

## ANNEX 1: CODE OF CONDUCT FOR SUSTAINABLE TRADE

### SUPERUNIE CODE OF CONDUCT

#### INTRODUCTION

*Superunie is aware of its responsibilities as an actor in world wide chains and aims to do business in a socially and environmentally sensible way.*

*We have set up a Code of Conduct to communicate to our suppliers what our minimal demands are concerning labour conditions, human rights and environment.*

*This Code of Conduct is based on internationally recognised standards on human rights, labour rights and environmental demands. **We expect all our suppliers, of both products and services, to respect and live up to all demands as described in this document. Additionally, our suppliers must see to it that their suppliers also adhere to these demands as well.***

*In case a supplier does not respect one or more of the demands we pose in this document, Superunie expects this supplier to take action immediately in order to comply as soon as possible. In case the supplier refuses or does not show sufficient progress concerning the non-compliances, Superunie will reconsider its cooperation with this supplier.*

*We realise that being able to comply to certain standards is partly dependent on local circumstances of the supplier or production location. In case the local situation makes it difficult to adhere to the agreed standards, we will start the dialogue with our suppliers to work towards a satisfactory solution.*

#### I. LEGAL DEMANDS

*Suppliers of Superunie must obey all applicable national laws and regulations, minimal industry standards and ILO (International Labour Organisation) and UN (United Nations) Conventions.*

#### II. LABOUR CONDITIONS (ILO Conventions 29 and 105)

- 1. No form of forced labour, slave labour or involuntary labour will take place.*
- 2. Employees will not be forced to hand over deposits or identity papers to their employer. Employees will at all time be free to terminate their work contract after a reasonable period of notice.*
- 3. Employees have the right to leave the work place premises after completing a standard workday.*

#### III. FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING (ILO Conventions 11, 87, 98, 135, 154)

- 1. All employees have the right to join or establish a trade union of their own choice and to bargain collectively.*

2. *Employer will not discriminate or limit employees who are involved in the trade union.*
  3. *In case the rights to union membership is limited by national or local laws, the employer will allow free and independent associations and negotiations.*
- IV. *CHILD LABOUR (VN Convention on the Rights of the Child, ILO Conventions 79, 138, 182, ILO Recommendation 146)*
1. *Children under the age of 18 years shall not engage in labour that is hazardous to their health or safety, including night work.*
  2. *Children under the age of 15 (14 or 16 in certain countries) shall not engage in labour that is hazardous to their health or safety, nor is detrimental to their education. Children under the age of 15 (14 or 16 in certain countries) shall not work during school hours. School hours, work hours and daily transport (to and from school and work) together may not be more than 10 hours a day. In case national/local laws pose higher demands than this Code of Conduct related to child labour, than the national/local laws will prevail.*
- V. *DISCRIMINATION (ILO Conventions 100, 111, 143, 158, 159, 169, 183, VN Convention on Discrimination against Women)*
1. *The supplier shall not discriminate in hiring, paying, training, promoting and firing on the basis of nationality, race, caste, ethnic and national origin, religion, age, disability, gender, marital status, family position, social background, sexual orientation, trade union membership or political preference.*
  2. *Measures shall be established to protect employees from sexually intrusive, threatening, insulting or exploitative behaviour, and from discrimination or termination of employment on unjustifiable grounds, e.g. marriage, pregnancy, parenthood, or HIV status.*
  3. *All workers with the same experience and qualifications shall receive equal pay for equal work.*
- VI. *PERSONAL INTEGRITY*
1. *Mental or physical abuses, corporal punishment and humiliations, or threats in this regard, are prohibited.*
  2. *Supplier respects the integrity of all workers and employees when collecting his/her information. Employees/workers have access to this information, whenever they wish to.*
  3. *The employer will take care of a sufficiently safe environment to ensure personal integrity (such as a safe for personal belongings, separate toilets and shower facilities for men and women).*
- VII. *OCCUPATIONAL HEALTH AND SAFETY (ILO Convention 155, 184, ILO Recommendation 164, 190)*
1. *The working environment shall be safe and conducive to good health*
  2. *Clear procedures on safety, health, fire safety, and emergencies must be developed and followed, under the responsibility of higher management.*
  3. *All employees/workers are trained regularly on preventing and reacting on emergencies.*
  4. *All employees/workers have access to clean sanitation facilities and clean drinking water.*
  5. *In case the employer provides accommodation, it shall be clean, safe and adequately ventilated, and include access to clean sanitary facilities and clean drinking water.*

