

CODE OF CONDUCT FOR
**RETURPACK'S
SUPPLIERS**



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Introduction

Our vision is to contribute to a sustainable society by creating the world's best deposit system. For us, it is about taking responsibility at every level for our impact on the outside world. This can only be achieved by working with our suppliers and making demands on them; requirements that they in turn impose on their suppliers. In this way, our supplier requirements affect the entire supply chain.

High demands on our own operations

We place high demands on our own operations and take great responsibility for our impact; environmentally, socially and economically. Business must be conducted in a professional, safe and environmentally friendly manner that meets all the requirements of applicable legislation, prevailing industry regulations and agreements. Returpack shall be a responsible and developing partner and employer.

High demands on our supplier's operations

Our suppliers are an extension of our own operations. Through requirements, collaboration and follow-up, we will work for a sustainable supply chain. When purchasing, we are not solely responsible for the products and services we buy. We also have a responsibility towards people and communities throughout the supply chain. With our code of conduct, we communicate to our

suppliers that we expect them to work in accordance with internationally recognised minimum standards regarding labour and human rights, health, safety and the environment and business ethics.

Returpack's code of conduct for suppliers is based on the UN Global Compact, the Universal Declaration of Human Rights and the ILO Declaration on Fundamental Principles and Rights at Work.

The code of conduct covers all suppliers and their subcontractors and constitutes the minimum level of responsibility that shall form the basis for cooperation. As a general rule, the supplier must always comply with national legislation in the countries in which they operate. Should any of the requirements of the code of conduct differ from those specified in national legislation, the stricter requirements shall apply.



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Labour and human rights

Returpack's suppliers must respect the human rights of all employees and treat them with dignity and respect. More specifically, we require our suppliers to act in accordance with the following standards.

Working conditions and wages

The supplier must comply with all applicable collective agreements, laws and regulations regarding wages, working hours and leave.

The supplier must ensure that employees have reasonable remuneration that covers expenses for a decent standard of living for themselves and the dependent members of their family and as a minimum complied with national laws and regulations regarding the minimum wage. Overtime should be compensated with remuneration that exceeds the remuneration paid at the normal hourly pay rate. If overtime compensation is negotiated, this should be compensated with extra holiday days and/or higher wages. Wages must be paid regularly. Salary deductions must be communicated in a transparent manner and salary deductions must not be used as a disciplinary measure.

All employees must have written, comprehensible and legally binding employment contracts. The supplier must not rely on part-time, short-term or temporary employees, or apprentices or false apprenticeship programs to thus lower wages. The supplier

shall offer and grant statutory holiday leave and time off, such as paid sick leave and parental leave for all employees.

Freedom to join trade unions and the right to collective bargaining

The supplier shall respect the employees' right to form or join the trade union of their choice and to negotiate collectively. The supplier shall not in any way interfere with or prevent the formation of trade unions or collective bargaining. Employees should be able to communicate openly with management regarding working conditions without fear of penalties such as retaliation, threats or harassment.

Non-discrimination

The supplier shall not discriminate against nor give special treatment to employees on any grounds. The supplier must protect employees from all forms of harassment in the workplace. All employment-related issues, such as employment, termination and retirement, shall be based solely on relevant and objective criteria.

Minimum age and young workers

The supplier shall in no way contribute to child labour. The minimum age for employment is 15 years (or 14 years if local national law provides). In countries where national law permits, the supplier may employ children between the ages of 12 and 15 to perform a few hours of light work per day. This work must not in any way hinder the child's education. The supplier shall also not employ persons under the age of 18 to perform tasks that could jeopardize their health, safety or morality. Persons under the age of 18 are also not allowed to work at night.

Forced labour

The supplier's employees shall be free to terminate their employment in accordance with applicable collective agreements, laws and regulations. The supplier shall in no way contribute to wage slavery, forced labour, non-voluntary work or work linked to trafficking. The supplier shall act with special care in both the direct and indirect recruitment and employment of migrant workers.



Health and safety

The supplier shall ensure that its employees have access to a safe, healthy and sanitary workplace and accommodation in the event that the latter is provided by the supplier. The supplier is encouraged to constantly improve its work on health and safety by setting goals, developing action plans and making continuous improvements where internal and external evaluations have identified this as necessary. More specifically, we require our suppliers to act in accordance with the following standards.

Health and safety management

The supplier shall comply with all relevant health and safety laws and regulations in the country in which the business is located. The supplier shall identify, evaluate and manage risks in the working environment through a structured and prioritized risk management system with technical and/or administrative checks. The supplier shall provide relevant and effective personal protective equipment as well as instructions on how to use it.

