

# Liseberg AB's Supplier Code of Conduct

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## 1. Introduction

Liseberg wants to contribute to sustainable development through accountable operations and long-term engagement. A part of this relates to Liseberg's commitment to ensuring that those who manufacture products or provide services to Liseberg can do it in a sustainable way. This is regulated by the requirements of this Code of Conduct for Suppliers (the Code of Conduct), as well as elsewhere.

The requirements of the Code of Conduct are part of Liseberg's work to contribute directly and indirectly to the 17 Global Goals for Sustainable Development.



## 2. About the Code of Conduct

The Code of Conduct constitutes a part of the contract agreed between Liseberg and the supplier. By the collective term "suppliers" Liseberg refers to all types of suppliers of goods and services, including contractors, consultants and sub-suppliers.

The supplier is requested to forward the requirements of Liseberg's Code of Conduct to its sub-suppliers.

The requirements of the Code of Conduct are based on the Universal Declaration of Human Rights, the ILO's core conventions on labour rights and the United Nations Convention against Corruption.

## 2.1. Legal Compliance

The supplier must, as a minimum, comply with laws, regulations, and collective agreements in the countries where the supplier operates as well as with the requirements of this Code of Conduct, which can go beyond legislation. If there are differences between the requirements in this Code of Conduct and the legislation, the supplier must comply with the highest requirement(s).

## 2.2. Transparency, Co-operation and Follow-up

Liseberg reserves the right to verify the supplier's and sub-supplier's compliance with the Code of Conduct. These follow-up activities can be carried out by Liseberg's own staff or by an independent third party appointed by Liseberg. The follow-up can be done either through self-assessments or site visits. The supplier shall ensure the right to carry out audits of its sub-suppliers based on the Code of Conduct.

Liseberg expects transparency and willingness to cooperate. During audits, the supplier shall ensure that Liseberg has access to premises and relevant documentation as well as the opportunity to interview management and employees.

If the supplier or its sub-suppliers find deviations from the Code of Conduct in their own operations or in their supply chain, this shall be communicated to Liseberg as soon as possible and primarily to Liseberg's purchasing specialist, see contact details in agreements.

An action plan shall be established and approved by Liseberg, in which deviations are corrected as soon as possible and without additional costs for Liseberg. The same applies to non-conformities found in the context of inspections or audits.

Liseberg reserves the right to terminate the cooperation with the supplier due to a lack of transparency, cooperation, willingness to improve or in case of serious violations of this Code of Conduct.

The supplier shall have documented and communicated procedures for how employees and external persons, with the possibility of being anonymous, can report suspected violations of laws, regulations or the requirements of this Code of Conduct.

### 3. Accountability and Management Systems

Efforts to ensuring compliance with the Code of Conduct shall be managed in a structured manner.

#### 3.1. Responsibility

The company management of the supplier is responsible for ensuring implementation and compliance with the Code of Conduct as well as for ensuring that actions are taken if non-conformities are identified.

#### 3.2. Governance

An efficient organization, a clear division of responsibilities, and written governance documents (e.g. policies, procedures and work instructions) shall be in place to ensure implementation and continuous compliance with the requirements of this Code of Conduct. This also includes conducting risk analyses, as well as providing appropriate and sufficient resources adapted to the supplier's business and size.

The supplier shall ensure that employees are provided with information about the content of this Code of Conduct or equivalent requirements relevant to their respective roles and responsibilities.

The supplier is expected to pursue continuous improvements in the implementation of the requirements of the Code of Conduct.

### 4. Working Conditions and Terms of Employment

The supplier shall grant working conditions with working hours, wages and benefits that are in accordance with local and national legislation.

#### 4.1. Employment Contracts

All employees shall have their own written employment contract, which is signed before the employment starts, and stating the employee's name and social security number / date of birth. The employment contract must be written in a language understood by the employee. In the contract, the terms of employment, such as job description, working hours, regular and overtime compensation, payment frequency, and notice period, shall be clearly stated. Employees shall not be charged any fee in connection with recruitment and shall have their full right to resign without penalty or wage deduction.

#### 4.2. Child Labour and Young Workers

Child labour shall not occur. A child is defined as a person under the age of 15, or a higher statutory minimum age, if local legislation stipulates for such. Any economic activity that can adversely affect the child's right to a healthy upbringing and development, or impedes the child's education, is to be regarded as child labour. Documents verifying the age of all employees shall be available.



An employee is defined as a young worker until she/he reaches the age of 18. Young workers between the ages of 15 and 18 are allowed to work with non-hazardous work, provided they have reached the legal age to work and have fulfilled national compulsory education.

If child labour is discovered, the supplier shall act in the best interest of the child and find suitable solutions in consultation with the child and the child's family.

#### **4.3. Forced Labour and Prison Labour**

Forced labour, including slave labour and involuntary labour while in prison, shall not occur.

All work shall be voluntary, and workers must have the right to terminate their employment after a reasonable period of notice. The supplier shall not in any way limit the employee's freedom and mobility. The supplier shall not require an employee to submit identity documents, passports or work permits.

No form of human trafficking is allowed, either directly or indirectly.

