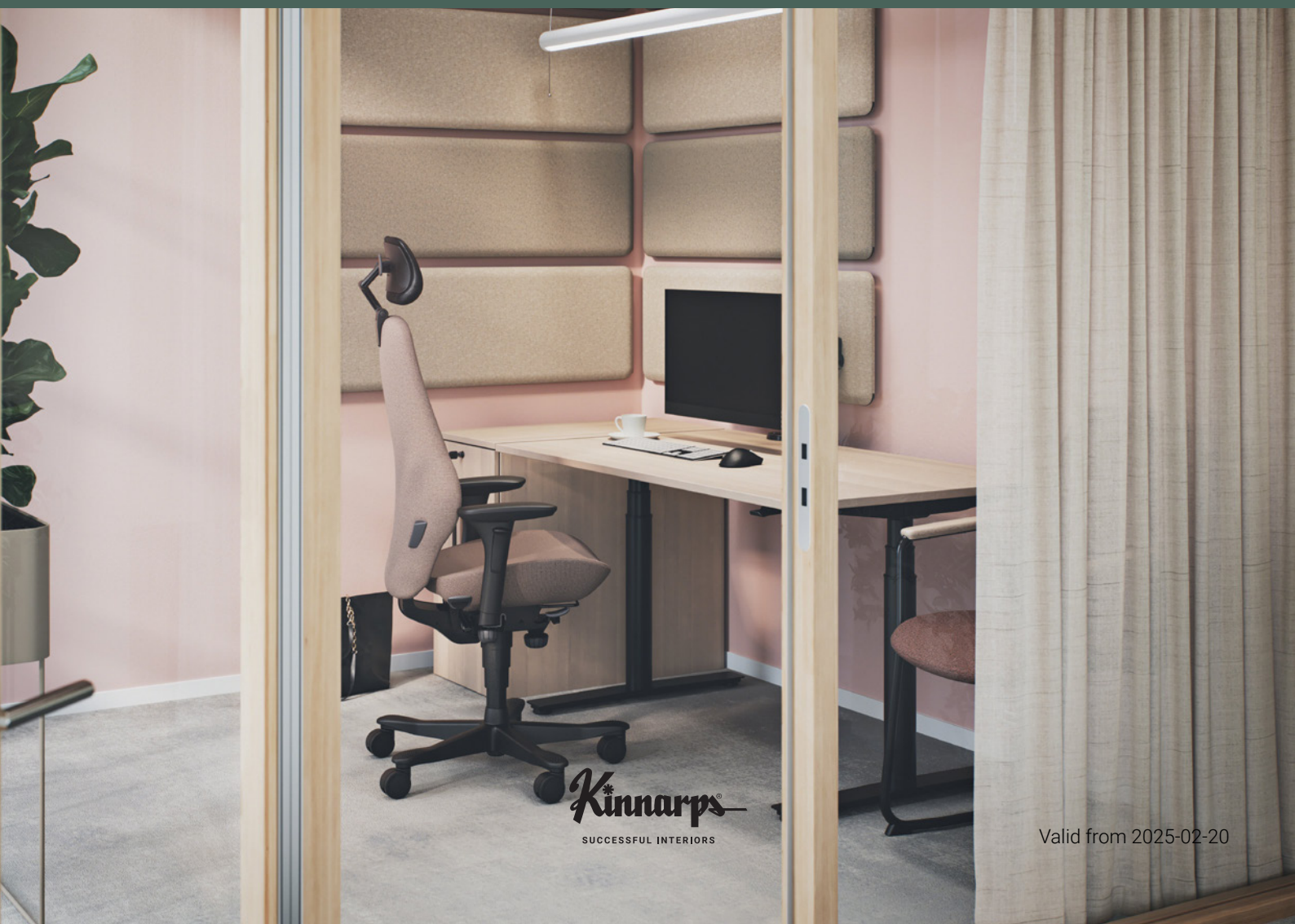


# The Kinnarps Group's Supplier Code of Conduct

Version 6



**Kinnarps**  
SUCCESSFUL INTERIORS

Valid from 2025-02-20

# Introduction

## THE KINNARPS GROUP'S COMMITMENT

We are convinced that sustainable development can be achieved together with suppliers who share our vision and ambition. We can do good business while being a good business, through cooperation, mutual trust and respect between the supplier and Kinnarps Group.

