

# Code of Conduct for Suppliers

BIM Kemi's Code of Conduct for Suppliers (hereafter called 'the Code') sets requirements for suppliers and is inspired by the UN Global Compact, the UN Guiding Principles for Business and Human Rights and the Sustainable Development Goals. We expect all our suppliers, in all business activities, to work in line with these three base documents and to work towards ensuring that their business partners and sub-contractors also recognize and adhere to these principles.

The Code aims to enhance transparency and facilitate a level playing field when doing business with BIM Kemi. BIM Kemi requires its suppliers to comply with this Code or – if applicable and mutually agreed - an equivalent standard with the same level of protection.

BIM Kemi Group (hereafter 'BIM') is committed to conducting business in a sustainable and responsible manner - in the interest of the company, its staff and the general public. Promoting proper business ethics, respect for internationally recognised human rights, decent working conditions and environmental practices in BIM is part of our strategy to act in a socially responsible manner. Adherence to applicable laws and regulations of the respective countries as well as applicable international laws is the basis for cooperation.

## General Principles

### Compliance with national and international laws and regulations

All suppliers to BIM shall comply with all applicable domestic and international laws and regulations as well as the UN Global Compact, including those pertaining to anti-corruption, competition law, transportation, environment, safety and health and customs regulations.

### The highest protection prevails principle

In case of a (perceived) conflict between the Code and domestic law, BIM expects its suppliers and business partners to adhere to the rule which provides the highest level of protection to the person in question, i.e. the higher protection prevails.

### Enforcement

If BIM finds that the supplier is not meeting the requirements and expectations set out in this Code, it shall inform the supplier forthwith. The supplier or other business partner shall then take immediate corrective actions. BIM reserves the right to cancel outstanding orders, suspend future orders or terminate the contract with the supplier or other business partners in case of failure by the supplier or other business partner to comply with this Code. The supplier and/or other business partner can be held accountable and thus face legal consequences.

## Business Ethics

### Responsible Business

The supplier and other business partners are expected to conduct their business in a responsible, transparent and ethical manner and act with integrity. Suppliers and other business partners shall employ fair business practices, respect competition and anti-trust law as well as engage in accurate and truthful advertising. The supplier and other business partners shall comply with the tax laws and regulations where they operate.

The BIM assets and resources shall be used for BIM objectives and not for personal gain or other inappropriate activities.

### **Anti-Corruption & Fraud**

All acts of corruption, bribery, fraud, extortion and/or embezzlement are prohibited. The supplier shall not offer, pay or accept bribes or payments. Suppliers may offer, give, accept or receive gifts that are promotional items and of minimal value except if they are given with a reasonable assumption of providing an unfair benefit or creating undue influence. All suppliers shall avoid situations which may result in compromising appropriate business decisions and they shall not participate in illegal inducements in business or government relationships.

### **Transparency**

The suppliers and other business partners shall act transparent and keep up to date records of the elements relevant to demonstrate compliance with this Code. The supplier and other business partners may be requested to provide records relevant to assess compliance with this Code or own guidelines that are in line with or supersedes this Code. The supplier, sub-contractor and other business partners shall also, following reasonable prior notice, accept audits by BIM or third party chosen by BIM, to assess compliance with this Supplier Code of Conduct. At such occasions, the supplier, sub-contractor and other business partners shall provide access to information and to its facilities relevant for the assessment. If a supplier, sub-contractor or business partner fail to operate in full compliance or fail to honour the referred standards, the supplier or business partner shall immediately inform BIM.

### **Information security**

Suppliers are expected to follow the domestic and international legislation regarding gathering and exchanging information with external parties. The supplier shall protect the confidentiality of confidential information which has been entrusted to him by BIM and/or third parties: This includes, but is not limited to, proprietary information such as;

- Technological and technical knowledge, expertise, experience, know-how, inventions, specifications, formulae, samples, and
- Financial, business and personnel information, and
- Other information, disclosed at any time and in any form, is considered Confidential Information.

The supplier shall be responsible for assuring his sub-contractors or suppliers adhere to the same standard of information security protection.

## Human Rights

### Compliance with international law

All suppliers to BIM shall respect all internationally recognized human rights including civil cultural, political, social and economic rights, such as those defined in:

- the Universal Declaration on Human Rights
- the International Covenant on Social and Economic Rights
- the International Covenant on Civil and Political Rights
- The eight core conventions of the International Labour Organisation (ILO) regarding the freedom of association and protection of the right to organize, right to organize and collective bargaining, (abolition of) forced labour, minimum age, child labour, equal remuneration and discrimination.

### Non-discrimination

The supplier shall be committed to providing an inclusive and welcoming environment for all employees, clients, sub-contractors and other business partners.

The supplier shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, union membership or any other personal characteristic in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, promotions, selection of vendors, suppliers or other business partners.

### Remuneration and Working Times

The supplier and other business partner shall ensure that its employees work in compliance with all applicable laws and mandatory industry standards pertaining to regular working hours and overdue hours. We expect from our suppliers and other business partners that remuneration and benefits at least conform to the statutory minimum wage and the statutory working hours/licensing agreement of the country concerned as well as binding collective agreements.

### Freedom of Association

Our suppliers and other business partners must recognize employee's basic right to freely associate, belong to a union and bargain collectively, in accordance with the applicable legislation and international conventions.

### Child Labour

The supplier shall ensure the minimum age as defined by the International Labour Organization's Minimum Age Convention 1973 No 138 is respected. This means that:

- The minimum age specified shall not be less than the age of completion of compulsory schooling and, in any case, shall not be less than 15 years.

- Notwithstanding the provision above, in case BIM operates in a country whose economy and educational facilities are insufficiently developed it may, after consultation with the organizations of employers and workers concerned, where such exist, initially specify a minimum age of 14 years.
- The minimum age for admission to any type of employment or work which by its nature or the circumstances in which it is carried out is likely to jeopardise the health, safety or morals of young persons shall not be less than 18 years.

### **Forced Labour**

The supplier shall not make use or in any way benefit from forced, prison, bonded or involuntary labour.

### **Health and Safety**

The supplier is responsible for the physical and emotional well-being of its employees. The supplier must provide a safe and healthy working environment. The supplier shall ensure that all employees are aware of health, safety and environmental risks and get appropriately trained to minimize risks and possible impacts of emergency situations. The observance of safety regulations shall be monitored continuously and any inadequacies remedied immediately. Preventive health and safety programs must be in place for all the supplier's processes. The supplier shall have an active and targeted approach to ensure the workplace is free of bullying and inclusive for all.

### **Environment**

#### **Environmental Protection**

Suppliers and other business partners shall support and undertake initiatives to promote greater environmental awareness and responsibility. For example, have systems in place to ensure the safe handling, movement, storage, recycling, reuse or management of waste, air emissions and waste-water discharges. Any waste, wastewater or emissions with the potential to adversely impact on human or environmental health shall be appropriately managed, controlled and treated prior to release into the environment. Suppliers and other business partners shall encourage the development and diffusion of environmentally friendly technologies.

I hereby confirm that I have read, understood and commit the BIM Supplier Code of Conduct.:

Corporation:

Corporation ID number:

Signature:

Date and Place:

Name, Position (Authorized at the legal entity)