

Supplier Requirements of Code of Conduct Policy

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2 Introduction

Staun&Stender is strongly committed to play an active role in a sustainable global development where social responsibility, environmental and climate considerations together with sound business development, and with human rights and work-life in office.

Staun&Stender has a strong commitment to CSR;

- Local businesses should benefit from our presence,
- Environment should be protected as we care for the planet,
- Our living and work-life should be long-lasting and healthy,
- We commit to contribute to protection of our planet, our local environment, our employees as well as the business eco-system we live within.

Staun&Stender has subscribed to the principles of the UN Global Compact, and are working actively with the UN Guiding principles, climate actions, and we expect the same from our business partners including suppliers.

Only by being a connected enterprise of higher standards business ethics, human rights, climate considerations, are we collectively stronger and able to share and delegate.

Staun&Stender has a core belief that suppliers, service providers or subcontractors, should comply with our values to foster a long-term partnership with trust, openness, and common objectives to save this planet.

Being an advisory business, we are office-workers, we have limited our usage of subcontractors to be in control, however, we rely on a limited set of carefully selected service providers, and suppliers, whom we expect to share our values in business ethics, environmental care and human rights.

We see the supplier requirements exist in two forms:

- We rely on global service providers where we check and validate, that they have the attestations and that they comply with our business ethics, human rights, and climate considerations.
- We may in future subcontract to local service providers or consultants, where the following policy will require sign-off and acceptance to our supplier requirements.

With this, our suppliers must offer employee standards and business ethics that match or exceed our values and ethics.

To be subcontractor of Staun&Stender, this Policy must be signed and attached to any subcontractor agreement.

3 Our General requirements to Suppliers

The policy applies to the supplier any supplying company.

As our global service providers are limited in count, and they have loads of attestations we can easily read and see they demonstrate compliance documents that they take CSR, climate, and human rights seriously, the remaining policy is intended where Suppliers are requested to sign and accept

the supplier requirements in lack of further documented evidence, e.g., local consultants, subcontractors, etc.

3.1 General responsibility

Supplier shall take all necessary actions to ensure Supplier's compliance with this Policy, without undue delay. In addition to complying with the code of behavior, Supplier shall comply with applicable local and regional laws.

The Supplier is solely responsible for the costs of complying with this Policy.

If Staun&Stender finds or suspects incidents of non-compliance with the code of conduct related to the Supplier, and Staun&Stender informs supplier hereof, Supplier will investigate and correct issue of non-compliance as soon as possible and within agreed timeframe.

If the Supplier does not show willingness to correct the issue(s), Staun&Stender will have the right to terminate the business relationship, and such a termination is considered a termination for cause and does not entitle Supplier to any kind of further compensation.

If Supplier uses sub-suppliers for its supplies to Staun&Stender, and/or acts as a distributor or wholesaler, the Supplier shall use his best endeavors to ensure that its sub-suppliers comply with the same set of ethics.

3.2 Inspection and Audit

Staun&Stender is implementing this process during 2022 and will setup new mechanisms for inspection or audits. Staun&Stender is accepted by Suppliers to be allowed to conduct announced audits at the Supplier premises at no fee.

To verify the Supplier's compliance with the Policy, Supplier shall be prepared to provide access to selected personal by Staun&Stender.

All auditors are bound to confidentiality by written agreements. All information and results obtained in connection with such compliance with code are bound to confidentiality by written agreements. All information and results obtained in connection with such compliance with code will be shared with Supplier or internally, only.

3.3 Contact

For general questions or comments to the policy, Supplier may contact one of the partners at Staun&Stender, or the compliance manager, who is continuously monitoring compliance to policies and procedures.

At Staun&Stender there is a grievance policy to assist and help if the Supplier is in doubt; this policy can be used for any doubt, whistleblowing etc.

4 Supplier behavior: Work conditions & human rights

4.1 Child labour

Staun&Stender will require Suppliers to respects children's right to development and education. Staun&Stender will not employ children below the minimum age of 15 and will follow applicable law.

Juveniles (children between the age of 15 and 18) are only allowed to be employed by the Supplier, provided that the work complies with local laws and number of hours is limited to not impact school and education.

In general, all juveniles under the age of 18 must not be employed in hazardous work, must not work night shifts, are entitled to more breaks than adults, and for cleaning jobs etc. with a low limit of est. 20 hours per month.

For student jobs, a limit of maximum of estimated 20 hours per week; not to harm school, health, safety, or morals of children.

Appropriate guidance, support and training shall be provided to all student workers. In the absence of local law, the wage rate for student workers and interns shall be at least the same wage rate as other entry-level workers performing equal or similar tasks.

4.2 No Forced Labor

Staun&Stender will require Suppliers do not tolerate any form of forced labor, including debt bondage, indentured labor, or involuntary prison, nor any involvement in human trafficking in its business activities.

This includes transporting, recruiting, transferring, or receiving persons by means of threat, force, coercion, abduction or fraud for labor or services.

Staun&Stender will not unreasonably restrict employees' freedom of movement throughout company-provided offices.