We encourage suppliers to promote environmental, social and economic development and to contribute to the sustainability of the communities in which they operate. To ensure that we do business responsibly in all parts of the Group, we have created the Kinnarps Group's Supplier Code of Conduct. Its purpose is to establish the principles that apply in the areas of human rights, labour standards, environmental management and business ethics that must be followed and respected by all persons working in partnership with the Kinnarps Group.

To ensure that our work on these issues is conducted responsibly, we have based our Supplier Code of Conduct on the ten principles of the UN Global Compact, and through the Code we also support the ILO's eight core conventions, the OECD Guidelines for Multinational Enterprises, the UN Guiding Principles on Business and Human Rights and the UN Sustainable Development Goals. This is to make the commitment clear to suppliers, customers and other stakeholders.

The term "Supplier" in this document refers to any company, company or individual that supplies products, components, materials or services to the Kinnarps Group.

The term "Worker" in this document includes own employees as well as on-site temporary workers, piece rate workers, contracted workers, trainees and probationary employees.

## SUPPLIER COMMITMENT

- The Supplier Code of Conduct applies to the entire Kinnarps Group's operations and to all parts that contribute to the Group's products, services or operations through the supply chain.
- The supplier must respect and comply with the Kinnarps Group's Code of Conduct for suppliers, even if the code imposes higher requirements than are required by law.
- The supplier must have procedures in place for communicating the requirements of the Kinnarps Group's Code of Conduct for suppliers in its own operations and in the supply chain.
- The supplier shall, upon request, provide information to assist the Kinnarps Group's work in assessing environmental, social and ethical aspects of our supply chain.
- The supplier must present evidence and documentation of compliance upon request.
- The Kinnarps Group reserves the right to carry out audits (second or third-party) of the supplier's production facilities where the delivered product and/or material is produced to ensure compliance.
- Identified and/or reported deviations from the Code are properly investigated. The supplier must take the necessary measures to remedy deviations. We reserve the right to terminate contracts if deviations are not rectified.

# Requirements

## HUMAN RIGHTS

The supplier shall support and respect the preservation of internationally proclaimed human rights and ensure that the supplier does not contribute to human rights violations. Human rights refer to compliance with the United Nations Universal Declaration of Human Rights (1948) as well as the International Covenant on Civil and Political Rights and the International Covenant on Economic, Social and Cultural Rights.

## WORKING CONDITIONS

### Freedom of association

The supplier shall:

- ensure that, to the extent permitted by relevant laws, all workers have the right to organise and become a member or not to become a member of a trade union or similar organisation and to bargain collectively if they are a member of such an organisation. Collective bargaining is defined as negotiations between employers and worker representatives (freely and independently elected by the workers).
- not accept punishment of workers for membership of a trade union or similar organisation.
- ensure that workers' representatives are able to perform their representative functions in the workplace.
- in countries where freedom of association is restricted by law, contribute to workers being able to meet with company management to discuss pay and working conditions without negative consequences.

### Forced Labour

The supplier shall:

- ensure that workers are free to leave their employment after a reasonable period of time regulated by national law or by agreement.
- not use forced labour, modern slavery or involuntary prison labour. All work must be voluntary without the threat of punishment or the like.
- not require the deposit of money or identity documents as part of the worker's employment.
- not use, or threaten to use, physical or verbal punishment.

