



Ellevio process and team  
Sustainability

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Author  
Anna-Carin Joelsson

Approved by, date  
Johan Lindehag, 2024-09-18

## Code of Conduct for Suppliers and Partners

### Versions

| Version | Date       | Author              | Comments  | Reviewer             |
|---------|------------|---------------------|---|----------------------|
| 1.4     | 2024-09-18 | Karolina Viksten    | Clarification that the Ellevio Group is referred to, clarification regarding sanctions, etc | Stefan Ytterbom      |
| 1.3     | 2022-12-14 | Karolina Viksten    | The code also includes partners, conflict minerals, etc                                     | Stefan Ytterbom      |
| 1.2     | 2021-02-16 | Jasmina Insanic     | Revision working hours  | Marie Nygren-Bonnier |
| 1.1     | 2017-03-22 | Christian Jakobsson | Corrections   | Christian Jakobsson  |
| 1.0     | 2016-04-14 | Christian Jakobsson | Corrections   | Rigmor Anshelm       |

## Introduction and purpose

The purpose of the Ellevio Code of Conduct for Suppliers and Partners is to define the basic sustainability requirements stipulated for all suppliers and partners in Ellevio's value chain. The Code of Conduct for Suppliers and Partners is based on the principles of the United Nations Global Compact, the UN Guiding Principles on Business and Human Rights, the OECD Guidelines for Multinational Enterprises and the ILO fundamental conventions on Fundamental Principles and Rights at Work. The code is divided into four sections: *Human Rights, Labour Standards, Environment* and *Business Principles*.

The Code of Conduct for Suppliers and Partners applies specifically to Ellevio's suppliers, including contractors. Ellevio also expects other cooperation and business partners to share our values and meet the requirements described in this Code.

At Ellevio, we strive to find a balance between economic, social and environmental responsibility in order to mitigate any negative impact on the environment, people and society. Ellevio contributes to society by achieving both national and international goals for sustainable development and facilitate an energy system with a significantly reduced environmental impact. We fulfil our vision in a way that is economically, socially, and environmentally sustainable. The Ellevio Code of Conduct, Ellevio Sustainability Policy and this Code of Conduct for Supplier and Partners enable this.



The Code of Conduct for Suppliers and Partners is applicable to all Ellevio's operations (Ellevio Holding 1 AB and its subsidiaries) and to all the suppliers who delivers goods, services, works and other business activities to Ellevio, from all parts of the world. All Ellevio suppliers and partners are obligated to comply with the principles of the Code of Conduct for Suppliers and Partners across their entire business. Suppliers shall also take active steps to promote and implement compliance with this Code of Conduct for Suppliers and Partners, or an equivalent code of conduct, in their supply chain.

Ellevio's suppliers must confirm compliance with this Code of Conduct for Suppliers and Partners by continuously documenting compliance, providing information to Ellevio upon request and allowing audits on site by Ellevio or an auditor representing Ellevio. If the results of such an audit or inspection lead us to suspect that a supplier is not complying with Ellevio's Code of Conduct for Suppliers and Partners, necessary corrective action needs to be taken in a timely manner, as directed by us. If a supplier fails to comply with the Ellevio Code of Conduct for Suppliers and Partners, we may take action against this supplier, including suspending or terminating your activities as one of our suppliers.

## **Section 1 - Human Rights**

Ellevio's suppliers and partners must respect internationally proclaimed human rights and identify risks for potential or actual violation of human rights. They must also avoid, remedy or mitigate the consequences and compensate for any negative impact on human rights, to the extent that this is reasonable and possible. This also includes, as far as possible, preventing, limiting, or mitigating any damage that supplier's business partners may cause.

Suppliers and partners have a responsibility to uphold respect for human rights, both in the workplace and more broadly within their sphere of influence. Suppliers and partners operating outside their country of origin may have the opportunity to promote and raise standards in countries where support and enforcement of human rights issues are insufficient, which is encouraged.

Suppliers and partners must have procedures in place to assess the risk of their business contributing to violations of human rights and have adequate remedial mechanisms in case of any human rights violations.

Suppliers and partners must ensure that they are not involved, directly or indirectly, in human rights violations. This includes failing to ask questions about violations of human rights or benefiting from violations for which someone else is responsible.

Suppliers and partners shall take appropriate measures to identify and manage the risk of conflict minerals being present in the products produced or supplied to Ellevio.



## **Section 2 - Labour Standards**

### **Freedom of association**

Ellevio's suppliers and partners must recognize and respect employees' freedom of association and their right to choose their representatives freely. Suppliers and partners must also recognize employees' right to collective bargaining. In the absence of formal representation, suppliers and partners must ensure that employees have a mechanism to report grievances that facilitates open communication between management and employees.

### **Forced labour**

Suppliers and partners must not use forced labour, and employees must be free to leave their employment after reasonable notice as required by national law or contract. Employees shall not be required to deposit money with or submit identity papers to their employer.

