

Annex 2:

Praktisk Solidaritet's supplier Code of Conduct.

I. Introduction

Our organization is committed to a sustainability policy which includes respect for universally recognised standards for the environment, human rights, labour, and anti-corruption.

Therefore, we seek to ensure that all our suppliers operate in compliance with the terms and standards of our supplier Code of Conduct.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to ensure that (Company name), as a supplier to Praktisk Solidaritet operates in accordance with internationally recognised minimum standards on human rights, labour and the environment. Praktisk Solidaritet adheres to the principles of this Code and expects the same of its suppliers.

Compliance to the terms of this Code of Conduct is a condition of any agreement or contract between Praktisk Solidaritet and (Company name).

Scope of Application

The terms of this Code extend to all workers, regardless of their status or relationship with a supplier. This Code of Conduct therefore also applies to workers who are engaged informally, on short-term contracts, or on a part-time basis.

It shall be the responsibility of (Company name) to ensure that its sub-suppliers do not violate the standards of this Code of Conduct.

Legal Compliance

In addition to meeting the terms of this Code, (Company name) shall comply with all national laws and regulations, as well as other applicable standards (e.g. collective bargaining agreements or other Codes of Conduct).

Where there are differences between the terms of this Code and national laws or other applicable standards, (Company name) shall adhere to the higher or more stringent requirements.

International Standards

This Code of Conduct is based on the general principles contained in the Universal Declaration of Human Rights (1948), the International Covenant on Civil and Political Rights (1966), the International Covenant on Economic, Social and Cultural Rights (1966), the Eight Fundamental ILO Conventions and other relevant international human rights and labour standards.

II. Standards in the Code of Conduct

1. Forced Labour

1.1 Forced Labour and Freedom of Movement

The supplier must not participate in, or benefit from, any form of forced labour including bonded labour, forced prison labour, slavery, servitude, or human trafficking, in accordance with the ILO-conventions 29 and 105. Workers must have the freedom of movement during the course of their employment.

1.2 Retention of monetary and/or material goods

The supplier must not withhold any part of any personnel's salary, benefits, property or documents (e.g. identity cards and travel documents) in order to force such personnel to continue working for them.

1.3 Disciplinary measures

The supplier shall treat all personnel with dignity and respect. The supplier shall not engage in or tolerate the use of corporal punishment, mental or physical coercion and verbal abuse of personnel.

2. Child Labour and Young Workers

2.1 Minimum Age Requirements

The supplier shall not engage in, or benefit from, the use of child labour, in accordance with the ILO convention 138. The minimum age for employment shall not be less than the age of completion of compulsory schooling and, in any case, shall not be less than 15 years (or 14 years where established by national laws in accordance with the ILO developing-country exception).

2.2 Educational Remediation Programme

If the supplier becomes aware that it is employing children of school age, it shall ensure that the children are enrolled in a remediation programme, rather than being summarily terminated from employment. The programme shall include access to education and financial support and shall be decided in consultation with the child and family or next of kin.

2.3 Light Work and Apprenticeship Programmes

Where permitted by national laws, the supplier may employ children between 12 and 15 to perform a few hours of light work per day. The work must be simple tasks of a limited nature and not interfere with the children's educational responsibilities.

Apprenticeship programmes for children below the minimum age of employment must be remunerated and clearly aimed at training.

2.4 Hazardous and Harmful Work

The supplier shall refrain from hiring young workers (below 18 years of age) to perform any type of work, which is likely to jeopardise their health, safety or morals, in accordance with the ILO convention 182.

3. Discrimination

3.1 Discrimination in Employment-related Decisions

The supplier shall not engage in or support discrimination on the basis of race, colour, sex, language, religion, political or other opinion, caste, national or social origin, property, birth, union affiliation, sexual orientation, health status, family responsibilities, age, and disability or other distinguishing characteristics, in accordance with the ILO conventions 100 and 111. Hiring, remuneration, benefits, training, advancement, discipline, termination, retirement or any other employment-related decisions shall be based on relevant and objective criteria.

4. Freedom of Association

4.1 The Right to Freedom of Association and Collective Bargaining

The supplier must not interfere with the workers' rights to form and join unions or other associations of their own choosing, and to bargain collectively. Nor shall the supplier discourage membership of unions, in accordance with the ILO conventions 87 and 98. Workers' representatives shall not be subject to discrimination and shall be given access to employees at the workplace. The supplier must recognise elected workers' representatives and bargain in good faith with them regarding all important concerns at the workplace.

4.2 Alternative Measures in Case of State Prohibition on Unions

If trade unions are not allowed in the area of operation or only state authorised organisations are allowed, then the supplier shall facilitate, and not prevent, alternative measures to allow employees to gather independently to discuss work-related matters and a forum to present work-related concerns to management.

5. Workplace Health and Safety

5.1 Health and Safety Standards

The supplier shall ensure that its workers are offered a safe and healthy working environment. This should include but not limited to protection from fire, accidents and toxic substances. Adequate health and safety policies and procedures must be established and followed.

5.2 Training and Protective Gear

The supplier shall provide its employees with the protective equipment and training necessary to perform their tasks safely.

