



# CODE OF CONDUCT FOR SUPPLIERS

*Coor Group*

VERSION DECEMBER 2014

*This policy was ratified by Coor's Board of Directors on December 11, 2014:*

## PURPOSE AND APPLICABILITY

**Ethics are fundamentally about what actions we consider right and what we ought to do, or not do, in different situations.**

At Coor, the laws and regulations applying in the countries where we operate are the obvious starting-point, but there are areas where Coor has higher ambitions.

**Coor has a clear aim in terms of ethics: zero ethical breaches.**

For example, we do not tolerate any form of corruption, inducement, bribery, actions that limit competition, discrimination, harassment or unnecessary environmental impact.

**Coor's board of directors has adopted a Code of Conduct that summarizes the principles that govern Coor's business ethics.**

Coor and all Coor's employees must follow the Code of Conduct. Coor also requires the same from its suppliers. This Code of Conduct for Suppliers (hereinafter "the Code") stipulates the principles for business ethics that Coor requires its suppliers to accept and comply with.

**The Code applies to all companies providing products and/or services to Coor.**

It includes the suppliers (and its sub-contractors), its employees and consultants, jointly referred to as "Suppliers" below. Suppliers are liable for ensuring that their employees, and those of potential sub-contractors engaged in the delivery to Coor, have read, understood and undertaken to comply with the principles of the Code.

The Supplier shall have a **process in place** to verify compliance with this Code and is liable for following up compliance with its sub-contractors.

The Code is an **essential part of the agreement** between Coor and the Supplier and non-compliance with the Code might result in termination of the collaboration with the Supplier.



## COOR GUIDING STARS

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*The basis of Coor's corporate culture is the company values, which are expressed as three guiding stars:*



### WE SEE FURTHER

Seeing further means paying attention and knowing how to prioritize. We must stay one step ahead in order to solve problems before they actually arise. It's necessary to think carefully in advance.

### WE LISTEN

Being responsive is all about openness and communication. We must be open to views and ideas on how we can develop or improve ourselves and our work methods. We must ensure that we interpret messages correctly. It also means ensuring that others can understand any verbal or written information provided by us.

### WE CREATE SUCCESS

Generating success is about drive and the desire to improve. Quite simply, we get things done. We are creative and find solutions that are smarter and more economical – for us and our customers.

## PRINCIPLES

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### LAWS AND ETHICS

Suppliers are obliged to respect and comply with the laws and regulations that apply in the countries where they conduct business.

However, the Code goes further than laws and regulations. The Code describes Coor's fundamental ethical principles and gives guidance on decisions and actions by Coor's Suppliers and their employees.

All Suppliers to Coor also have to comply with the principles of the UN's Global Compact, the UN Universal Declaration of Human Rights and the ILO's Declaration of Fundamental Principles and Rights at Work and OECD Anti-Bribery Convention.

The Code outlines the minimum standards Suppliers must observe even when they are more stringent than local legislation.



### **CORRUPTION**

Suppliers must never use gifts, benefits or other prohibited compensation of any kind in their relations with customers, suppliers, authorities or other decision-makers in order to secure or retain business.

Suppliers may not accept gifts, benefits or other forms of compensation from customers, suppliers or other parties that could influence the objectivity of their decision-making.

### **MONEY LAUNDERING**

Suppliers must never accept, facilitate or otherwise support activities that are based on money laundering.

### **COMPETITION ISSUES**

Suppliers must always act in accordance with applicable legislation governing competition.

Suppliers must not exchange information or enter into agreements with competitors, customers or suppliers in a manner that risks preventing, limiting or distorting competition on the market.

### **ENVIRONMENT**

Suppliers shall endeavor to prevent and continuously decrease any adverse impact the company's operations may have on the environment. Supplier shall endeavor to conduct its operations in an environmentally sustainable manner, and will comply with, or exceed, those standards stipulated by laws, regulations and international conventions in terms of reducing emissions to the air, soil and water.

Supplier's services, products and processes should be designed to utilize energy, natural resources and raw materials efficiently, and to minimize the volume of waste and residual products.

Supplier shall avoid materials and methods that involve risks to the environment when there are other available and suitable alternatives.

### **WORKING CONDITIONS AND THE WORKING ENVIRONMENT**

Suppliers shall respect its employees' rights of free association and collective bargaining.

No employee may be subjected to discrimination or harassment on grounds of age, sex, religion, sexual orientation, disability, political opinion, or ethnicity.

During working hours, all Suppliers' employees involved in the delivery to Coor, shall refrain from using alcohol or drugs.

Supplier shall work consciously and systematically to create a good working environment, both physically and psycho- socially. This in order to achieve a safe and healthy workplace. Appropriate health and safety information and training shall be provided to employees, including - but not limited to - arrangements for safe evacuations of buildings and correct handling and marking of chemicals and machinery.

### CONFIDENTIAL INFORMATION

Suppliers are expected to pay particular attention to ensuring that confidential information received from Coor is protected and not disclosed to unauthorized parties.

In cases where Supplier's employees come into contact with a confidential information (about Coor or Coor's customers), this information should be protected and should not be disclosed to any unauthorized party. Suppliers' employees may not access, duplicate, reproduce or utilize the information other than what is required in order to deliver agreed services to Coor or Coor's customers.

### CUSTOMERS' CODE OF CONDUCT

If Supplier's employees work closely with Coor's customers ("Customers"), at Customers' premises, or on Customers' IT systems, it is important that Supplier's employees comply with the Customers' Codes of Conduct, safety instructions and other ground rules. If Customer has not issued instructions, Supplier's employees should request them.

In instances of discrepancy between the Code, the Customer's code of conduct and the Supplier's code of conduct (if applicable), Supplier's employees should comply with those rules that are more stringent.

### BREACHES OF THE CODE AND WHISTLEBLOWING

For any identified non-compliance with the Code, the Supplier shall provide a corrective action plan to be approved by Coor. Repeated or serious breaches of the principles of the Code is to be considered as material breach of the agreement, which shall result in termination of the collaboration with the relevant Supplier.

All Suppliers are urged to report suspected breaches of applicable laws and regulations or the Code. Suppliers may report to their contact person at Coor, to Coor's General Counsel, or via Coor's Whistleblowing service. Reports may be made anonymously.

All reports will be investigated. Coor does not accept any discrimination or other negative consequences for Suppliers/ persons that have reported suspected breaches in good faith.

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[WWW.COOR.COM](http://WWW.COOR.COM)

