**Supplier Code of Conduct**

**1. Basic duties**

1.1 Suppliers are obliged to take all relevant and necessary actions and measures to ensure compliance with the Code as far as possible within the agreed deadlines. In addition to complying with the requirements of the Code, the supplier business shall comply with the requirements of local laws and regulations; and implement a "No Peat, No Deforestation, No Exploitation" (NDPE) policy in its management processes.

1.2 Suppliers are responsible for the costs incurred in complying with this Code.

**2. Child labor**

The use of child and forced labor is prohibited and no supplier or subcontractor using child or forced labor will be accepted. Any supplier found to be using child labor shall take prompt remedial action.

**3. Working Environment**

Suppliers must ensure that a good working environment is provided in accordance with all applicable regulations. Minimum requirements:

-Staff must not perform hazardous work without proper protection. Staff must be provided with instructions for the correct use of personal protective equipment and protective gear.

-Facilities must comply with building safety regulations and fire prevention and fire alarm requirements

 -All hazardous materials must be stored in a secure location and used in a safe and controlled manner

-All machinery must be properly maintained and protected

-Rest and sleeping facilities (if any) must be kept clean and safe

**4. Working hours and wages**

All staff are entitled to a minimum of 1 day off in 7 days. Overtime pay shall be in accordance with the applicable national/regional legislation. Company fines and penalties may not result in deductions from salary that are inconsistent with the minimum wage requirement. Respect for workers' freedom and the prohibition of any form of forced labor.

**5. Privacy**

Suppliers shall respect the privacy rights of employees when collecting or storing private information or exercising surveillance over employees.

**6. Environment**

Suppliers are responsible for reducing the environmental impact of their production processes

 -Pollution prevention and reduction of energy consumption (suppliers should avoid pollution and actively work to reduce the loss of raw materials)

 -Chemicals and hazardous materials (suppliers should ensure that chemicals and hazardous materials are handled, stored and disposed of in an environmentally friendly manner)

 -Emissions (suppliers should ensure that emissions of volatile organic chemicals, suspended solids, corrosive substances, particulates, ozone-depleting chemicals and gaseous emissions of combustible substances from production processes are identified, monitored and controlled prior to disposal in accordance with legal requirements)

 -Wastewater and solid waste (suppliers shall ensure that wastewater and solid waste from production processes, industrial processes and sanitary facilities are disposed of, monitored and managed in accordance with local laws and regulations)

-Recycling and reuse of raw materials and products (suppliers shall ensure that raw materials and products are recycled and reused to the maximum extent possible)