



# CODE OF CONDUCT FOR SUPPLIERS

*Coor Group*

VERSION AUGUST 2022

## PURPOSE AND APPLICABILITY

**Ethics are fundamentally about what actions we consider right and what we ought to do, or not do, in different situations.**

At Coor, the laws and regulations applying in the countries where we operate are the obvious starting point, but there are areas where Coor has higher ambitions.

**Coor has a clear aim in terms of ethics: zero ethical breaches.**

For example, we do not tolerate any form of corruption, inducement, bribery, actions that limit competition, discrimination, harassment, or unnecessary environmental impact.

**Coor's board of directors has adopted a Code of Conduct that summarizes the principles that govern Coor's business ethics.**

Coor and all Coor's employees must follow the Code of Conduct. Coor also requires the same from its suppliers. This Code of Conduct for Suppliers (hereinafter "the Code") stipulates the principles for business ethics that Coor requires its suppliers to accept and comply with.

**The Code applies to all companies providing products and/or services to Coor.**

It includes the suppliers (and its sub-contractors), its employees and consultants, jointly referred to as "Suppliers" below. Suppliers are liable for ensuring that their employees, and those of potential sub-contractors engaged in the delivery to Coor, have read, understood, and undertaken to comply with the principles of the Code.

The Supplier shall have a **process in place** to verify compliance with this Code and is liable for following up compliance with its sub-contractors.

The Code is an **essential part of the agreement** between Coor and the Supplier and non-compliance with the Code might result in termination of the collaboration with the Supplier.



## COOR GUIDING STARS

*The basis of Coor's corporate culture is the company values, which are expressed as three guiding stars:*



### WE SEE FURTHER

Seeing further means paying attention and knowing how to prioritize. We must stay one step ahead in order to solve problems before they actually arise. It's necessary to think carefully in advance.

### WE LISTEN

Being responsive is all about openness and communication. We must be open to views and ideas on how we can develop or improve ourselves and our work methods. We must ensure that we interpret messages correctly. It also means ensuring that others can understand any verbal or written information provided by us.

### WE CREATE SUCCESS

Generating success is about drive and the desire to improve. Quite simply, we get things done. We are creative and find solutions that are smarter and more economical – for us and our customers.

## TOWARDS A TRULY SUSTAINABLE COMPANY

Coor aims to become a truly sustainable company. This means that Coor strives to serve as a good corporate citizen, which not only takes responsibility for its own development, but also its impact on all people, the environment, and society in general. The basis for corporate responsibility, and indicative for Coor's sustainability work, is laid down by United Nations through the framework "Protect, Respect and Remedy" and the accompanied "Guiding Principles on Business and Human Rights"

## PRINCIPLES

### LAWS AND ETHICS

Suppliers are obliged to respect and comply with the laws and regulations that apply in the countries where they conduct business.

However, the Code goes further than laws and regulations. The Code describes Coor's fundamental ethical principles and gives guidance on decisions and actions by Coor's Suppliers and their employees.

All Suppliers to Coor also have to comply with the principles of the UN Global Compact (to which Coor is a signatory), the UN Universal Declaration of Human

Rights, the ILO Declaration on Fundamental Principles and Rights at Work, OECD Anti-Bribery Convention, and specifically article 32 of the United Nations Convention on the Rights of the child. Coor is committed to all of the above-mentioned principles and expects the same in its supply chain.

The Code outlines the minimum standards Suppliers must observe even when they are more stringent than local legislation.



### **CORRUPTION**

Suppliers must never use gifts, benefits, or other prohibited compensation of any kind in their relations with customers, suppliers, authorities, or other decision-makers in order to secure or retain business.

Suppliers may not accept gifts, benefits, or other forms of compensation from customers, suppliers or other parties that could influence the objectivity of their decision-making.

### **MONEY LAUNDERING**

Suppliers must never accept, facilitate, or otherwise support activities that are based on, or related to, money laundering.

### **COMPETITION ISSUES**

Suppliers must always act in accordance with applicable legislation governing competition.

Suppliers must not exchange information or enter into agreements with competitors, customers or suppliers in a manner that risks preventing, limiting, or distorting competition on the market.

### **CONFLICT OF INTEREST**

Suppliers must avoid actual or apparent conflicts of interest and should make sound business decisions, undistorted by personal interests.

A conflict of interest may exist whenever a Suppliers' employees' private interests or personal activities or relationships interfere or appear to interfere with the duties performed at Coor or the Supplier.