### **Child labour and young workers**

Ellevio's suppliers and partners must not, under any circumstances, employ children who are below the minimum legal age of employment. The minimum age is the age of completion of compulsory schooling or no less than 15 years of age (or 14 years of age where the law of the country permits). Children over the minimum age must not be employed for any hazardous work or work that is inconsistent with the child's personal development. If a supplier or partner employs young people above the minimum age but under the age of 18, it is of particular importance that their health, safety, and morale are not compromised.

Ellevio also expects its suppliers and partners to recognize legitimate workplace apprenticeships and student programs.

### **Non-discrimination**

Ellevio's suppliers and partners must treat their employees with respect and dignity. All kinds of discrimination based on partiality or prejudice are prohibited, such as discrimination based on ethnicity, religion or other belief, colour, gender, gender identity or gender expression, sexual orientation, marital status, pregnancy, parental status, or disability. Threats of violence, corporal punishment, physical or verbal abuse, or other unlawful harassment are strictly prohibited.

Suppliers and partners must strive to ensure diversity and equal opportunities in their business for all employees.

### **Wages and working hours**

The employees of Ellevio's suppliers and partners shall understand their employment conditions.



Suppliers and partners must strive to ensure that fair living wages are paid to employees. Salary and terms must at a minimum comply with national laws or industry standards, whichever are more stringent.

The number of working hours per week must comply with national laws (the Working Hours Act). Regular working hours may not exceed 40 hours per week. When necessary, with regard to the nature of the work or working conditions in general, working hours may amount to 40 hours per week on average for a maximum period of 4 weeks. On-call time/overtime may be taken with a maximum of 48 hours per employee for a period of four weeks or 50 hours during a calendar month. All workers must have at least eleven hours of continuous leave during each period of twenty-four hours (daily rest) and at least thirty-six hours of continuous leave during each period of seven days (weekly rest).

### **Health and safety**

Ellevio's suppliers and partners must provide their employees with a safe and healthy workplace in compliance with all applicable laws and regulations.

Suppliers and partners must have their own written Health and Safety Policy to demonstrate the management's commitment. Work environment risks must be assessed, and appropriate measures must be taken to eliminate or minimize the risks. Suppliers and partners must assign responsibility for health and safety within their organization and report and investigate all health and safety incidents. Suppliers and partners must ensure that appropriate health and safety information is provided to their employees, sub-suppliers and contractors, and that relevant training and equipment is provided. Suppliers must also comply with any additional safety requirements stipulated in contract documents.

At a minimum, suppliers and partners must provide employees and own suppliers with drinking water, clean toilets, adequate ventilation, emergency exits, proper lighting and access to first-aid supplies or other provisions for emergency care.

Suppliers and partners must identify and assess potential emergency situations. For each situation, suppliers and partners must develop and implement emergency plans and response procedures that minimize danger to life, the environment and property.

### **Prevention of alcohol and drug use in the workplace**

Ellevio is an alcohol and drug-free workplace. Suppliers and partners employees and their sub-suppliers are only permitted to work on Ellevio's sites if they are sober and drug-free. Suppliers must have a policy or guidelines in order to take precautionary measures to prevent alcohol and drug abuse.



## **Section 3 – Environment**

Ellevio's suppliers and partners must comply with all applicable environmental laws and regulations, and have their own written environmental policy to demonstrate management's commitment.

Suppliers and partners must manage the essential environmental impact arising from the business, and adopt the precautionary principle. Environmental incidents shall be reported, investigated, and managed. By having procedures to identify, remediate, measure and monitor their environmental and climate impact, suppliers shall work to continually improve their environmental performance and minimize inefficient resource and energy consumption, harmful chemicals, waste and emissions and minimize the negative impacts on biodiversity and changes to landscapes and habitats.

Ellevio also encourages its suppliers to develop and share environmentally friendly technologies.

## **Section 4 – Business Principles**

### **Legal compliance**

Ellevio's suppliers and partners must comply with all applicable laws and regulations in all locations where they conduct business. In addition to complying with all applicable legal and regulatory requirements and sanctions, suppliers and partners are expected to act in accordance with high standards of business ethics. Suppliers and partners agree to safeguard the confidentiality of confidential information concerning Ellevio's business partners and customers, to issue accurate and relevant financial and other information on Ellevio's business operations, and to compete fairly and ethically in all other respects.

### **Anti-corruption**

The highest standards of integrity are expected from Ellevio's suppliers and partners, including their sub-contractors and other entities acting on behalf of the supplier or partner, in all business interactions. All forms of corruption, including improper offers whether for example (but not limited to) monetary gifts, gift cards, goods or services for private purposes, hidden commissions or disposal of vehicles or housing for private use to or from employees or organizations, are prohibited.

Suppliers and partners must establish and maintain policies and procedures designed to prevent corruption that are applicable to the supplier and its group companies, as well as its suppliers and contractors (if any).