## Employment Conditions

The supplier shall:

- provide all workers with a written employment contract that specifies the nature of the work, working hours, salary and holidays.
- ensure that workers understand their terms of employment.
- regularly pay their workers a fair remuneration and adequate living wage that complies with national laws or industry standards where it is higher.
- not allow deductions of wages as a disciplinary measure or deductions from wages which are not provided for by national law without the express consent of the worker concerned. All disciplinary actions should be recorded.
- ensure that working hours complies with national laws and that it is not unreasonable. Except in emergencies or exceptional situations, a work week shall be limited to 60 hours, including overtime.
- ensure that requested overtime is voluntary and compensated according to national law. The compensation for overtime is recommended to be at least 125% of the regular salary.
- ensure that all workers have at least one day off per week.
- make sure that all workers have breaks during the working day.
- ensure that all workers are entitled to paid leave.
- approve workers' sick leave and parental leave.
- not dismiss workers due to parental leave.
- not require workers or potential workers to undergo medical tests that could be used in a discriminatory manner, except where required by applicable laws or regulations or workplace safety.
- provide regular employment by ensuring that the work carried out is carried out as far as possible on the basis of a recognised employment relationship established by national law and practice.
- not avoiding obligations to workers under labour or social security laws through the use of labour-only contracting, subcontracting, teleworking, overuse of fixed-term contracts or apprenticeship schemes where there is no real intention to transfer skills or provide regular employment.

# Requirements

## Child Labour

The supplier shall:

- support the UN Convention on the Rights of the Child and the ILO Convention on the Minimum Age for Admission to Work and Child Labour. No person may be employed under the age of compulsory schooling or be under 15 years of age or below the minimum age for work, if that age exceeds 15 years.
- ensure that persons between the ages of 15 and 18 are not employed for night work, hazardous work or work that is contrary to the individual's personal development (physical, mental, mental, spiritual, moral or social development). Persons between the ages of 15 and 18 may only be employed on condition that they have reached the legal age to work and have completed national compulsory schooling. There must be a policy for the types of tasks a person between the ages of 15 and 18 may perform.
- act in the best interests of the child and find appropriate solutions in consultation with the child and the child's family if child labour should be detected. The employer must promote the transition of each child found to be engaged in child labour in order to enable the child to participate in and remain in education.

## Discrimination

The supplier shall:

- ensure that all workers are treated with respect and dignity.
- prohibit all forms of physical abuse, psychological or verbal abuse, sexual or other harassment, threats and/or intimidation.
- not accept any form of discrimination based on prejudice or bias, such as discrimination based on gender, race, colour, sexual orientation, pregnancy, parental and/or marital status, religion, political opinions, nationality, ethnicity, ethnic and/or social background, disability, age, trade union membership and any other characteristic protected by applicable law.
- ensure that there is no discrimination in employment, remuneration, access to training, promotion, dismissal or retirement.

## Health and safety

The supplier shall:

- create a safe and healthy working environment for workers in accordance with national legislation.
- establish a written policy, signed by management, for occupational health and safety.
- assign responsibility for health and safety to a representative of senior management.
- have documented procedures to ensure compliance and achieve continuous improvements in the field of occupational safety and health, such as goals, audits and action plans.
- minimise workplace accidents and work-related illnesses and keep records of accidents and incidents. An incident is an event in the workplace that could have caused an accident. Where physical hazards cannot be eliminated, the Supplier shall provide appropriate technical measures such as physical protection, interlocks, and barriers. When technical measures are not possible, the Supplier shall establish appropriate administrative controls such as safe working procedures.
- provide workers with training on the possible health risks that the work may entail, including hazardous work tasks and general safety information. Workers must regularly receive relevant training and instructions to be able to operate machines and other equipment.
- ensure that temperature, air quality and noise levels in the workplace comply with national laws and regulations. If the work environment cannot be changed, it must be remedied with protective equipment that is provided to workers free of charge.
- have documented procedures for handling chemicals and safety data sheets must be provided. The supplier must identify, evaluate and control the worker's exposure to hazardous chemical, biological and physical substances. The supplier must eliminate chemical risks whenever possible. Where chemical risks cannot be eliminated, the Supplier shall provide appropriate technical measures such as closed systems and ventilation. When technical measures are not possible, the Supplier shall establish appropriate administrative controls as safe working procedures.
- ensure that the workplace is clean and safe and that hygienic facilities are available for workers.

