

# Alimak Group Instruction

Group policy: GP18 – Appendix 18.1

Date: 2015-03-02

Replace Instruction no: New Appendix

Date:

Responsible: CPO

## Alimak Hek Supplier Code of Conduct

Alimak Hek is committed to high standards of business ethics and integrity. Therefore, Alimak Hek expects all of its suppliers (“Suppliers”) to adhere to equally good working standards and business ethics. The Supplier is expected to comply with the requirements set forth in this Supplier Code of Conduct. Alimak Hek and the Supplier may agree on further standards in supply agreements in addition to this.

### A. Human Rights

In accordance with the aforementioned ethics and standards, Alimak Hek requests the following business practices from Suppliers:

- to respect the personal dignity, privacy and rights of each individual;
- to refuse to employ or make anyone work against his or her will and;
- to prohibit behavior including gestures, language and physical contact that is sexual, coercive, threatening, abusive and/or exploitative in nature.

### B. Fair Labor Conditions and Child Labor

The Supplier will ensure fair labor conditions. In particular, it will

- refrain from employment discrimination based on gender, color, ethnicity, religion, disability, union membership, political affiliation or sexual orientation and furthermore comply with all applicable laws on employment discrimination;
- respect the rights of employees to freely associate and bargain collectively;
- not use any forced or compulsory labor or involuntary prison labor and give all employees the choice to leave their employment freely upon reasonable notice;
- compensate employees fairly and follow local wage regulations and / or collective agreements and where these do not exist, compensate employees so they can at the least meet their basic needs; and
- recommends that working hours should not exceed sixty (60) hours per week including overtime, except for grave emergencies; employees should be allowed at least one (1) uninterrupted day off per week.

The Supplier will not tolerate or use child labor in any stage of its general activities other than in accordance with all applicable laws and regulations.

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## C. Occupational Health and Safety

The Supplier will provide a safe and healthy workplace for all of its employees.

## D. Environmental Responsibility

The Supplier is committed to environmental protection and will conduct its business in an environmentally sensitive way.

## E. Business Ethics

The Supplier will conduct its business in an ethical manner in accordance with all applicable rules and regulations. In particular, the Supplier will

- refrain from any and all forms of extortion and bribery;
- adhere to anti-trust and other competition laws, e.g. not participating in price fixing or bid-rigging; and
- disclose to Alimak Hek available information about conflict of interest including disclosure any of financial interest of an Alimak Hek employee in any of the Supplier's business.

The Supplier will protect all confidential information provided by Alimak Hek and its respective business partners.

## F. Business Continuity Planning

The Supplier shall maintain policies to mitigate exposures to terrorism, crime, business threats, pandemics, natural disasters and related major accident exposures.

## G. Procurement by Supplier

Alimak Hek expects the Supplier to obtain confirmation from each of its sub-suppliers providing goods or services directly or indirectly to Alimak Hek that the sub-supplier acts in compliance with this Alimak Hek Supplier Code of Conduct.

To report any deviations from this code, please contact [deviationreports@alimakgroup.com](mailto:deviationreports@alimakgroup.com)