

# SUPPLIER CODE OF CONDUCT

Administrated by: Purchasing manager  
Approved by: CEO  
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Approved to.: until next version

## Introduction

This document outlines Logent's minimum standards for suppliers within anticorruption and ethics, human rights and labour, health and safety and environmental management. Logent follows these standards and expects all suppliers to apply these, or equivalent standards, in their own supply chain. The Supplier Code of Conduct is based on the requirements in the UN Guiding Principles on Business and Human Rights, OECD Guidelines.

### Compliance with applicable law

Logent expects suppliers to conduct their business in a responsible way and to comply with applicable laws, rules and regulations. If the Supplier Code of Conduct differ from the applicable laws, rules and regulations, the highest standard will be applied.

### General obligations

The supplier must conform to the obligations under Logents Supplier Code of Conduct. Logents reserve the right to verify that its suppliers meet the standards of the Supplier Code of Conduct. The supplier shall keep record of all relevant documentation and provide Logent supporting documentation upon request. To verify the supplier's compliance, Logent reserve the right to audit and inspect the suppliers' operations and facilities, at Logents own cost and upon reasonable notice, with or without support of a third party. Any non-compliance with this Supplier Code of Conduct must be reported to your contact person at Logent. If the supplier fails to meet the standards and cannot agree on an improvement plan or does not implement the agreed plan, Logent may terminate the contract based on such a breach.

Logent is certified by ISO 9001, ISO 14001, ISO 45001 and strive to have the same certification of its suppliers.

## Anti-Corruption and Ethics

Suppliers shall conduct their business in an ethical manner and act with integrity.

### Anti-Bribery and corruption

All forms of bribery, corruption, extortion and embezzlement are prohibited. Suppliers shall not pay or accept bribes or participate in other illegal inducements to obtain undue or improper advantage. Logent and its suppliers should promote the highest of ethical business conduct and Logent expects our suppliers to promote anti-bribery and anti-corruption compliance throughout their entire organisation. Logent expects our suppliers to never engage in money laundering activities.

Suppliers shall not offer inappropriate financial or material benefits, such as expensive gifts or extravagant entertainment, to representatives of Logent. The benefit must have a clear and legitimate business purpose. Any local laws regarding giving or receiving of gifts should always be adhered to.

### Confidentiality and privacy

Suppliers must respect and safeguard Logent's confidential information and only use Logent's confidential information for the purpose for which it was provided. Suppliers shall also respect personal information and comply with any applicable laws relating to protection and use of personal information.

## Human Rights and Labour

Suppliers shall be committed to uphold human rights, which include labour and other rights, and to treat people with dignity and respect. Suppliers shall respect all internationally recognised human rights, avoid infringing on the human rights of others and address adverse human rights impacts with which they are involved. Suppliers shall do so following the United Nations Guiding Principles on Business and Human Rights (UNGP). Any form of modern slavery (e.g. human trafficking, forced labour, debt bondage, slavery of children etc.) is unacceptable among our suppliers and partners.

### Child labour

Suppliers shall not use child labour. Personnel shall be no less than 15 years of age, or older where local law stipulates a higher minimum age. Juvenile workers shall be employed under lawful conditions.

### Freedom of association & Right to collective bargaining

Suppliers shall recognize and respect the right of personnel to enjoy freedom of association and collective negotiations, in alignment with applicable legislation. In

countries where freedom of association is limited, the supplier should encourage communication with the personnel on issues relating to occupational health and safety and employment conditions. Workers shall be able to communicate openly with management regarding working conditions without threat of reprisal, intimidation or harassment.

#### Employment terms & Working hours

Suppliers shall commit to providing reasonable working hours and wages in accordance with applicable laws and/or agreements. Employees with the same experience, qualifications and performance shall receive equal pay for equal work. All personnel shall be informed as to their conditions of employment and be provided with a written employment contract. Suppliers shall ensure that workers have reasonable breaks during their workday. Employees are entitled to take paid annual leave in accordance with applicable law. Employees are entitled to leave for sickness, family reasons, maternity, public holidays and occupational diseases or injuries in accordance with applicable law. The leave shall be paid in accordance with applicable law.

#### Non-discrimination & Fair treatment

Suppliers shall offer an inclusive workplace characterized by diversity, equal opportunity and equal pay for equal work. No form of discrimination, harassment or victimization shall be tolerated.

Employees shall be treated with respect and dignity. Physical or verbal abuse or corporal punishment is prohibited; neither shall any other unlawful harassment or threats be permissible. Suppliers shall provide a workplace free from discrimination for reasons such as age (but not limited to) race, colour, sex, sexual orientation, religion, political views, nationality, ethnic background, social origin and status, disability and union membership.

#### Health & Safety

Suppliers must meet and strive to exceed requirements of applicable health and safety laws and regulations.

## Environment

Suppliers to Logent must meet all environmental requirements of applicable laws and regulations related to their business. Suppliers shall take responsibility to minimise environmental impact from both their own operations and their supply chain.

### Water

Suppliers shall have a water management plan to reduce water consumption and waste water discharge and enhance recycling if located in a highly water stressed area (defined by World Resource Institute)

### Energy

Suppliers shall have a plan to pursue sourcing of renewable energy and are expected to increase their renewable energy share on a yearly basis.

### Climate change

Suppliers shall have a plan to pursue sourcing of renewable energy and are expected to increase their renewable energy share on a yearly basis. Suppliers shall monitor and reduce their GHG emissions and support their suppliers to do the same.

### Nature and biodiversity

Suppliers shall understand their impacts on biodiversity, reducing and mitigating their impacts and dependencies wherever possible.

### Responsible sourcing of minerals

Suppliers shall promote legal and sustainable sourcing.

### Spills and releases

Suppliers shall ensure effective protection to prevent and mitigate accidental spills and releases to the environment and to ensure that air, noise and odour pollution are within limits as defined by applicable laws and regulations.

### Resource use and waste

Suppliers shall strive for circularity, designing out waste, taking measures to improve efficiency and reduce the consumption of resources.

## Environmental impact for road transportation

Road Transportation Suppliers to Logent should:

- Have an environmental plan with activities to reduce carbon dioxide emissions
- Strive to use vehicles that meets the requirements of Euro 6 or at least use vehicles that meets the requirements of Euro 5
- Strive to invest in gas or electric vehicles when replacing old vehicles
- Prioritize to use fuel's that are renewable
- Educate all drivers in eco-driving for most efficient usage of energy
- Report data about environmental key figures, as example: Goals for reduction of CO<sub>2</sub>e, Euro classes on vehicles, types of fuel and proportion of these on request from Logent

## Acknowledgement

I hereby confirm on behalf of the supplier that the supplier accepts and conforms with the Supplier Code of Conduct

**Supplier name**.....

**Name & Title**.....

**Date and place**.....

**Signature**.....