# Requirements

- anticipate, identify and assess emergencies and events and minimise their impact by putting in place contingency plans and procedures, including reporting, emergency alarms and evacuation, training and exercise, appropriate first aid equipment, appropriate smoke detectors and fire extinguishing equipment, adequate exit opportunities and recovery plans.
- identify, evaluate and control the worker's exposure to physically demanding tasks, including manual material handling, heavy lifting, prolonged standing and highly repetitive or heavy assembly tasks.
- ensure that any accommodation is clean, safe and meets the basic needs of workers.

## ENVIRONMENT

The supplier shall:

- support the precautionary principle regarding environmental risks.
- have a documented and communicated environmental policy, signed by management.
- identify, measure and follow up on their environmental impact and establish short- and long-term goals and action plans to contribute to continuous improvements.
- promote measures that contribute to the achievement of national and international climate goals.
- must conduct its activities with regard to the environment and comply with local, national and international environmental protection legislation. The supplier must have a system for legislation monitoring and compliance.
- obtain, maintain and uphold all necessary environmental permits (e.g. emission monitoring) and registrations and comply with the operational and reporting requirements that exist for such permits.
- take initiatives to promote environmental responsibility and encourage the development and diffusion of environmentally friendly technologies.
- provide environmental training to all workers.
- strive to reduce the use of virgin raw materials.
- control and evaluate the use of chemicals and work with substitution or implementation of alternative processes.
- manage, store, transport and dispose of waste in accordance with national legislation and in a manner that protects health and the environment.
- promote efficient use of water.
- strive to reduce emissions to air, water and soil.
- not use raw materials from species listed in CITES or that are critically endangered, endangered or vulnerable in the IUCN Red List of Threatened Species.
- respect animal welfare and comply with national and international legislation and regulations in this area.
- not cause measurable environmental degradation that significantly impairs the possibilities of food production, access to safe and clean drinking water, access to sanitation, human health and safety, or significantly adversely affect ecosystem services that contribute to human well-being.
- respect the right of all peoples to self-determination and to freely dispose of their natural resources.
- not contribute to a people being deprived of their livelihoods.
- not contribute to the unlawful eviction or takeover of land, forest or water.
- respect the rights of indigenous peoples to the land, territories and natural resources they have traditionally owned or used, as well as the right to free and informed prior consent.

## BUSINESS ETHICS

The supplier shall:

- not tolerate any form of blackmail and/or bribery to or from workers or organisations. This includes unlawful restriction of competition that includes workers, customers, suppliers or any person working with or on behalf of the Kinnarps Group. Our definition of bribery and corrupt behaviour is based on Chapter VII of the OECD Guidelines for Multinational Enterprises.
- not, directly or indirectly, give, offer or promise bribes or improper payments to any other party for the purpose of obtaining an improper advantage for oneself or another person.
- not, directly or indirectly, accept or demand bribes, improper payments or other improper advantage from any other party.
- have a systematic process for detecting, remediating and handling corruption.

# Requirements

- avoid conflicts of interest that may compromise the supplier's credibility in Kinnarps Group or other external parties' confidence in Kinnarps Group. An example of such conflicts of interest may be if the supplier is a member of an association whose core values conflict with the core values of the Kinnarps Group.
- accurately record and disclose information about its business activities, structure, financial situation and performance in accordance with applicable laws and regulations and prevailing industry practices.
- conduct its business in accordance with applicable competition law and not enter into agreements aimed at distorting competition or abusing a dominant position.
- comply with applicable laws and regulations regarding tax and refrain from tax arrangements if it is uncertain whether the arrangement is within the scope of the law.
- provide training in business ethics for workers.

# Signature

I have read and hereby declare that the above requirements are fulfilled:

\_\_\_\_\_

Date

\_\_\_\_\_

Company

\_\_\_\_\_

Signature

\_\_\_\_\_

Title

\_\_\_\_\_

Printed name