



## Supplier Code of Conduct Atrium Ljungberg AB

(Resolved at the Board meeting on 16/05/2023)

*Atrium Ljungberg's suppliers are an extension of our own operations. Sustainable and cost-effective supply chains are therefore essential to enable us to work together to contribute to sustainable development.*

### Purpose

Atrium Ljungberg's Supplier Code of Conduct is based on our core values. It sets out the guidelines that guide and regulate the relationships we have between us and our suppliers and those further down the supply chain. We have created this code of conduct to ensure that the goods, services and contracts that we buy have been produced with care for people and the environment.

The code of conduct helps promote continued implementation of Atrium Ljungberg's commitment to international standards such as the Universal Declaration of Human Rights, ILO Core Conventions and the Ten Principles of the United Nations Global Compact. This code of conduct specifies the minimum requirements that Atrium Ljungberg's suppliers must respect and meet in their own operations and in the supply chain.

Atrium Ljungberg is a member of Fossil Free Sweden 2030, so it is incredibly important for both us and our suppliers to work tirelessly to significantly reduce our climate impact.

### Responsibility and governance

Atrium Ljungberg's Supplier Code of Conduct is to be revised regularly and adopted by the Board at least once a year. Purchaser Property Management is the document owner and responsible for this code of conduct. It is the CEO and Board of Directors of each subsidiary who are ultimately responsible for ensuring the application of this code of conduct.

### Reporting breaches

We encourage our suppliers, subcontractors and partners to report any breaches of this code of conduct either through their contact person at Atrium Ljungberg or anonymously through our whistleblower function at [www.al.se](http://www.al.se). We also promote active discussion on issues relating to this code of conduct as well as other sustainability issues. We will do our utmost to respect and protect anyone who reports breaches of this code of conduct.

### Values

#### Long-termism

We adopt a long-term approach to both our ownership and our relationships with customers and partners.

#### Collaboration

We collaborate across borders, creating opportunities for us as a company and for our customers.

#### Reliability

Our brand is closely associated with reliability and we are known for keeping our promises.

#### Innovative thinking

We identify opportunities and always find the best solutions in our own way. We want to learn, try out new ideas and find new ways of collaborating.

## **Compliance**

This code of conduct must be signed by the supplier and any subcontractors. By accepting the code of conduct, the supplier undertakes to comply with the requirements in the code of conduct in its own operations and in the supply chain. This should be achieved by working openly with Atrium Ljungberg and allowing Atrium Ljungberg's staff, or a third party, to perform audits on site. If the supplier deviates from the requirements in the code of conduct and does not make improvements within the agreed time, this will have a negative impact on its business relationship with Atrium Ljungberg and risks the termination of the contract.

A maximum of two levels of subcontractors may be used for contract work, i.e. the supplier may use one subcontractor and this subcontractor may in turn hire one subcontractor for itself.

## **BUSINESS ETHICS**

The supplier must use honest business practices, promote free competition and maintain high ethical standards in its work. No corruption, abuses of power, bribes or money laundering are allowed. The supplier may not receive, accept a promise of or request an improper benefit for the performance of an assignment (receiving a bribe). Similarly, the supplier may not provide, promise or offer an improper benefit for the performance of an assignment (giving a bribe).

## **Entertainment**

Openness and moderation must be shown when organising entertainment or giving and receiving gifts, and there must always be a natural link with the business relationship.

## **Information management**

Confidential information relating to Atrium Ljungberg or the operations of Atrium Ljungberg's customers may only be used for the purpose for which it is intended.

## **Laws and ordinances**

The supplier must comply with applicable laws, rules and standards in the countries where they operate and have all the permits, licences and registrations that are required for its operations. All work must be performed under recognised contractual terms that have been approved in accordance with applicable legislation.

## **ENVIRONMENT and CLIMATE**

The supplier must:

- know about and have control over its environmental impact;
- work continually on measures to improve the environmental impact of its operations and have at least one clear measurable goal for reducing its environmental impact;
- apply the precautionary principle;
- have a system in place that ensures that waste is disposed of in an environmentally sound way and that promotes recycling and reuse;
- work to reduce emissions into their air, soil and water, and streamline its use of energy and resources;
- choose the method of transport that is the most resource-efficient in terms of climate impact, time and cost when travelling on behalf of Atrium Ljungberg.

Suppliers that use a lot of transport must be able to report how their drivers are trained/instructed in driving their vehicles in the most environmentally sound way. Any lorries must meet the Euro 6 environmental standard as a minimum. Diesel must not be used if possible, but replaced with fossil-free fuel.

Suppliers in the building and construction industry as well as construction consultants must use Byggvarubedömningen and work with approved products where possible. Any deviations must be reported in writing and approved by Atrium Ljungberg. Apply the precautionary principle in general by taking the precautionary measures that are required to prevent, combat or counter damage or harm to people's health or the environment caused by its operations or integrated materials.

## **WORK ENVIRONMENT AND WORKING CONDITIONS**

### **Human rights**

The supplier must support and respect internationally proclaimed human rights and treat its employees, subcontractors and other people affected by the operations fairly and with respect for the equal value of all people. The supplier must have procedures in place to evaluate the risk of its operations contributing to the abuse of human rights and use these procedures to prevent this from happening.

### **Discrimination and harassment**

Atrium Ljungberg does not accept any form of discrimination for whatever reason. There can be no harassment, bullying, threats, or other degrading physical or verbal treatment.

### **Freedom of association**

To the extent permitted by relevant legislation, the supplier's employees are entitled to join trade unions and participate in collective negotiations without risk of retribution, threats or harassment. In countries where trade union freedom is restricted, suppliers must strive for a work environment where company management and employees can discuss work-related issues constructively.

### **Working conditions**

The supplier's employees are entitled to:

- written employment agreements in a language they understand;
- statutory leave, including sick leave and parental leave;
- at least one rest day per week. Weekly working hours may not exceed the statutory limit of 60 hours per week, including overtime.
- statutory overtime remuneration.

Wages and salaries must be paid regularly, direct to the employees at the appointed time and in full. Wage and salary deductions cannot be used as a disciplinary measure.

The principles above also apply to people working for the supplier under similar employment conditions.

### **Forced labour**

No-one should be forced to work against their will. No kinds of forced labour are allowed, including work where there is any kind of threat or punishment. Employees are free to end their employment following a reasonable notice period. No employee may be forced to deposit money or identity documents with their employer.

### **Child labour**

Child labour is not allowed. If there is no local legislation for this, no-one is allowed to be employed who is under 15 years old.

**Work environment**

The supplier is responsible for ensuring that its own work and the work of subcontractors is planned and designed to make the work environment a safe place to be. The supplier must work systematically and preventatively to continually improve its work environment. Ill-health and accidents must be prevented and incidents must be reported.

Employees and anyone working for the supplier must receive regular training in safe working environments, and the relevant information must be easily accessible in a language that every worker understands.

The supplier must provide relevant safety equipment for all employees and is responsible for ensuring that subcontractors provide relevant safety equipment for their employees.

The supplier's staff must not be under the influence of alcohol or drugs during working hours at the workplace. Atrium Ljungberg is entitled to check this by performing random tests with no advance warning.

The supplier is responsible for ensuring that every worker, irrespective of their employment and contract, is covered by accident insurance.



*Take your time to read through this code of conduct and contact us if you have any questions. Please sign this document to certify that you accept our code of conduct.*

.....  
Company/supplier

.....  
Representative of the supplier

.....  
Title

.....  
Name in block letters

.....  
Place/Date