

# Code of Conduct for Suppliers and Subcontractors

## Introduction

Tehdasvalo Oy is committed to complying with legislation, regulations, international conventions and ethical principles in its operations. Tehdasvalo treats its suppliers and subcontractors (hereinafter "supplier") in a professional, fair and equitable manner.

In this Code of Conduct, Tehdasvalo defines the minimum requirements for its suppliers, which must be followed and implemented in all business. We expect our suppliers to follow these guidelines to ensure that our operations are guided by common values and principles.

## **Principles**

### Complying with laws and regulations

The supplier must always comply with applicable legislation and regulations in its business. The supplier must take care to prevent illegal activities.

#### **Business integrity**

The supplier must conduct its business ethically and responsibly and compete fairly by complying with competition and antitrust laws. The supplier must ensure that it does not engage in or permit corruption, bribery, extortion or embezzlement in any form. In addition, transactions that may cause conflicts of interest should be avoided.

The supplier must treat confidential or sensitive information received with absolute confidence and respect the intellectual property rights of others. The supplier must keep accurate and transparent accounting of its transactions and financial information.

#### Human rights and employees' rights

The supplier undertakes to respect internationally recognized human rights and to promote their realization in all its activities. Everyone's human dignity, privacy and rights must be respected, and the supplier's work environment must not tolerate discrimination, threats, harassment or bullying in any form. The use of child labor and forced labor are strictly prohibited.

The supplier must comply with the minimum requirements according to labor legislation and the collective agreement. Employees must be treated equally and with respect. The supplier must recognize the right of employees to organize, to belong or not to belong to a trade union, and to negotiate collectively.

#### Safety and occupational health

The supplier is responsible for the health and safety of its employees. The supplier must comply with the laws regarding occupational safety and ensure compliance with safety instructions and related training in its operations. The supplier must act preventively to avoid work accidents.

#### **Environmental effects**

Suppliers must comply with environmental legislation, regulations and permits in all their activities. The supplier must act proactively to promote environmental responsibility and minimize the harmful effects of its operations on the environment.

#### **Reporting and Violations**

If Tehdasvalo discovers that these ethical rules are not being followed, Tehdasvalo will notify the supplier. The supplier must make the necessary changes and corrective measures without delay and demonstrate their implementation. Tehdasvalo has the right to cancel the orders it has placed, suspend future orders or terminate the contract with the supplier, if the supplier has violated these rules.

If, as a supplier, you become aware of or suspect a violation of these rules, you must report the violation to us. The supplier may not take any action against any person who, in good faith, requests advice or reports a breach or the possibility of it.