



Code of conduct

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Utfärdare-Issuer Anna Eskehed	Fastställd-Authorized Marcus Jansson	Datum-Date 2019-04-29	Registreringskod-Registration code D-257	Rev 2
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Euroform Supplier Code of Conduct

Responsible business practices is a core value for Euroform. Social responsibility, sustainability and continuous improvement through-out the supply chain will lead to an open and attractive business climate. The requirements of this supplier code of conduct are gathered from applicable quality and environmental standards within the automotive industry, the principles of the UN Global Compact and internal standards and values. If local laws and regulations are stricter than the requirements below the stricter interpretation shall apply.

Suppliers and their sub-contractors affected by this Code of Conduct shall make sure it is understood and followed in their own respective organizations and further down the supply chain. The contents of the Euroform Supplier Code of Conduct may at any time be audited as part of the overall Euroform programme for supplier development – either as a self-assessment or as part of an onsite audit. In such cases transparency and cooperation is expected. If deviations from the below requirements are judged to be of a severe nature it may be cause for contractual termination.

Labour and Human Rights

All people should be treated equally. Euroform also acknowledges that employees are a key factor in the success of a company. The following shall therefore apply:

- There must not any kind of discrimination of any kind based on gender, age, religious beliefs, caste, social background, disability, ethnic, national or territorial origin, nationality, union membership, political affiliation, sexual orientation, gender identity, marital status, disease, pregnancy or any other possible condition that may imply discriminatory treatment from the employer.
- Suppliers shall strive to have a workplace free from harassment which is inclusive and fosters respect amongst employees.
- Employees must subject to their work of their own free will. The supplier organization must ensure that there is no form of forced, bonded, compulsory, trafficked or nonvoluntary labour.
- Suppliers shall provide the employee with sufficient equipment to perform the work at hand, costs related to personal equipment needed to perform work tasks may not occur.
- Suppliers shall not withhold original identification or travel documentation from employees.
- All employees shall have a written contract in a language understood by them.
- No child labour may occur. No workers below the age of 15 may be employed unless the ILO 138 Minimum Age Convention (article 6, 7) apply.
- If young workers (under the age of 18) are employed, they must not work overtime nor at night and be protected against harmful conditions.
- Wages shall be payed at minimum applicable governmental or industrial standard levels. Wages shall be on time and regular. Overtime shall be compensated.
- Employees must be allowed freedom of association without interference and must be allowed to bargain collectively.

Health and Safety

A safe and healthy work environment is a crucial factor employee wellbeing. A high level of employee wellbeing contributes to a sustainable organization which supports good quality, high productivity and good profitability. The following shall therefore apply:

- There shall be a process in place to identify and eliminate health and safety hazards. Employees shall be aware of this process and encouraged to report unsafe situations without reprisals. This also includes a process for accidents and near accidents.
- Appropriate personal protective equipment shall be provided by the employer. Further, equipment shall be safe to use, instructions of use shall be available, communicated and understood.
- The supplier organization shall identify risks of accidents and if possible mitigate these risks. In addition to this there shall be emergency plans for possible risk situations. Employees shall have knowledge of applicable plans and know how to act in different kinds of crises.
- The facilities shall be safe and clean as well as adapted for the production at hand.



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Environment

All people and organizations have a joint responsibility in caring for our environment and the resources on this planet. Euroform therefore require of suppliers to reduce their negative impact on the environment. The following shall apply:

- Actions shall be taken to reduce the use of energy, water, raw materials and packaging materials. If possible energy from fossil free sources shall be used.
- Emissions and hazardous waste shall be controlled and reduced. Also, the use of water shall be kept at a minimum, the same applies for non-hazardous waste. Deposits to landfills shall be kept at an absolute minimum.
- Chemicals shall be handled in a safe way to minimize impact on people and the surrounding environment. Active work shall be conducted to limit and restrict the number of chemicals introduced in the organization. Employees working with risk chemicals shall be trained in risk handling and at all times updated instructions present.
- Safety Data Sheets shall be provided for the chemicals used within the supplier organization.
- Components supplied to Euroform by supplier must comply with REACH and RoHS regulations. For suppliers in the automotive supply chain components must be reported in to the International Material Data System (IMDS).

Ethics

To Euroform, business is to be conducted ethically and accordance with applicable laws. Euroform also strives to have transparent and trustworthy business relationships. Therefore, the following shall apply:

- Personal data of supplier stakeholders shall be protected. Data should only be collected when there is a need for it and with the consent of the concerned.
- Bribes are not allowed, and supplier must ensure that their employees, subcontractors and other representatives do not take part in any unduly giving or accepting of bribes, donations or other inadmissible payments or benefits.
- Suppliers shall comply with applicable laws regarding competition and antitrust. Supplier must not engage in anti-competitive agreements with to improve their business nor abuse a dominant market position.
- Suppliers shall only engage in business with parties of which integrity they are convinced. Suppliers shall ensure that business partners are not involved in money laundering or the financing of terrorism.
- Minerals shall be sourced in a responsible manner. Relevant parts of the OECD Due Diligence guide shall be used. If asked for, information regarding smelters and refineries must be disclosed.

Management

Management is a key factor for a sustainable business. For the supplier to implement this Code of Conduct in their business it is vital that management is engaged, knowledgeable and considerate. This Code of Conduct shall be integrated in the daily business. The following shall therefore apply:

- Suppliers shall develop their own code of conduct. It should contain a commitment to achieve the highest standards in the social, ethical and environmental fields. The statement should be communicated and understood by employees.
- The responsibility of upholding this Code of Conduct lies with the top management. A representative may be appointed to handle these issues. This representative must report to top management.
- Suppliers must develop a training plan for employees. The effectiveness of the plan must be evaluated. Training shall be tailored to the needs of the individual employee to ensure appropriate skills and knowledge to perform the work task. In addition to this, employees shall have an understanding of company policies and statements.
- The requirements of this Code of conduct shall be valid along the supply chain. The supplier is responsible for spreading the requirements to sub-suppliers. If a sub-supplier is found to not comply, this should be remedied within a reasonable time frame without any additional cost for Euroform.



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Accepted by supplier

Supplier name

Date

Supplier representative & function

Signature