5.3 Sanitary Infrastructure

The supplier must provide a suitable, clean and sanitary infrastructure, including access to toilets and potable water, which conforms to the needs and numbers of its employees. Accommodation, if provided by the supplier, shall conform to the same requirements, including the general provisions on health and safety standards listed above.

6. Conditions of Employment and Work

6.1 Workplace Violence, including Assault, Harassment and Threats

The supplier shall protect workers from acts of physical, verbal, sexual, or psychological harassment, abuse, or threats in the workplace, whether committed by managers or fellow workers including when determining and implementing disciplinary measures.

6.2 Remuneration

The supplier shall comply with legal minimum standards or industry benchmark standards concerning wages and benefits, whichever is higher. In any case, the supplier shall always provide a 'living wage', which enables workers to meet the basic needs of themselves and their dependents, as well as provide some discretionary income. Overtime shall be remunerated at a premium rate. Wages shall be paid in legal tender and on a regular basis. Deductions from wages shall be transparent and must never be used as a disciplinary measure.

6.3 Established Working Relationship

All workers shall be provided with a written, understandable and legally binding labour contract. The supplier shall not rely on part-time, short-term or casual labourers, trainees or false apprenticeships to pay lower wages and fewer benefits. Provisions for non-permanent and seasonal workers should be no less favourable than for permanent workers.

6.4 Leave

The supplier shall grant employees paid holiday and sick leave each year, as well as parental leave to employees who must care for a newborn or newly adopted child. Women, who take maternity leave, must not face dismissal or threat of dismissal, and shall be able to return to work in their former employment at the same rate of pay and benefits.

6.5 Hours of Work, Rest Periods and Breaks

The supplier shall ensure that the work-week is limited to 48 hours. Overtime shall be voluntary, infrequent, and must not exceed 12 hours per week. Employees are entitled to at least one day off per week, and shall be given reasonable breaks while working and sufficient rest periods between shifts.

6.6 Employee Privacy

The supplier shall respect the privacy rights of its employees whenever it gathers or keeps private information or implements employee-monitoring practices

III. Implementation of the Code of Conduct

Records and Documentation

The supplier shall maintain appropriate records to demonstrate compliance with the terms of this Code of Conduct. Records shall be available to Praktisk Solidaritet upon request at any time. Appropriate records include, but are not limited to:

- Records of any significant instances of non-compliance encountered in relation to this Code, including a summary of the corrective actions taken to remedy the deficiencies

Training and Awareness Raising

The standards included in this Code of Conduct shall be communicated to all new employees, including managers and supervisors, immediately upon hiring (Company name). shall ensure that all employees are regularly informed about the standards included in this Code and the necessity of acting in accordance with them. In areas with high illiteracy rates, employees shall receive verbal instructions. This Code of Conduct shall also be transmitted to local unions or other worker representatives. It should always be accessible to all employees and in the local languages whenever appropriate.

Complaints Procedures

(Company name) shall establish mechanisms for hearing, processing, and settling complaints of employees. Workers must have the right to anonymously submit complaints regarding all workplace concerns, including complaints regarding the supplier's failure to comply with this Code of Conduct, without fear of punishment or adverse employment action.

Monitoring

The supplier shall at any time freely submit to announced and unannounced audits. The supplier is required to provide physical access to any auditor from Praktisk Solidaritet or assigned by us. This obligation entails unhindered access to all facilities, records, and where provided by suppliers, housing, as well as employees for confidential interviews. The frequency and intensity of supplier audits will depend on - and shall be appropriate to - the scale and intensity of suppliers' operations

Verification

Praktisk Solidaritet reserves the right to let an independent third party of our choice make on-site inspections to verify compliance with the terms of this Code of Conduct.

Enforcement, Remediation and Corrective Action

Where instances of non-compliance with the terms of this Code of Conduct are identified, (Company name) shall promptly take corrective action to remedy the deficiencies, as well as take measures to prevent similar problems from recurring in the future.

Where instances of non-compliance are detected as a result of audits, Piwa Food AB shall be given a fixed period of time to self-correct the deficiency. In the event of failure to self-correct a problem, Praktisk Solidaritet is willing to engage in a constructive dialogue with the supplier to develop and implement a corrective action plan, with appropriate time scales for implementation and improvements to be achieved.

Zero-tolerance Standards

Praktisk Solidaritet will not conduct business with a supplier engaged in violations of fundamental human rights. The following practices are therefore considered unacceptable:

- The use of bonded and forced labour, including forced prison labour and human trafficking
- Worst forms of child labour, including forced child labour, child prostitution, and other work which is likely to jeopardise the health, safety and morals of children
- Any harsh, inhumane or degrading treatment or punishment of employees
- The exposure of employees to life-threatening work environments, where they have not been informed of the dangers and where protective measures have not been undertaken
- Deliberately causing substantial pollution to air or water, or substantial soil contamination
- Any complicity in violations of international humanitarian law and other crimes against the human person as defined by international law, including war crimes, crimes against humanity, genocide, torture, forced disappearances, hostage taking and extrajudicial, summary or arbitrary executions.

Violations

If violations of this Code of Conduct are being committed by a supplier, Praktisk Solidaritet will have the right to terminate the business relationship immediately.

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