Emergency preparedness

The supplier shall identify and evaluate potential risks and for each such situation, a contingency plan shall be developed that minimizes the risk of personal injury, damage to the environment or to property. The supplier shall provide adequate emergency exits, escape routes and fire extinguishing equipment.

Accidents

The supplier shall have a system in place for employees to report risks of and actual

accidents linked to health and safety at their workplace and a system for investigating, tracking and managing these. The supplier shall implement action plans to minimize risks, provide necessary medical assistance and to facilitate an employee's return to work.

The working environment and living conditions

The supplier shall provide appropriate, clean and sound infrastructure, including ergonomically adequate processes, access to toilets and drinking water in suitable proportion to the number of employees. Accommodation, if provided by the supplier, must meet the same requirements.

Training

The supplier shall provide his employees with regular health and safety training. We also encourage the supplier to initiate and support employee committees to support education and communication in health and safety.



The environment

The supplier must ensure that it minimizes the impact of its operations on the environment. The supplier is expected to continually improve its environmental performance for significant sustainability issues throughout its value chain by setting goals and monitoring performance. The supplier is expected to work actively on and raise awareness of these issues through information and education. More specifically, we require our suppliers to act in accordance with the following standards.

Environmental protection

The supplier must comply with all applicable environmental laws and regulations in the country in which the company operates and obtain and uphold the necessary registrations, permits and licenses. The supplier shall work systematically and proactively to prevent, minimize and compensate for harmful effects on the environment from its operations, products or services. This includes minimizing the use of raw materials, energy, water and chemicals as well as managing waste in an environmentally responsible manner and recycling materials as far as is possible. The supplier is encouraged to work according to an environmental management system and report its impact on the environment.

Air, noise and water pollution

The supplier shall avoid pollution of the local environment by preventing spillage and accidental emissions and ensuring that air, noise and odour pollution are within nationally defined limits.

Hazardous waste

The supplier shall draw up and maintain a list of hazardous waste in order to be able to monitor the type and quantity generated

and maintain processes for the safe handling, transport and disposal of waste. Hazardous waste must not be deposited in landfills or incinerated on site without the permission and approval of local authorities.

Chemicals

The supplier shall have a documented process for the purchase, storage, handling and use of chemical substances. The process should include guidelines for the safe handling and use of chemicals, with special focus on hazardous chemicals.



Business ethics

As stated in Returpack's procurement principles, we shall act with integrity in our interaction with our suppliers and we expect our suppliers to do the same. More specifically, we require our suppliers to act in accordance with the following standards.

Collaboration with suppliers

Compliance and acceptance of this code of conduct is part of the supplier agreement with Returpack. We see that it is a shared responsibility for us and our suppliers to maintain responsible and sustainable performance in the supply chain. These purchasing principles define our interaction with our suppliers.

At Returpack:

- we work with our suppliers in a way that is beneficial for both of us in both the short term and long term
- we work with our suppliers to ensure continuous improvement in deliveries, competitiveness and sustainability
- we act fairly and honestly with all suppliers
- negotiations between suppliers and Returpack are confidential
- we strive to be as clear and precise as possible in our requests for tender
- we respond quickly to suppliers' inquiries
- we strive to work with suppliers who consistently deliver high-quality products and services in accordance with Returpack's environmental, sustainability, competitiveness and product safety conditions.

Anti-corruption and bribery

The supplier shall not be involved in any form of corruption, including bribery, extortion or the assignment of undue private or professional benefits to customers, agents, contractors, suppliers or government officials. Furthermore, the supplier shall not offer expensive gifts or excessive entertainment to Returpack's purchasing managers or other employees at Returpack in an attempt to influence business decisions.

Complaints mechanisms

The supplier shall provide complaint mechanisms to enable managers and employees to report bad conditions and violations of the conditions in this code of conduct at the workplace. The supplier shall protect the privacy of the provider of such information and prohibit retaliation.





Implementation

Returpack believes that long-term relationships with our suppliers are crucial to our business. We value honesty and open communication with suppliers and see transparency as essential for a sustainable business relationship.

Compliance

The supplier must be able to demonstrate documented compliance with this code of conduct and any non-compliance shall immediately be reported to Returpack. We reserve the right to visit and evaluate all suppliers who supply products or services to us. These evaluations can be performed by an employee of Returpack or by a third-party inspector chosen by Returpack. During such an audit, the supplier shall be prepared to make available all relevant and reasonably available information, documentation and personnel.

In the event of non-compliance, the supplier shall draw up an action plan to rectify the situation. The action plan must be scheduled and agreed with Returpack. We strive to continuously improve together with our suppliers and, where appropriate, assist them in living up to the conditions according to this Code of Conduct. We also reserve the right to terminate an agreement with a supplier if said supplier decides that compliance with Returpack's code of conduct is impossible or if the supplier shows repeated violations or disregard of the code of conduct.





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