

## Övik Energi's code of conduct for suppliers

Övik Energi is an energy- and fiber network company that exists for, and is owned by, everyone who lives in Örnsköldsvik. We focus mainly on our municipality but we are also working for a long term sustainable societal development from a national and a global perspective. We are committed to the small as well as the big: For each individual customer's needs, the development of the city and the municipality, and for the global environment.

We want to exceed our customers' expectations and ensure that environmental, social and financial responsibility go hand in hand throughout the business. Sustainable development should be a natural part of our everyday lives and this permeates our business routines and processes in the organisation.

In our work, we act according to prevailing laws and regulations as well as our stakeholders' expectations of openness and ethics. We make the same demands on our suppliers as on ourselves.

Those who deliver goods or services to us, are important partners in our production and distribution of electricity, heating, cooling and fiber -broadband network to our end customers.

### In general

The purpose of the code of conduct is to present the basic sustainability requirements imposed on each supplier to Övik Energi. The Code of Conduct is based on the UN Global Compact's guiding principles and consists of four parts: Business principles, human rights, working conditions and the environment.

Övik Energi expects the supplier and its subcontractors to abide by the code of conduct. The supplier should establish appropriate control systems and follow up deviations from the stated principals. Deviations must immediately be reported to the customer, and actions must be taken.

It is also the supplier's responsibility to ensure that any subcontractors comply with the requirements set out in the code of conduct.

When working at Övik Energi, the supplier must ensure that its personnel and subcontractors are aware of the applicable local safety regulations and environmental regulations.

Every supplier or its subcontractors working for Övik Energi is expected to live up to the Code. We monitor compliance through, amongst other things, audits at the suppliers.

## Business principles

### Business ethics

Övik Energi expects the supplier to conduct its business according to applicable laws, rules and regulation in the countries in which the supplier operates. The supplier must follow business ethics by protecting classified information, respecting immaterial rights and also competing fairly and ethically.

### Corruption and bribery

All forms of embezzlement, blackmail, bribery and corruption are prohibited. The supplier may not give, promise or offer, nor accept anything of value for the purpose of securing a decision, an advantage, avoiding a disadvantage or to establish or maintain a deal. Such inappropriate benefits may consist of gifts, discounts or purchases, travel, entertainment, cash or other benefits.

## Human rights

The supplier must respect internationally acknowledged human rights. All employees and workers must be treated well, and with dignity and respect. Requirements in the code of conduct relating to the supplier's personnel should apply to all the employees. Furthermore, they should also apply to all externally hired personnel.

The supplier must combat all forms of child labor. The supplier should not participate in or benefit from any form of child labor. The supplier should not employ children below either the minimum age for employment or the age for completing compulsory education in the country. The supplier should not employ workers under the age of 18 to do work that is defined as dangerous by national law.

## Working conditions

### Wages and working hours

Suppliers shall provide a safe and healthy environment for all employees

The supplier must comply with applicable laws, collective agreements or equivalent terms regarding to working hours, rest, holiday, leave, salary and benefits.

The supplier should ensure that normal working hours and overtime are within the limits of the laws and regulations or what has been agreed in collective agreements.

### Freedom of association and the right to collective negotiation

The supplier must acknowledge and respect the employees' right to organize themselves and to negotiate collectively. In situations where the right to organize and negotiate collectively is limited by law, the supplier must allow employees to choose their own representatives.

### **Non-discrimination and victimisation**

As all people have equal value there is zero tolerance for discrimination, harassment and victimisation. Differences such as gender, transgender identity and expression, ethnicity, religion or other belief, disability, sexual orientation, age and other variations must never be reason for discrimination.

### **Work environment and safety**

The supplier must offer a safe and healthy workplace regardless of where the work is performed, and the work environment should maintain a level that complies with international guidelines. Employees must be informed of possible health risks and be provided with appropriate work environment training. All employees must have access to and use appropriate protective equipment.

### **Reporting channels**

The supplier should provide appropriate procedures for staff and other parties so that they can leave observations, recommendations, reports or complaints concerning the conditions of the workplace.

The supplier's comments to Övik Energi shall be submitted to the contact person of the contract.

## **Environment**

### **Generally**

Övik Energi expects the supplier to manage its business in a responsible manner in relation to environmental risks and environmental impact and act on the basis of a precautionary principle (of the Rio Declaration) and have a life cycle perspective in its business operations. Products and services must be selected from a long-term sustainability perspective.

### **Environmental legislation**

The supplier must follow environmental laws, rules and regulations that are applicable for the work at the customer. The supplier must hold and maintain all necessary permits and licenses and comply with operational and reporting requirements.

### **Environmental protection**

The supplier should strive to avoid or reduce waste and emissions as a result of its business operations. The supplier must use efficient technology that aims to reduce the environmental impact as much as possible. Övik Energi expects the supplier to act on the basis of the precautionary principle and respects the "Polluter Pays Principle". The supplier must handle hazardous substances in a responsible manner and if possible, replace these substances with less hazardous ones.

### **Environmental management system**

The supplier must have a structured and systematic approach to take into account the environmental impact of its operations.