#### **4.4. Working Hours and Leave**

Regular working hours shall not exceed 48 hours per week. Overtime work shall be voluntary and limited to 12 hours per week. Overtime shall not be requested systematically and regularly.

All employees shall have at least one full day off per seven-day period. All employees are entitled to statutory paid leave, as well as correctly compensated sick leave, parental leave and statutory holidays.

#### **4.5. Compensation and Benefits**

The supplier shall pay the employees at least statutory minimum wage, living wage or salary according to collective agreements. The option that gives the employee the highest salary level shall apply. All overtime must be compensated either in money or in free time. All employees shall receive statutory benefits such as sickness and accident insurance and pension.

Wages must be paid in money, not in kind. Salary payments must be made regularly and timely, as well as in full and directly to the employee. No illegal deductions from wages and unlawful withdrawal of benefits shall occur.

All employees shall have the right to a written pay slip that clearly specifies the components of the salary.

#### **4.6. Housing Conditions**

If the supplier provides housing/dormitories for employees, these must comply with all applicable laws and regulations, not least regarding health and safety.

#### 4.7. Freedom of Association and Collective Bargaining

Employees shall have the right to organize themselves, the right to join organizations they wish to participate in, as well as the right to bargain collectively without negative consequences.

In countries where freedom of association is limited or under development, representatives appointed by employees shall have the opportunity to meet company management to discuss compensation and working conditions without adverse consequences.

### 5. The Conditions at the Workplace

The supplier shall grant a safe and secure working environment.
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#### 5.1. Health and Safety

The supplier shall grant a safe and healthy workplace and take preventive measures to minimize injuries and health risks.

The business shall be conducted in appropriate premises that meet the requirements of the employees' right to a safe working environment.

All employees shall have free access to clean drinking water and hygienic toilets.

The supplier shall provide relevant personal protective equipment and first aid material and ensure that health and safety information is easily accessible at the workplace.

Employees shall receive training regarding health risks that a job may entail, including safe handling of chemicals, fire safety, hazardous tasks and first aid.

At the workplace, emergency exits shall be clearly marked and be sufficient in number. Fire alarm systems, evacuation plans, emergency lighting and fire extinguishers shall be adequate in number and location. Evacuation routes must not be blocked.

All employees shall have accident insurance that covers health care for work-related injuries and compensation for disability caused by a work-related accident.

#### 5.2. Discrimination and Harassment

Discrimination shall not occur in connection with recruitment, remuneration, promotion, assigning job tasks, skills development, termination or other activities.

Discrimination refers to the distinction of workers, which is not based on merit or qualifications, but on unfair grounds, such as nationality, skin colour, pregnancy, religion, ethnicity, gender, age, marital status, sexual orientation, illness,

disability, union commitment or political opinions. Temporary employees and migrant workers shall have the same rights and be treated on equal terms as permanent employees.

Everyone shall be treated with dignity and respect. Harassment shall not occur. No abusive treatment, threat or punishment may occur, whether physical, mental, verbal or sexual.

## 6. The Environment

The supplier must comply with local and national environmental legislation and have an active work to reduce its environmental impact.
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### 6.1. Environmental Work

The supplier shall consider environmental impacts when taking business decisions, work in accordance with the precautionary principle and comply with local and national environmental legislation.

The supplier shall have relevant environmental and operating permits, licenses and registrations required by applicable law.

The supplier shall establish relevant environmental requirements on its suppliers in order to reduce any negative impacts on the environment or the climate.

### 6.2. Climate Impact

The supplier shall actively work to reduce the climate impact of its operations (for example through co-transportation of goods, equipment and people, by using renewable fuel or renewable energy for heating and production, through travel-free meetings and avoiding air transport and air travel) and constantly work for more efficient use of energy and resources.

### 6.3. Resource Consumption and Waste Management

Resource consumption shall be minimized. All waste must be stored, handled, controlled and disposed responsibly and in accordance with local regulations. The EU Waste Hierarchy must be applied (according to falling priority):

1. Reduce the amount of waste and prevent waste from materialising
2. Reuse or prepare for reuse of materials
3. Recycle materials
4. Recover; other ways of recycling, e.g. energy recovery
5. Dispose

### 6.4. Water Consumption

Water consumption shall be minimized. Any discharges and treatment of wastewater shall be done responsibly and in accordance with local regulations.





## 6.5. Chemicals

All chemicals shall be stored, handled and transported so that neither soil, air nor water is contaminated, and in such a way as to minimize the risk of ignition or explosion.

The goods produced by the supplier must not contain substances that pose a danger to employees or end consumers. Specific chemical requirements are stated (if applicable) in the tender documentation.

## 7. Business Ethics

The business shall be conducted in accordance with good business conduct and maintain a high ethical standard. No form of corruption, bribery, money laundering or restriction of competition shall occur.
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### 7.1. Anti-Corruption

The supplier is expected to actively work to combat bribery and corruption, and to document this work.

The supplier and its employees shall not directly or indirectly offer or provide undue payment or other remuneration to any person or organization for the purpose of obtaining, retaining or managing business opportunities, or obtaining any other undue advantage in the context of its business.

The supplier and its employees shall not solicit, tolerate, allow, participate in bribing, accept bribes, corruption and/or unethical business practices, whether in relation with public officials or individuals/organizations in the private sector.