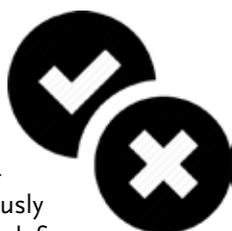


# CODE OF CONDUCT FOR SUPPLIERS

## TO LAMMHULTS BIBLIOTEKSDESIGN



Lammhults Biblioteksdesign designs products with a long life-span and high quality, with a tradition of responsibility and sustainable production. We strive to be a forerunner and to continuously improve upon our sustainability work. Values that define our way of acting are work ethics, moral and integrity.

Our suppliers are an extension of our own operations, and we expect that they all act in accordance with our values. This Code of Conduct is a tool for ensuring that all our suppliers preserve our values and contributes toward our work to integrate sustainability in Lammhults Biblioteksdesign's operations and development. The Code of Conduct specifies the minimum requirements and ambitions of the Group, but we encourage our suppliers to take an even larger responsibility for human and environmental health. Our suppliers shall follow the code and actively ensure that the requirements are being met within their own supply chain. Clear communication is a prerequisite for a successful sustainability work and for continuous improvements.

This code is based on the following framework: Compliance of Lammhults Biblioteksdesign's Code of Conduct for Suppliers implies that the suppliers implement and document routines, working practices and guiding documents to ensure that production of the supplied products are done under such conditions that the following frameworks are being met:

- The United Nations Universal Declaration of Human Rights (1948)
- The United Nations Rights of the Child Article 32
- The United Nations Declaration against Corruption
- ILO Fundamental Conventions on forced labour, child labour, discrimination, freedom of association and the right to organize (No. 29, 87, 98, 100, 105, 111, 138 and 182)
- Occupational safety and health legislation according to ILO 170, ILO 155, other labour legislation and environmental protection legislation in the country of production
- The labour rights, including the legal minimum wage and social security in the country of production

- UN Global Compact's ten principles of environment, labour law, human rights, and anti-corruption
- The agenda 2030 for Sustainable Development – United Nations Sustainable development goals

The supplier shall also follow current laws, rules, and standards within the countries in which they operate and hold all – for the operations in question – necessary certificates, licenses, and registrations. The operation shall be conducted in accordance with current permits and statute terms within the own operation and in accordance with the requirements, as well as follow up those relevant subcontractors meet the corresponding requirements.

### WHAT DOES THE FRAMEWORK MEAN TO YOU AS A SUPPLIER?

The supplier shall support and respect our Code of Conduct for Suppliers concerning human rights, sustainability, governance, and business ethics. The supplier shall ensure that it does not contribute, directly or indirectly, to violations of the Code of Conduct. This also includes if a supplier avoids asking questions regarding violations of the Code of Conduct or benefits from violations committed by someone else.

The supplier shall have routines to regularly evaluate the risk of violating the Code of Conduct rights within their business and address potential risks. If there are any queries or uncertainties regarding the Code, please contact Lammhults Biblioteksdesign for clarification.

### FORCED LABOUR/SLAVE LABOUR

Forced labour means work or services performed under threat of punishment or similar and not carried out on a voluntary basis. The suppliers must not support use of forced labour, slave labour, involuntary labour, contract work or involuntary imprisonment. Suppliers are not allowed to require their employees to pay a deposit or surrender their identity papers to an employer, and the employees shall be free to terminate a work contract after a reasonable period of notice.

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### CHILD LABOUR

The term child labour refers to all economic activities carried out by a person of school age or younger. No person shall be employed at an age younger than 15 years unless otherwise stated in national legislation. No person shall be employed if they are younger than the legal age for employment, if this age is higher than 15.

Young adults between the ages of 15 and 18 will not be engaged in labour that is hazardous to their health or safety, including night work, provided they have reached legal age to work and have completed national schooling. If child labour is discovered, the supplier should act in the best of interests of the child and find suitable and long-term solutions in consultation with the child and the child's family.

### DISCRIMINATION AND DIVERSITY

Discrimination refers to the distinction of workers which does not rely on merits or expertise and discriminates against unfair grounds. The supplier shall promote and work for diversity and equal opportunities in the business. Discrimination based on ethnicity, gender identity, age race, religion, marital or family status, pregnancy, social or ethnic origin, nationality, physical ability, sexual orientation, trade union membership or political affiliation shall not occur.

### HARASSMENT

Harassment is defined as when workers are subjected to harsh or inhumane treatment, including sexual harassment or any other form of mental or physical punishment/coercion. The suppliers shall be committed to a workforce free of harassment. Risk analyses and evaluations of non-compliance with the code shall be conducted on a regular basis.

### FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING

The supplier shall acknowledge and respect the right of all workers to form and join trade unions, without risk of vengeance, threat, or harassment. In countries where freedom of association is limited or under develop-

ment, the supplier shall help employees to meet management group to discuss pay and working conditions without fear of negative consequences. The supplier must not discriminate against trade union representatives or prevent them from doing trade union work.

### LEGAL WAGES AND WORKING HOURS

The employees of the supplier shall have:

- a written employment contract in an understandable language.
- right to statutory leave, including sick leave and parental leave, according to national law.
- right to at least one day of rest each week. The weekly working time shall not exceed the statutory limit or 60 hours a week, including overtime.
- right to statutory overtime allowance. This should be specified in the employment/employees' contract.

