

A background image showing a bright sun low on the horizon, partially obscured by the silhouettes of tree branches and leaves. The scene is bathed in a warm, golden light, creating a soft, ethereal atmosphere. The sun is positioned in the lower-left quadrant, with its rays filtering through the foliage.

KONTORSFUNKTION CODE OF CONDUCT

Supplier Code of Conduct

Kontorsfunktion AB expects all business partners and suppliers to respect fundamental human rights, actively promote decent working conditions, uphold high standards of business ethics, and take responsibility for their environmental impact across their operations.

We are committed to promoting a sustainable value chain and therefore collaborate with actors who share our values and commitments. We expect our partners and suppliers to have relevant policies, procedures, and processes in place, and to continuously work to improve their sustainability performance.

Our ambition is to build long-term and responsible relationships based on mutual respect, transparency, and a shared commitment to sustainable development.

International frameworks

The requirements in this Code of Conduct, including terminology and concepts, are based on the UN Global Compact, the UN Guiding Principles on Business and Human Rights, the OECD Guidelines for Multinational Enterprises on Responsible Business Conduct, and the ILO Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy.

Scope

This Code of Conduct applies to all suppliers, their subcontractors, and other partners throughout the entire value chain. Suppliers are therefore required to forward the equivalent requirements of this Code to their own suppliers and partners in the value chain in a language they understand.

Implementation and compliance

Kontorsfunktion AB expects all suppliers, their subcontractors, and partners throughout the value chain to respect and comply with this Code of Conduct. We reserve the right to conduct dialogues, self-assessments, employee interviews, and request access to documentation relating to compliance. Kontorsfunktion AB may also conduct on-site audits, either with its own representatives or third-party auditors. Any audits at a supplier's subcontractor will be conducted in agreement with the supplier.

Kontorsfunktion AB expects full cooperation, transparency, and access to all necessary documentation and resources to ensure and facilitate the review process. First-tier suppliers are also expected to maintain transparency throughout their value chain and share such information with Kontorsfunktion AB upon request.

If any non-compliance with this Code is identified, the supplier must take corrective actions. This means that the supplier or its suppliers shall establish a corrective action plan and resolve the issues within an agreed timeframe. Kontorsfunktion AB will monitor the process and verify that all deviations have been addressed.

If the supplier shows unwillingness to cooperate or fails to comply after the agreed corrective actions, Kontorsfunktion AB reserves the right to terminate the contract with reasonable notice.

In the event of serious violations, immediate action must be taken in consultation with the supplier and affected parties. Serious violations include forced labour, child labour, life-threatening working conditions, severe environmental damage, large-scale corruption, and attacks on environmental and human rights defenders.

An intentional breach may result in the immediate termination of all business relations.

To report a suspected breach of this Code of Conduct, please email: info@kontorsfunktion.se

Legal compliance

Suppliers must comply with all applicable national and regional laws in the countries in which they operate, as well as relevant international regulations related to this Code of Conduct. Where the requirements of the Code exceed local laws, the requirements of this Code shall prevail.

1. Human rights

All internationally recognized human rights must be respected, as outlined in the Universal Declaration of Human Rights, the International Covenants on Civil and Political Rights and on Economic, Social and Cultural Rights, and the ILO Declaration on Fundamental Principles and Rights at Work.

1.1 Due Diligence – Human rights, environment, and society

The supplier shall have a due diligence process in line with the OECD Guidelines for Responsible Business Conduct. This process should aim to identify, prevent, mitigate, and account for actual and potential adverse impacts on human rights, the environment, and society, which the supplier causes, contributes to, or is directly linked to through its business relationships.

The supplier is also expected to have appropriate processes in place to address and, where relevant, remedy such impacts in accordance with international norms and guidelines.

2. Workers' rights

2.1 Freedom of association and the right to collective bargaining

- a) Workers shall have the right to join or form trade unions of their own choosing and to bargain collectively without discrimination.
- b) Employers shall adopt an open attitude towards trade union activities and their organizational operations.
- c) Worker representatives shall not be discriminated against and shall be allowed to carry out their representative duties in the workplace.
- d) In countries where freedom of association and collective bargaining are restricted by law, employers shall facilitate and not hinder the development of alternative means for independent and free association and bargaining.

2.2 Employment shall be freely chosen

- a) There shall be no forced labour, including bonded labour or involuntary prison labour.

b) Workers shall not be required to lodge deposits or surrender identity documents and shall be free to leave their employer after reasonable notice.

2.3 Child labour shall not be used

a) Child labour, defined as work that is harmful to the physical, mental, social, or moral development of children under the age of 18 or interferes with their education, is strictly prohibited.

b) Employers shall develop, participate in, and contribute to policies and programs that enable any child found to be performing child labour to transition to quality education.

c) A worker under the age of 18 may be employed if legal age requirements are met:

- Minimum age for general work is 15 years;
- In countries with a lower school-leaving age, the minimum age may temporarily be set to 14 for non-hazardous work.

d) Workers under 18 must not perform night work or hazardous tasks.