4.3 Discrimination

Staun&Stender will require Suppliers to respects cultural differences and will avoid discrimination at work and will ensure that the workplace at Staun&Stender ensures equal opportunity for all without discrimination or harassment based on race, gender, age, nationality or sexual orientation, religion, social or marital status, or other status protected by applicable law.

Employees have the right to freedom of thought, conscience, and religion. Employees are to respect each other, so respect for the individual is also to respect others and be respected. Staun&Stender does not tolerate any acts of sexual harassment or other forms of discrimination or harsh treatment.

Staun&Stender encourages all employees to understand the code of conduct, the value-based management and report any issues using the Grievance Policy.

Law will be followed, and in case of severe and pervasive discrimination, the Grievance Policy will be used.

There will be a non-acceptance of threats of violence or physical, sexual, psychological or verbal harassment in the workplace or in work-related situations.

4.4 Working hours & working conditions

Staun&Stender will require Suppliers to offer a sound balance between working time and leisure time for all employees.

Unless the law provides otherwise, the recommended working time at the Supplier's sites is within law. All employees shall be allowed to plan their work week, expected not to work more than 40 hours weekly for a full-time employee.

All work must be voluntary, and Employees shall be free to leave work at any time or terminate their employment as per notice in Agreement and local law.

4.5 Freedom of association

Staun&Stender will require Suppliers to offer their employees the right to form and join trade unions of their own choice. All contracts are individually signed. Staun&Stender will respect the employees can choose their own choice of union.

Suppliers will respect the right of employees not to use unions or be part of organized union work and respect their freedom of opinion and expression.

Additionally, employees shall be able to openly communicate and share ideas and concerns with management regarding working conditions and management practices, both without fear of discrimination, reprisal, intimidation, or harassment. A separate policy for working conditions and APV shall ensure a regular interview process to gather ideas and suggestions for improvements.

4.6 Right to privacy

Staun&Stender will require Suppliers to respect their employees' right to privacy.

Processing of personal data should always follow applicable laws. The company shall always observe the basic personal data processing principles:

- The processing must be reasonable and proportional.
- The processing must be time limited.
- The processed information must be correct and up to date.
- The processing must have a clear business purpose.
- The processing must be relevant to the business purpose.

4.7 Wages and taxation

Staun&Stender will expect Suppliers are paying wages and benefit that applicable by law, benefits that are transparent and follows taxation and any local rules to ensure wages are paid on time, right in amount, and with no hidden wages or payments going around the taxation and laws.

5 Supplier behavior: Work environment

Suppliers directly related to manufacturing, should commit to reducing the environmental impact of manufacturing processes, such as health and safety within production, such as:

- Pollution Prevention and Resource Reduction
 - Supplier shall avoid pollution and actively strive to reduce material consumption.
- Chemicals and hazardous materials
 - Supplier shall ensure that all chemicals and hazardous materials are handled, stored and disposed of in an environmentally safe way and as required by local and national law.
- Air Emissions
 - Supplier shall ensure that all air emissions are to be characterized, monitored, controlled, and treated and discharged as required by law prior to discharge. The quality of air in buildings must be appropriately addressed to benefit of Employees.
- Wastewater and Solid Waste
 - Supplier shall ensure that wastewater and solid waste generated from operations, industrial processes and sanitations facilities are to be monitored, controlled, and treated, discharged or disposal of as required by law.
- Recycling and Re-use of materials and products
 - Supplier shall contribute to recycling, re-use of materials by emphasizing re-cycling and re-use of raw materials and components to the extent possible.

Suppliers related to office-work and it-work like Staun&Stender is doing, commit to office work that protects the private life, the health of the humans working in office with focus on a decent workplace that impact health over a long work-life:

6 Supplier behavior: Business Ethics

As Staun&Stender commit to several codes of business ethics, we expect any Supplier to commit to these as well, such as:

- Suppliers shall commit to the 2030 UN Agenda on selected goals, relevant to Supplier's business.
- Suppliers shall commit to the principles of the UN Global Compact.
- Supplier shall commit not to act in any bribery and corruption.
- Supplier shall commit to ISO27001/2 and SOC2/ISAE3000 type of declaration work to demonstrate data privacy and data protection.
- Supplier shall commit to follow any local and national law.
- Supplier must not:
 - Pay bribes – this applies also to third parties
 - Make facilitation payments (to speed up certain approval processes)
 - Offer or accept excessive gifts, travels, hospitality, or entertainment.

- Participate in any trust to avoid open and fair competition
- Supplier must communicate if there is any potential conflict of interest between supplying as supplier, and what Staun&Stender are delivering to customers. Conflicts of interest should be communicated upright and early on to avoid uncompiled issues.

7 Signature

I acknowledge that I have read and understood the Staun&Stender Supplier Requirements, and we as a future supplier, agrees to comply with the requirements for the code of compliance.

Supplier's Name: _____

Supplier's Address: _____

Supplier's Approval:

Signature: _____

Date: _____

Name: _____

Position: _____