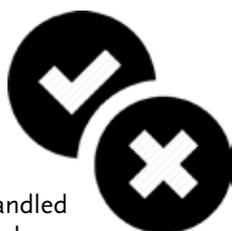
Salaries shall be paid on a regular basis, directly to employees, on time at regular intervals and in fully legal tender. Reduction of salary as disciplinary measures are not accepted. The above principles also apply for those who work for the supplier during equal employment relations. The supplier shall ensure that fair living wages is paid to the employees, and in no case pay less than the national/local legal minimum wage.

### ENSURE A SAFE AND HEALTHY WORK ENVIRONMENT

The supplier shall ensure that employees work in a safe and healthy work environment, which means that employees are guaranteed to be protected against conditions that may expose threat to physical and/or mental health. Risk analyses and preventative maintenance to minimize damage and health hazards should be taken, especially considering risk factors, hazardous machinery, and equipment. Damages shall be reported and documented. A register must be kept of accidents and incidents. Incidents are such events that could have led to an accident. Employees shall receive training on the possible health risks, including fire safety, hazardous work and first aid.

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The employer shall provide relevant personal protective equipment and secure that health and safety information is available at the workplace without cost for the employee. Chemicals shall be handled safely and information regarding the chemicals and usage shall be available to all workers affected in an understandable language. All containers containing chemicals shall be properly labelled with the necessary information. Prevention for any leakages shall be taken in action.

Temperature, air quality, and noise levels must be regulated in accordance with local legislation. Where the work environment cannot be changed, it must be mitigated with protective equipment. The workplace must be clean, fresh, and safe. Hygienic facilities must be available. This also applies to employee accommodation.

Emergency exits shall be clearly marked, lighted and may not be blocked. Evacuation drills and fire alarm drills shall be conducted and verified on a regular basis. No physical punishment is allowed for disciplinary purposes. Employees and their unions should be consulted in case of health and safety at work. In cases where employees are offered housing, this includes privacy, silence, and personal hygiene.

### ENVIRONMENTAL IMPACT

Suppliers shall conduct their business with respect to the environment and comply with local and national environmental legislation. The supplier shall implement routines to identify, measure and follow up their environmental impact, and continuously work to improve its environmental performance and reduce energy and resource consumption as well as emissions (to land, water, and air). In the choice of material, the environment and humans shall be taken into consideration. The precautionary principle must be applied throughout the business. The supplier shall also have a chemical management system and work proactive to minimize and phase out hazardous substances in products and production. The supplier shall aim towards a life-cycle perspective regarding environmental impact from products and services and conduct environmental requirements for

subcontractors. Meaning that the supplier shall consciously aim towards using as much recycled material as possible in products and packaging. The waste generated should be disposed in a systematic and environmental way, which provides maximum recycling and re-usage.

### ENSURE ETHIC BUSINESS BEHAVIOUR AND PROHIBIT CORRUPTION

The business interactions of the supplier shall be conducted in accordance with fair business practice, promote free competition and maintain high ethical standards. Zero tolerance against corruption, abuse of power, bribery or money laundering shall be implemented. The supplier shall not offer, directly or indirectly, or give inappropriate payment or other remuneration to any person or organization for obtaining, retaining, or controlling transactions or in any other way use this as an advantage in the business. The supplier shall not directly or indirectly request or accept any form of undue payment or other third-party compensation that objectivity may affect the decisions of the business. Confidential information relating to Lammhults Biblioteksdesign or to customers' activities may only be used for the purpose it is intended.

### ENSURE COMPLIANCE OF THIS CODE

By accepting the Code of Conduct the supplier pledge to working proactive towards meeting the code's requirements within the supplier's own organization as well as in the supply chain. The purpose of working proactive is to analyse the risk of violating the code's conditions, and to make sure working practices are formulated to ensure compliance throughout the organization, and that the procedures apply to both employees and suppliers. If the supplier deviates from the requirements of the Code of Conduct, and if improvements are not done within the agreed time, it may lead to termination of the agreement.

### ENABLE FOLLOW-UP OF CODE OF CONDUCT

To effectively improve Lammhults Biblioteksdesign's impact on people and the environment in the value chain,

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good traceability and dialogue with suppliers are required. A transparent approach from the supplier and its own subcontractors is a condition for verifying compliance with the Code of Conduct and addressing possible deficiencies. Lammhults Biblioteksdesign assures that the Code of Conduct is complied with by agreement. Hence, upon request, the supplier shall provide requested documentation and allow audits both through office audits and factory audits of Lammhults Biblioteksdesign or third parties, even on unannounced visits. In case of deviations, suppliers must show action plans and demonstrate their implementation. Suppliers are responsible for implementation of the content of this Code of Conduct in their own organization as well as in the supply chain.



### REPORTING OF VIOLATIONS

In case of violations of the Code of Conduct, within your own organization or at a subcontractor, inform your contact person at Lammhults Biblioteksdesign of the situation. Alternatively, Lammhults Design Group's whistle-blower function can be contacted ([whistleblower@lammhults-designgroup.com](mailto:whistleblower@lammhults-designgroup.com)), where violations can be reported anonymously.