines.

FOKUSERA expects the supplier to act in accordance with good business ethics. The supplier shall protect their business partners' and customers' confidential information, report accurate and relevant information about their finances and business activities, as well as compete fairly and ethically.

The supplier must have a system in place to communicate and implement the Code of Conduct in its supply chain and this shall be available to employees in their local language.

FOKUSERA knows that work to comply with the Code of Conduct is an ongoing process and encourages suppliers to constantly improve their business. Through dialogue and cooperation, FOKUSERA wants to support suppliers to meet the requirements.

The Code of Conduct is based on:

- United Nations Universal Declaration of Human Rights.
- International Labour Organization's (ILO) eight core conventions on human rights in working life.
- Rio Declaration on Environment and Development.
- UN Convention Against Corruption
- OECD Due Diligence Guidance for responsible Business Conduct

The Code of Conduct applies to FOKUSERA and its suppliers and sets out the minimum requirements that must be respected and fulfilled within our own business and the supply chain. This means that the supplier is obliged to apply the corresponding requirements to its subcontractors.

Human rights

FOKUSERA and its suppliers shall support and respect international human rights and ensure that they do not directly or indirectly contribute to violations of human rights.

Child labour

Child labour must not occur. No person shall be employed under the statutory minimum age for employment. The minimum age is the age at which compulsory schooling is fulfilled or at least 15.

Employees between 15 and 18 years old may not be employed in any hazardous work or work that is incompatible with the child's personal development. Personal development includes a child's health or physical, mental, spiritual, moral or social development.

There must be a policy for the types of work that children aged 15-18 may perform. Procedures shall be provided for how to take action if child labour is encountered, with an eye to correcting the problem without aggravating the child's or family's social situation.

Forced or penal labour

No form of forced or penal labour may occur. Nor should it be possible to benefit from forced labour, either directly or indirectly. Employees shall be free to leave the workplace premises and the area after the end of the workday and be free to terminate their employment after a reasonable notice period.

Employees may not be ordered to submit identity papers, work permits or valuables as terms of employment.

Everyone's equal value

All employees shall be treated with respect and dignity, based on individual ability and qualifications.

No form of discrimination due to race, sex, age, religion, caste, national origin, functional disability, political affiliation, sexual orientation, family responsibilities, marital status or membership in trade unions is tolerated.

Harassment including threats and oppression shall not occur. Harassment means when employees are subjected to harsh or inhumane treatment, including sexual harassment or any form of mental or physical punishment.

Working conditions

FOKUSERA and its suppliers shall;

- ensure that employees have a written and legally binding employment contract showing the type of work, salary, working hours and leave. The employment contract must be in a language that the employee understands and comply with applicable laws and regulations.
- have procedures to ensure that all employees are informed of their statutory rights and obligations.
- pay wages regularly and in accordance with the employment contract. The minimum wage must be in accordance with the statutory minimum level or the norm according to local industry standards.
- pay equal pay for equal work.
- ensure that weekly working time does not exceed the legal maximum limit or 60 hours per week, including overtime. All overtime shall be voluntary and shall be compensated in accordance with national law.
- ensure that employees are entitled to at least one day off per week, breaks during the working day and paid vacation in accordance with national law.
- approve sick leave and parental leave, and the employee shall be replaced in accordance with national law.
- recognise and respect employees' right to organise, join organisations in which they wish to participate, as well as the right to collective bargaining. In countries where the right of association is limited or under development, suppliers shall help employees meet with company management to discuss working conditions, without adverse consequences.

Working environment

FOKUSERA and its suppliers shall;

- work to create a safe and healthy working environment for employees. There must be a written health and safety policy at the workplace and it shall be known amongst, and available to the employees.
- actively prevent occupational injuries by conducting systematic work environment efforts. Employees shall receive relevant training to perform their work safely. Workplace accidents and occupational diseases shall be documented. Employees shall have access to relevant protective equipment without having to pay for it themselves.
- ensure that the workplace is clean and safe to be in. Employees shall have access to clean sanitary facilities and clean drinking water. Temperature, air and noise levels shall comply with national legislation.
- apply safe chemical handling.
- have procedures for fire protection and fire safety in accordance with national legislation and / or international regulations. Fire drills shall be held regularly.

If housing is provided for employees, the above requirements for fire protection, safety and hygiene shall apply to these accommodations.

Anti-corruption

No form of corruption, extortion or bribery may occur and there shall be procedures and processes for detecting, rectifying and handling any corruption.

Inappropriate payment, gift or other remuneration in order to gain an advantage for their business, and thus affecting the objectivity of business decisions, must not occur, either directly or indirectly.

Promotional activities, representation and gifts should be characterised by openness, moderation and always have a natural connection to the business relationship. This also applies to agents and other intermediaries.

Environment

Operations must be conducted with regard to the environment and comply with local and national environmental legislation.

FOKUSERA and its suppliers shall;

- . reduce the impact of service, product and production on the environment and human health. This systematic work may include but is not limited to: a risk analysis and identification of the most significant environmental aspects, measurements, registration and continual improvement of environmental performance, as well as minimisation of energy and resource consumption and emissions.

- establish environmental goals in the short and long term, including action plans to ensure continuous improvement.
- apply the precautionary principle to selection of materials and production techniques.
- have a written environmental policy signed by management and known amongst and available to employees.
- have procedures and practices that ensure compliance with relevant environmental legislation.
- ensure that employees have the right skills through continuous training.

Compliance and monitoring

FOKUSERA will monitor this Code of Conduct.

In the event that the requirements of the Code of Conduct are not complied with, measures should be taken as soon as possible.



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