6. *The fire safety and evacuation plan shall be as thorough for the accommodation as for the working environment.*

VIII. *FAIR REMUNERATION FOR LABOUR AND OVERTIME (ILO Conventions 12, 26, 101, 102, 131)*

1. *The wage for regular working hours and overtime shall at least be in accordance with national provisions concerning minimum wages or industry standards approved on the basis of collective bargaining, whichever is higher. Wages shall always be sufficient to cover fundamental needs of the employer and his/her family, as well as the social benefits legally granted. Wage level must be a reflection of the skills and education of the employee.*
2. *All overtime will be compensated according to the demands in the national legislation. In case there is no legislation on this issue, overtime will be paid according to premium rate or will adhere to the industry standard level for overtime payment.*
3. *Wages and payment methods must be done in time, regularly, and legally and will be agreed upon before the work starts. The employee must be able to understand the contract.*
4. *It is prohibited to use wage deductions as a disciplinary method and can only be applied in case legal prescriptions on this are followed.*

IX. *WORKING HOURS (ILO Convention No. 1 and 14)*

1. *Working hours and leave shall be in accordance with national legislation or industry standard; the number of working hours shall not be higher than 48 hours a week ( 8 hours a day).*
2. *Overtime is voluntary and may not exceed 12 hours a week. The company can ask her employees to temporarily work overtime, in case this is voluntary and an agreement with the workers' organisation, representing a significant part of the workers, is made in advance.*
3. *Employees shall at least have one free day per week, unless national legislation decides differently and/or when a voluntary agreement to temporarily deviate from this is signed by the employee(s).*

X. *REGULAR EMPLOYMENT*

1. *The use of short term contracts, subcontracting, or any other contract form, may not lead to undermine the national rights of workers.*
2. *All employees are entitled to a job contract written in a language they understand.*
3. *The duration and content of apprenticeship programmes shall be clearly defined.*

XI. *USE OF NATURAL RESOURCES AND LOCAL ENVIRONMENT*

1. *The natural resources in the local environment of the production location may not be polluted or destroyed.*
2. *Dangerous substances shall, in needed after permission, be used, kept and discarded safely.*
3. *The rights of communities in the local environment of the company or the production location shall be respected.*

XII. *ENVIRONMENT AND ANIMAL WELFARE*

1. *Production and distribution throughout the whole chain will adhere to national and international environmental rules and regulations.*

2. *All national legal demands on discharge, chemical and dangerous materials, emission and waste water will be adhered to.*
3. *The supplier shall assess the environmental impact of its operations and establish effective policies and procedures for the use and discharge of chemicals and other dangerous substances, emission and waste water.*
4. *Animal testing is not allowed in any way in the process behind our products.*
5. *When products of animal origin are supplied: animals used may not be exposed to unnecessary suffering and must have sufficient access to clean drinking water, proper food and care.*

#### **XIII. CORRUPTION**

1. *Supplier shall not involve in or accept from its business partners any form of corruption or bribery whatsoever.*

#### **XIV. MANAGEMENT SYSTEMS**

1. *Supplier shall develop and implement a policy for social responsibility (including policy on child labour, forced labour, discrimination, abuse, bribery and corruption, discipline and complaints). This policy is known by and accessible to all workers.*
2. *The management of the supplier shall implement a management system, ensuring the adherence to this Code of Conduct.*
3. *The management of the supplier is responsible for the correct implementation and continuous improvement by periodically check adherence to this Code of Conduct.*
4. *The management shall take serious all worries of employees on the adherence to the companies' own social policy as well as this Code of Conduct.*

#### **XV. COMPLIANCE**

1. *Superunie maintains the right to unannounced visits at all time to all production locations involved in the coming about of our products. Superunie also holds the right to select independent third parties to execute inspections in the mentioned production locations.*
2. *Superunie asks all suppliers and production locations to cooperate in filling in our sustainability questionnaires and supplier information management system. In case this gives us insufficient information or in case the risks of non-compliance to our contract demands are too high, we will ask the supplier for third party evidence.*
3. *In case we conclude that the supplier does not adhere to this Code of Conduct we will end our business agreement, unless sufficient improvement is made and kept within an agreed period of time.*

#### **XVI. TRANSPARANCY**

1. *Superunie asks all suppliers for complete transparency on their own actions and those of their sub-suppliers concerning all in this Code mentioned aspects.*