

# Code of conduct for suppliers

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## Background and purpose

To ensure responsible and sustainable cooperation, NP3 requires that our suppliers and partners conduct their operations in accordance with fundamental principles of business ethics, human rights, working conditions, environmental considerations and compliance with laws and regulations. This code of conduct defines the minimum requirements we expect our suppliers and partners to respect and comply with.

NP3's code of conduct for suppliers is based on Fastighetsägarna's [Swedish Property Federation] code of conduct for suppliers, which is a joint proposal for the real estate sector. Goods and services delivered must be compatible with the UN Global Compact 10 principles ([www.unglobalcompact.org](http://www.unglobalcompact.org)). These principles are based on the UN Declaration of Human Rights, the ILO's fundamental conventions on human rights at work, the Rio Declaration and the UN Convention against Corruption.

## Scope

NP3 expects all suppliers and partners to ensure compliance with the requirements within their own organization. The engaged supplier is also responsible for ensuring compliance with this code of conduct in the subcontractor's organization.

## Focus areas:

- **Business ethics and anticorruption**
- **Working conditions**
- **Human rights**
- **Environment**
- **Work environment and safety**
- **Information management**
- **Laws and regulations**

## Business ethics and anticorruption

The business must be conducted in accordance with good business practices, promote free competition and maintain high ethical standards. No form of corruption, bribery, money laundering or unlawful restriction on competition is permitted. Entertainment and gifts must be characterised by transparency, moderation and always be a natural part of the business relation. Suspicions of irregularities should be reported immediately via our internal whistleblower functions.

## Working conditions

All employees should have written employment contracts translated into a language they understand. All employees shall have the right to statutory leave, including sick and parental leave. Workers must have at least one day of rest per week. Weekly working hours may not exceed the legal limits or 60 hours a week, including overtime. Salaries should be paid regularly, directly to employees, on time and in full. Those who work for the supplier under employment-like conditions shall also be treated in accordance with these principles. All work must be done without being forced or coerced. No form of forced labour or work linked to any form of threat or

punishment is permitted. No employees may be forced to deposit valuables or identity papers with their employer. Child labour must not occur. If there is no national law against child labour in the country where the business is conducted, no one under the age of 15 may be employed.

### **Human rights**

The supplier shall support and respect internationally declared human rights and treat their employees and suppliers fairly, equally and with respect for the equal value of all people. The supplier must have procedures to assess the risk that their operations contribute to human rights violations. Discrimination, regardless of grounds, must not occur in recruitment procedures, salary setting, training, promotion or dismissal. The supplier must also ensure that harassment, bullying, threats, oppression or other degrading treatment do not occur. The supplier shall respect the right of employees to organize in trade unions and their ability to bargain collectively without fear of punishment, threats or harassment.

### **Environment**

The supplier shall:

- Have knowledge of and control over their environmental impact.
- Continuously work on improving environmental measures in their operations.
- Take into account the choice of materials when making additions and renovations.
- Apply the precautionary principle.
- Have a system for properly handling waste to promote reuse and recycling. We welcome suppliers using NP3's recycling app.
- Work to reduce emissions to air, land and water and to make energy and resource utilisation more efficient.

### **Work environment and safety**

NP3's fundamental requirements:

- The supplier shall be responsible for ensuring that the workplace is laid out and designed so that the work environment is safe to be in.
- The supplier must work systematically and preventively to continuously improve the work environment and health.
- Accidents and occupational injuries are prevented and incidents are always reported.
- Everyone who works for the supplier is regularly trained in safe work environment and that relevant information is easily accessible in a language that everyone who works understands.
- Everyone in the workplace is trained in the potential health risks that the work may entail, including fire safety, hazardous work activities and first aid.
- The employer provides relevant protective equipment and ensures that information about health and safety is easily accessible in the workplace.
- The supplier has a zero tolerance policy towards alcohol and drugs during working hours.
- All employees, regardless of the form employment or contract, are covered by accident insurance.

## **Information management**

Confidential information relating to the company or the company's customers' operations may only be used for the purpose for which it is intended.

## **Laws and regulations**

The supplier must comply with applicable laws, rules, regulations and standards, as well as collective agreements or equivalent, relevant to its operation and hold all permits, licenses and registrations necessary for the operation.

## **Compliance and follow-up**

By signing a contract with NP3, the supplier or partner give their consent to that the code of conduct for the company's suppliers is complied with at all levels, including for subcontractors, and that compliance checks can be carried out. Such checks can also be carried out by a third party. If the supplier deviates from the terms of the supplier code of conduct and if improvements are not made within the agreed time, the business collaboration may be terminated.

## **Whistle-blowers**

In the event that an employee, partner, supplier or subcontractor suspects that there is a breach of laws, regulations, or this code of conduct, a whistleblower function is available on NP3's website to file an anonymous report.