



Approved by: Executive Management

Applies to: The Group

Document type: Group policy

Approved/Reviewed: 2021-06-21

Version 1 (2020)

Person responsible: General Counsel

Assemblin's Code of Conduct for Suppliers

Assemblin's Code of Conduct for Suppliers (the "Supplier Code") describes the fundamental ethical and business principles that Assemblin requires suppliers and other business partners to comply with. This Code of Conduct applies to all Assemblin suppliers. It applies, for example, to suppliers of services (e.g. subcontractors, consultants and companies that hire plant and equipment) and to suppliers of goods (e.g. wholesalers and manufacturers).

Contents

1	Introduction.....	2
2	Key starting points.....	2
3	Work environment	2
4	Good business ethics	2
5	Environment	4
6	Ensuring compliance with the Supplier Code.....	4
7	Breaches of the Supplier Code	4
8	Reporting suspected breaches	5
9	Audit and distribution.....	5

1 Introduction

Assemblin's business must be conducted in a sound and ethical manner. For Assemblin, it is crucial that our suppliers understand the implications of our Code of Conduct and always follow it in all respects.

Assemblin has also chosen to follow the principles of the United Nations Global Compact, which also serves as an important basis for the content of the Supplier Code.

2 Key starting points

Suppliers must always and in all respects operate in accordance with applicable legislation and in a business-like and ethically appropriate manner, and otherwise in accordance with this Supplier Code. Suppliers shall also ensure that all operators in their own supply chain fulfil these requirements.

The Supplier Code sets out minimum levels, which means that it must be followed even if it extends beyond applicable legislation.

This Code of Conduct applies to all Assemblin suppliers, whether suppliers of services (e.g. subcontractors, consultants and companies that hire plant and equipment) or suppliers of goods (e.g. wholesalers and manufacturers).

3 Work environment

Assemblin is one of the co-founders of the Swedish industry initiative "Håll Nollan". The Supplier's employees and employees of subcontractors shall be guaranteed working conditions that meet requirements set out in legislation and collective agreements. All such persons shall always have safe and secure working conditions that as a minimum are in accordance with industry practice.

The Supplier's work environment shall be free from discrimination and violations, including violations on the grounds of race, gender, religion, sexual orientation or ethnicity. Assemblin also requires the Supplier to maintain a zero tolerance towards all forms of sexual harassment and bullying. Child labour and forced labour are, of course, strictly prohibited, and it is particularly important that the Supplier, as with the other obligations in this Supplier Code, ensures that subcontractors also meet these requirements.

We expect the Supplier to take an active approach to work to increase gender equality and diversity.

4 Good business ethics

The Supplier undertakes to always comply with the laws and regulations applicable to the Supplier and the business conducted by the Supplier. Please note that the Supplier Code sets out minimum levels and should therefore be observed even if local laws and regulations are less stringent.

Suppliers undertake never to give, accept, promise or demand bribes, either directly or through an intermediary.

The Supplier undertakes never to take anti-competitive measures or to participate in or contribute to anti-competitive cooperation. It is illegal to cooperate with someone else in such a way that free competition is jeopardised or distorted. Any cooperation with competitors on prices, markets, bidding, etc. is prohibited by law.

The Supplier undertakes to ensure that potential conflicts of interest (e.g. the fact that relatives, family or close friends are employed at Assemblin) are reported to Assemblin, and to take action (e.g. application of the so-called grandfather principle) to avoid suspicions that anything other than purely commercial considerations affect the relationship with Assemblin.

The Supplier undertakes to treat all information about Assemblin's prices and terms and conditions as strictly confidential. Similarly, all information on upcoming or ongoing negotiations and tenders. The Swedish Act on Trade Secrets also limits the way in which the Supplier may use information.

The Supplier's invoices and documents must be complete and correct and accurately reflect all business transactions.

The Supplier undertakes to always process personal data in accordance with applicable data protection legislation.

The Supplier undertakes not to become involved in money laundering and not to have business relationships with operators that are subject to international sanctions or involved in money laundering.

The Supplier shall hold the necessary permits and certificates for the assignments carried out for Assemblin and for conducting its own activities. Unless otherwise agreed, the following apply between the Supplier and Assemblin: ABT-U 09 for assignments as a subcontractor; ABK 09 for consultancy assignments; and ABM 07 for deliveries of goods. The Supplier shall have insurance cover at least in accordance with these standard contracts.

5 Environment

Assemblin strives to prevent and continually reduce any negative impacts that the company's operations may have on the environment. We demand the same of our suppliers. The Supplier must carry on its business in an environmentally sustainable manner and comply with or exceed the requirements laid down in laws, regulations and international agreements concerning the reduction of emissions and discharges into the atmosphere, land and aquatic environment.

The Supplier's operations and services must be formulated so as to ensure that energy, natural resources and raw materials are used efficiently and so that the volume of waste and residual products is minimised. The Supplier must avoid materials and methods that are unproven or that pose risks to the environment when other alternatives are available and appropriate.

6 Ensuring compliance with the Supplier Code

Assemblin is entitled to check the Supplier's compliance with the Supplier Code, without claims for compensation from the Supplier. The Supplier therefore undertakes, at Assemblin's request, to answer questions (verbally or in writing, e.g. through a standardised questionnaire) and to provide the necessary documents requested. Furthermore, the Supplier undertakes to assist Assemblin with checks or audits at the Supplier.

Assemblin is happy to assist in improving the work of the Supplier (as well as Assemblin's own work) on issues dealt with in this Supplier Code and therefore, where it can, acts as a sounding board and discussion partner on relevant issues.

7 Breaches of the Supplier Code

In the event of serious or repeated breaches of this Supplier Code, Assemblin is entitled to terminate all business relationships with the Supplier. In cases of a less serious breach, such termination shall be preceded by a request to rectify the situation.

As stated above, Assemblin is prepared to cooperate in improvement measures. In cases of less serious breaches, it is therefore also sometimes possible, together with Assemblin where appropriate, to establish action plans with opportunities for follow up.

8 Reporting suspected breaches

Assemblin urges you to report suspected breaches of this Supplier Code to Assemblin. These can be submitted to purchasing managers at Assemblin companies, to the CEO of any Assemblin company, or to Assemblin's General Counsel.

All reports are taken very seriously and investigated. Assemblin will not accept any negative consequences for persons who have reported suspected breaches in good faith and without malice.

9 Audit and distribution

Assemblin's General Counsel ensures that this Supplier Code is reviewed and revised annually, in order to comply with Assemblin's business requirements. The Executive Management at Assemblin is responsible for annually reviewing and approving the revised code.