2.4 No discrimination or inhumane treatment

a) Discrimination in hiring, compensation, access to training, promotion, termination, or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership, or political affiliation is prohibited.

b) Physical abuse, threats, sexual or other harassment, verbal abuse, or other forms of intimidation are strictly prohibited.

2.5 Safe and hygienic working conditions

a) A safe and hygienic working environment must be provided, taking industry knowledge and specific hazards into account. Appropriate measures shall be taken to prevent accidents and health issues arising from work conditions.

b) Workers shall receive regular, documented health and safety training, repeated for new or reassigned workers.

c) Access to clean toilets, potable water, and sanitary facilities for food storage (where applicable) must be provided.

d) If accommodation is provided, it must be clean, safe, and meet basic needs.

e) Responsibility for health and safety shall be assigned to a senior management representative.

2.6 Living wages shall be promoted

a) Wages and benefits for a standard working week must meet at least national legal standards or industry benchmarks, whichever is higher. Wages must always be sufficient to meet basic needs and provide discretionary income.

b) All workers shall receive written and understandable information about their employment terms and wage details.

c) Deductions from wages as a disciplinary measure or deductions not permitted by national law are not allowed without the worker's express consent. All disciplinary actions shall be recorded.

2.7 Working hours shall not be excessive

a) Working hours must comply with national laws, collective agreements, and the provisions below, whichever provides greater protection.

b) Working hours, excluding overtime, must not exceed 48 hours per week.

c) Overtime shall be voluntary and used responsibly. It must not be used to replace regular employment and should be compensated at a premium rate, recommended at least 125% of the regular wage.

d) The total working hours in a 7-day period must not exceed 60 hours, except under clause e below.

e) Hours may exceed 60 per week only in exceptional circumstances where:

- Permitted by national law;
- Permitted by a freely negotiated collective agreement;
- Adequate safeguards are in place to protect workers' health and safety;
- The employer can demonstrate exceptional circumstances, such as unexpected production peaks, accidents, or emergencies. f) Workers shall be provided with breaks during the workday. g) Workers shall be entitled to at least one day off in every 7-day period or, where allowed by law, two days off in every 14-day period.

2.8 Regular employment must be provided

a) Work must be performed based on a recognized employment relationship under national law and practice.

b) Obligations to workers under labour or social security laws must not be avoided through the use of labour-only contracting, subcontracting, home-working arrangements, apprenticeships without real intent to impart skills or provide employment, or excessive use of fixed-term contracts.

3. Environment

3.1 Climate and environmental impact

a) National environmental legislation must be followed.

b) Climate actions contributing to national and international climate goals shall be promoted.

c) The use of virgin raw materials shall be reduced through improved material efficiency, recycling, reuse, waste minimization, and circular economy solutions.

d) Raw materials from CITES-listed species or species listed as critically endangered, endangered, or vulnerable on the IUCN Red List shall not be used.

- e) Chemical use shall be assessed and controlled. Where applicable, substitution or alternative processes shall be implemented to reduce health and environmental risks and improve resource efficiency.
- f) Waste shall be stored, handled, transported, and disposed of in a way that protects worker health, local communities, and the environment.
- g) Efficient water use strategies shall be promoted where applicable.
- h) Emissions harmful to health and the environment shall be reduced or eliminated.

3.2 Environmental rights

- a) All peoples have the right to self-determination and to freely dispose of their natural wealth and resources. No people shall be deprived of their means of subsistence or a meaningful life.
- b) Unlawful eviction or seizure of land, forests, or water shall not occur.
- c) Indigenous peoples' rights to land, territories, and resources traditionally owned, occupied, or otherwise used shall be respected, including the right to free, prior, and informed consent.
- d) The right to a safe, clean, healthy, and sustainable environment shall be respected, as it is integral to the full enjoyment of rights to life, health, food, water, and sanitation.

4. Business ethics

4.1 Corruption, anti-competitive behaviour, and tax practices

- a) Involvement in bribery, embezzlement, influence peddling, abuse of power, illicit enrichment, money laundering, concealment, or obstruction of justice is strictly prohibited.
- b) No agreements shall be made with the intent of distorting competition or abusing a dominant position.
- c) Aggressive tax planning or schemes that artificially shift profits to low-tax jurisdictions shall be avoided.
- d) Employees shall receive regular and documented training in business ethics, including annual reviews of anti-corruption policies or this Code of Conduct. This training must be repeated for new or reassigned employees.

This document has been reviewed and send by

KONTORSFUNKTION AB
Landsvägen 17-15
235 94 VELLINGE

Signed by:
CEO Per Persson



Signature

Supplier confirmation

Company:

Registration Number:

Location:

Date:

Name:

Title:

Signature: