

# Supplier Code of Conduct



# 1. Purpose and Application

KKP Adviser & Produktion must maintain high ethics and correctness in our work and business.

This document sets the standards for how we expect our Suppliers to behave with regard to their environmental, social, and ethical business practices. It sets out general principles, rather than a complete set of detailed rules that cover all situations. The Supplier is expected to adhere to the principles set forth in this Supplier Code of Conduct (SCoC).

KKP Adviser & Produktion and KKP Adviser & Produktion employees must also comply with the Supplier Code of Conduct. KKP Adviser & Produktion requires the same of as its suppliers.

KKP Adviser & Produktion Supplier Code of Conduct applies to all companies that supply products and/or services to KKP Adviser & Produktion.

Suppliers are responsible for ensuring that their employees, and those of potential subcontractors involved in the supply to KKP Adviser & Produktion with the principles of this Code of Conduct.

## 2. PRINCIPLES

### 2.1. ENVIRONMENT

Suppliers must endeavor to prevent and continuously reduce any negative impact the company's activities may have on the environment. The supplier must endeavor to carry out its business in an environmentally sustainable manner and comply with or exceed the standards laid down in laws, regulations, and international conventions in relation to the reduction of emissions to air, land, and water.

The supplier's services, products, and processes must be designed to efficiently utilize energy, natural resources, and raw materials and minimize the amount of waste and residual products. The supplier must avoid materials and methods that pose risks to the environment when there are other available and suitable alternatives.

We expect our suppliers to support this responsibility by offering sustainable solutions, services, and products throughout the entire supply chain and to implement proper environmental management systems where applicable. Moreover, we expect our suppliers to comply with all applicable laws and regulations regarding sustainability solutions.

At KKP Adviser & Produktion, we aim to have sustainability considerations incorporated as an integral part of our business activities and strive to reduce the adverse impact of these business activities. The sustainability policy is supported by initiatives and actions to reduce CO2 emissions.

#### **In line with our own ambitions, we expect our suppliers to:**

- Seek out actions to reduce CO2 emissions in their own operations, products, and services.
- Identify, label, and manage hazardous substances, chemicals, waste, and other materials posing danger to humans or the environment, to ensure their safe handling, movement, storage, use, recycling or reuse, and disposal. In addition to requirements by law.
- Seek out actions to manage resources, including waste, in a sustainable and circular way.

## **2.2. SOCIAL**

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

According to unified social standards BSCI (Business Social Compliance Initiative)

We expect the Supplier to support, and respect internationally declared human rights as well as the ILO core conventions regarding child labour, forced labour, the freedom of association, discrimination, and equal remuneration. Furthermore, we expect that Suppliers do not undermine our work to ensure that all employees are treated fairly, equally and with respect.

### **CHILD LABOR**

The Supplier shall not accept child labour. No employee may be under the age of 15 (or 14 if national legislation allows for this), or younger than the minimum age of employment, if this age exceeds 15 years. Every child shall be protected from economic exploitation and performing any work that may be dangerous, have an adverse effect on the child's education or be harmful to the child's health and development. Children must never perform night work.

### **FREEDOM OF ASSOCIATION AND RIGHT TO COLLECTIVE BARGAINING**

The Supplier must respect employees' right to form or join trade unions and give employees' the opportunity to engage in collective bargaining agreements, or refrain from this, without risk of reprisals. In countries where the freedom of association is limited, or under development, representatives chosen by the employees must be able to meet the company management to discuss salaries and terms of employment without negative consequences.

### **DISCRIMINATION**

We do not accept the Supplier to allow any type of discrimination, threats, oppression or harassment. The Supplier shall treat all staff with dignity and respect regardless of sex, transgender identity, ethnicity, religion, disability, sexual orientation and/or age.

## REMUNERATION

The Supplier's employees shall understand their terms of employment and have access to these terms in writing. Wages and benefits shall at least adhere to national legislation and agreements and the Supplier shall have the ambition that the salary level is so high that it covers the employee's actual costs i.e. a living wage.

Wages shall be paid in full directly to the employee at the time stated in contract. Overtime shall be remunerated according to national legislation or other agreement, and clearly specified on the payslip. Time off work, including vacation, holidays, sick leave and parental leave shall at least be compensated in accordance with national legislation.

## WORKING HOURS

The supplier shall ensure that the work-week is limited to 48 hours, and under no circumstances exceed 60 hours including overtime. Overtime shall be voluntary and infrequent. Employees are entitled to at least one day off per week and shall be given reasonable breaks while working and sufficient rest periods between shifts.

