

## Code of Conduct for AVARN Security AB:s suppliers

This Code of Conduct for AVARN suppliers consists of a number of principles and applies to parties carrying out assignments on behalf of AVARN, for example our suppliers and/or their sub-suppliers. As a supplier, you undertake to make this Code of Conduct known to any of your employees who carry out assignments for AVARN. Corresponding principles apply to all AVARN employees, whatever their position.

You are obliged as a supplier and/or sub-supplier of AVARN to comply at all times with these principles, which are set out below.

### Legal compliance

The supplier shall:

- comply with the laws of the applicable legal systems.

### Business ethics

The supplier shall:

- have business ethics guidelines and procedures that should be in the appropriate local languages and be made clear to employees, suppliers, sub-suppliers and,
- be committed to a high standard of ethical conduct when dealing with employees, suppliers, sub-suppliers and customers.

### Prohibition of corruption and bribery

The supplier shall:

- not tolerate any form of corruption or the receiving or paying of bribes. Nor shall the supplier tolerate any payment or other form of benefit conferred on any government or public official for the purpose of influencing decision making either.
- maintain appropriate procedures to prevent employees and others performing services on their behalf from receiving or paying bribes.
- be committed to complying with relevant international anti-corruption conventions and applicable anti-corruption laws and regulations in the countries in which they operate.

### Respect for the basic human rights of employees

The supplier shall ensure that:

- no one is discriminated against on grounds of sex, age, sexual orientation, ethnic origin, nationality, social or cultural background, disability, parental status, organisational affiliation, political or religious conviction or civil status.
- the personal dignity, integrity and rights of each individual are respected. no one is employed or made work against their will.
- physical, mental, verbal or sexual harassment or abuse of employees is not accepted.
- behaviour including gestures, language and physical contact that is sexual, coercive, threatening, abusive or exploitative is not accepted.
- employees receive fair remuneration and are guaranteed the applicable national statutory minimum wage, corresponding to that provided through collective bargaining agreements or other agreements.
- the working time and working hours of employees comply with what is laid down in the applicable labour law.

### Prohibition of child labour

The supplier shall ensure that:

- no employee is under 15 years of age.
- no employee is under 14 years of age in those countries subject to the developing country exception of the ILO Convention 138.

### **Health and safety of employees**

The supplier shall:

- take responsibility for the health and safety of their employees and control hazards and take the best reasonably possible precautionary measures against accidents and occupational diseases.
- train their employees in health and safety issues.
- use an occupational health and safety management system.

### **Environmental protection**

The supplier shall:

- act in accordance with the applicable statutory and international standards regarding environmental protection.
- ensure that environmental pollution is minimised and make continuous improvements in environmental protection.
- have a well-documented environmental policy.
- use an environmental management system and work actively on reducing their environmental impact.
- be able, when requested by AVARN, to report their emissions of greenhouse gases such as carbon dioxide.

### **Supply chain**

The supplier shall ensure that:

- their own suppliers (AVARN sub-suppliers) have started to comply with this Code of Conduct.
- AVARN is provided on request with information about their policy for diversity and integration and is provided with evidence of how this policy is put into practice.
- their own processes comply with the principles of equal treatment, transparency, proportionality, mutual recognition and non-discrimination with respect to the choice of suppliers/sub-suppliers so that no organisations, such as small and medium-sized enterprises (SMEs), receive adverse treatment.
- the opportunity is provided to report periodically to AVARN on workforce demographics and other diversity-related issues as required

### **Sustainability**

The supplier shall seek to:

- operate in a manner that provides benefits to society and the economy, while minimising damage to the environment.
- give consideration to the economic, environmental and social consequences of their choice of design, materials, manufacture, production, logistics, service delivery, operation, maintenance, recycling and disposal and to how best to address these consequences of their actions in each and every case.

### **Screening of employees**

The supplier shall:

- where so required by AVARN undertake employee screening, in line with the industry standard, for all employees who directly provide services to AVARN.

### **Documentation and records**

The supplier shall:

- seek to have methods to identify, monitor, and understand applicable laws and regulations and the additional requirements imposed by this Code.
- maintain their valid business licenses as required by the applicable laws and regulations.

### **Management commitment**

The supplier shall adopt or establish a management system designed to ensure compliance with this Code and applicable laws and regulations, identify and mitigate related operational risks, and facilitate continuous improvement

### **Signature**

As a supplier of AVARN (G4S) we undertake to comply with the stipulations in the Code of Conduct for AVARN suppliers



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Place and date

.....  
Company

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Signature

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Name in block letters and title

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Translated from Swedish by Ian MacArthur, public translator authorised by the Swedish Legal, Financial and Administrative Services Agency for translations from Swedish to English (Stamp no 393).  
Stockholm, 16 March 2015