### **ENVIRONMENT**

Suppliers shall endeavor to prevent and continuously decrease any adverse impact the company's operations may have on the environment. Supplier shall endeavor to conduct its operations in an environmentally sustainable manner, and will comply with, or exceed, those standards stipulated by laws, regulations, and international conventions in terms of reducing emissions to the air, soil, and water. Coor is committed to Science Based Targets initiative and sets climate targets in line with limiting global temperature rise to 1.5°C. Coor endeavors to conduct its operations in an environmentally sustainable manner,

and will comply with, or exceed, those standards stipulated by laws, regulations, and international conventions in terms of reducing emissions to the air, soil and water. Coor expects its Suppliers to have ambitions which contribute that target.

Supplier's services, products and processes should be designed to utilize energy, natural resources, and raw materials efficiently, and to minimize the volume of waste and residual products.

Supplier shall avoid materials and methods that involve risks to the environment when there are other available and suitable alternatives.

#### **WORKING CONDITIONS AND THE WORKING ENVIRONMENT**

Suppliers shall respect its employees' rights of free association and collective bargaining, without discrimination. In places where these rights are restricted, Coor expects Suppliers to find alternative means for effective worker-employer collaboration.

No employee may be subjected to discrimination or harassment on grounds of age, sex, religion, sexual orientation, disability, political opinion, or ethnicity.

During working hours, all Suppliers' employees involved in the delivery to Coor, shall refrain from using alcohol or drugs.

Supplier shall work consciously and systematically to create a good working environment, both physically and psycho-socially, in order to achieve a safe and healthy workplace. Appropriate health and safety information and training shall be provided to employees, including - but not limited to - arrangements for safe evacuations of buildings and correct handling and marking of chemicals and machinery.

The Supplier must comply with applicable legislation, collective bargaining agreements (if applicable), and industry standards regarding working hours as well as regulations on leave (such as annual, sick, or parental leave).

The Supplier must pay wages that meet the requirements regarding e.g., minimum wage as set out in national legislation or in a collective bargaining agreement, as applicable. The wage must be paid in a timely manner. The Supplier must establish written, comprehensible, and legally binding employment contracts with its employees.

#### **MODERN SLAVERY AND CHILD LABOR**

Coor does not tolerate any forms of modern slavery, including forced, bonded, or compulsory labor, or human trafficking in the value chain. Employees must be able to move freely during their employment and must be free to leave their employment following termination in line with applicable legislation and agreements.

Supplier must not use or benefit from child labor. In particular, Supplier commits to comply with the minimum age for admission to work as well as the prohibition and immediate action of elimination of the worst forms of child labor. The minimum age for hazardous work is 18 years.

### CONFIDENTIAL INFORMATION

Suppliers are expected to pay particular attention to ensuring that confidential information received from Coor is protected and not disclosed to unauthorized parties.

In cases where Supplier's employees come into contact with confidential information (about Coor or Coor's customers), this information should be protected and should not be disclosed to any unauthorized party. Suppliers' employees may not access, duplicate, reproduce or utilize the information other than what is required in order to deliver agreed services to Coor or Coor's customers.

### CUSTOMERS' CODE OF CONDUCT

If Supplier's employees work closely with Coor's customers ("Customers"), at Customers' premises, or on Customers' IT systems, it is important that Supplier's employees comply with the Customers' Codes of Conduct, safety instructions and other ground rules. If Customer has not issued instructions, Supplier's employees should request them.

In instances of discrepancy between the Code, the Customer's code of conduct and the Supplier's code of conduct (if applicable), Supplier's employees should comply with those rules that are more stringent.

### BREACHES OF THE CODE AND GRIEVANCE PROCESS

For any identified non-compliance with the Code, the Supplier shall provide a corrective action plan to be approved by Coor. Repeated or serious breaches of the principles of the Code is to be considered as material breach of the agreement, which shall result in termination of the collaboration with the relevant Supplier.

### WHISTLEBLOWING SERVICE

All Suppliers are urged to report suspected breaches of applicable laws and regulations or the Code. Suppliers may report to their contact person at Coor, to Coor's General Counsel, or via Coor's Whistleblowing service. Reports may be made anonymously.

All reports will be investigated.

LEARN MORE:  
[WWW.COOR.COM](http://WWW.COOR.COM)



### CONSEQUENCES AND REMEDIES

Coor does not accept any discrimination or other negative consequences for Suppliers/ persons that have reported suspected breaches in good faith.

Coor will provide or cooperate in providing appropriate remediation where Coor has caused or contributed to adverse human rights impacts and Suppliers are expected to collaborate in case of investigation.

### INSPECTIONS / AUDIT RIGHTS

In addition to any audit right set out in any agreement entered into with Coor, Coor reserves the right to conduct social compliance audits and other means of following up to ensure compliance with the Code. Coor also reserves the right to conduct unannounced visits at any time either by Coor staff or appointed independent third parties.