## HEALTH AND SAFETY

The supplier shall ensure that its workers are offered a safe and healthy working environment with adequate protection from fire, accidents and toxic substances. This includes but is not limited to preventive actions such as evacuation procedures, emergency training and drills, appropriate first-aid supplies, appropriate fire detection and suppression equipment and well-marked exit facilities. Adequate health and safety policies and procedures must be established, communicated and followed.

---

References to relevant UN and ILO conventions:

- a. UN's Universal Declaration on Human Rights (1948),
- b. ILO's Fundamental Conventions (No. 87, 98, 29, 105, 138, 182, 100 and 111),
- c. UN's Convention on the Rights of the Child (article 32),
- d. UN's Convention against Corruption.

## **2.3. ETHICAL**

### **LAW AND ETHICS**

Suppliers are obliged to respect and comply with applicable laws and regulations in the countries where they do business. However, the Supplier Code of Conduct goes further than laws and regulations. It describes KKP Adviser & Produktion fundamental ethical principles and guides KKP Adviser & Produktion suppliers and employees in relation to decisions and behavior.

All suppliers to KKP Adviser & Produktion must also comply with the principles of the UN Global Compact, the UN Universal Declaration of Human Rights, the ILO Declaration on Labor Rights, and the OECD Anti-Bribery Convention. The Supplier Code of Conduct describes the minimum standards suppliers must adhere to, even when they are stricter than local legislation.

### **CORRUPTION**

Suppliers must never use gifts (except Christmas gifts or similar), benefits, or other forms of unauthorized compensation in their relationship with customers, suppliers, authorities, or other decision-makers in order to obtain or retain business. Suppliers must not accept gifts, benefits, or other forms of compensation from customers, suppliers, or other parties that could influence the objectivity of their decision.

### **MONEY LAUNDERING OF MONEY**

Suppliers must never receive, promote or otherwise support activities based on money laundering.

## **COMPETITION QUESTIONS**

Suppliers must always comply with applicable competition legislation. Suppliers must not exchange information or enter into agreements with competitors, customers, or suppliers in a way that risks obstructing, limiting, or distorting competition in the market.

## **CONFIDENTIAL INFORMATION**

Suppliers are expected to pay special attention to securing confidential information received from KKP Adviser & Produktion and that this is not passed on to unauthorized parties. In cases where the supplier's employees come into contact with confidential information (about KKP or KKP 's customers), this information must be protected and should not be disclosed to unauthorized parties.

The supplier's employees must not access, duplicate, reproduce, or utilize other information more than what is required to provide agreed services to KKP or KKP's customers.

## **KKP'S CUSTOMERS' CODE OF CONDUCT**

If the supplier's employees work closely with KKP's customers, on the customer's premises, or on the customer's IT systems, it is important that the supplier's employees comply with the customer's Code of Conduct, safety instructions, and other basic rules.

In the event of a discrepancy between the KKP 's Supplier Code of Conduct, the customer's Code of Conduct, and the supplier's Code of Conduct (if applicable), the supplier's employees must comply with the strictest rules.

## 3. Deployment

This Supplier Code of Conduct applies to all KKP Adviser & Produktion suppliers. And employees. The suppliers are also responsible for assessing that their sub-suppliers are in line with this or similar Supplier Code of Conduct. We wish to influence our suppliers to contribute to responsible and sustainable development and to demonstrate responsible sub-supplier management as we do ourselves.

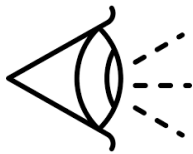
Suppliers must inform KKP Adviser & Produktion if there are conditions prevailing in their own or sub-suppliers' operations that are not in compliance with the Supplier Code of Conduct.

### 3.1. TERMINATION FOR CAUSE

A breach of the Supplier Code of Conduct is considered a material breach of the business relation and agreement.



## 4. KKP Adviser & Produktion leading stars



### WE LOOK FURTHER

Looking further means paying attention and knowing how to prioritize. We must be one step ahead to solve the problems before they really arise. It is about thinking ahead.



### WE LISTEN

Being responsive is about listening to and reading once surroundings. We must be open to views and ideas about how we can develop or improve ourselves or our way of working.



### WE MAKE PROGRESS

Creating progress is largely a matter of initiative and the will to improve. We simply get things done. We are creative and find solutions that are smarter and more economical for our customers and us.