



# CODE OF CONDUCT FOR VASAKRONAN SUPPLIERS

We believe that active cooperation based on trust, transparency and open dialogue between us and our suppliers is essential for doing business responsibly.

VASAKRONAN



Vasakronan wishes to help create a society in which companies take financial, environmental and social responsibility. In order to be able to offer our tenants premises and services that are produced responsibly at every stage, we have formulated a Code of conduct for our suppliers. The code is based on the Global Compact principles of human rights, labour law, environment and anticorruption, and is aligned with our corporate values of high ethics, transparency and a holistic approach.

### **Scope**

We expect all of our suppliers to comply with the content of the Vasakronan Code of conduct for suppliers, and to undertake proactive, systematic efforts to ensure the same compliance by subcontractors and by those who otherwise render services or work on behalf of Vasakronan.

### **Laws and regulations**

The supplier shall comply with applicable laws, directives, regulations and standards, as well as any collective agreements relevant to its business activities, and shall hold all permits, licenses and registrations required for its business activities.

### **Business ethics**

Business activities are to be conducted in accordance with good business practice, and shall promote free competition and maintain high ethical standards. No form of corruption, bribery, money laundering or unauthorised restriction of competition is permitted. Official entertainment and gifts shall be characterised by transparency and moderation, and shall always exhibit a natural connection with the business relationship

### **Information management**

Confidential information concerning our business activities or those of our customers may only be used for the purpose intended.



## **ENVIRONMENT**

Vasakronan works actively to continuously reduce the company's direct and indirect environmental impact, and suppliers are required to work in line with Vasakronan's environmental policy, which is available for consultation on our website.

The supplier shall have knowledge of and control over its environmental impact, and shall engage in ongoing efforts to pursue environmental improvements in its business activities.

The supplier shall apply the precautionary principle and shall apply Byggarubedömningen (Building Materials Assessment) in its selection and documentation of construction and property products, and shall have a system in place to ensure that waste is properly disposed of so as to promote reuse and recycling.

The supplier shall also engage in efforts to reduce emissions to air, soil and water, and to realise efficiency gains in its consumption of energy and resources.



## WORK ENVIRONMENT AND SOCIAL CONDITIONS

### Human rights

The supplier shall support and respect internationally declared human rights and shall treat its employees and suppliers fairly, equally, and in a manner that exhibits respect for the equal value of all people.

### Discrimination and oppression

Discrimination on any ground whatsoever may not occur in the context of recruitment, wage setting, training, promotion or termination. The supplier shall also ensure that harassment, bullying, intimidation, oppression or other degrading treatment do not occur.

### Freedom of association

The supplier shall respect the right of employees to unionise and their opportunity to engage in collective bargaining without the risk of punishment, intimidation or harassment.

### Terms of employment

- ✓ All employees shall have written employment contracts translated into a language they understand.
- ✓ All employees shall be entitled to statutory leave, including sick leave and parental leave.
- ✓ All employees shall be entitled to weekly rest periods in accordance with current legislation.
- ✓ Deductions from wages are not permitted as a disciplinary measure.
- ✓ Wages shall be paid regularly, directly to the employees, on time and in full.
- ✓ No form of pay discrimination may occur.

Those who work for the supplier under conditions that resemble employment shall also be treated in accordance with the foregoing principles.

### Forced labour

All work shall be voluntary. No form of forced labour or work linked to any type of threat or punishment is permitted. No employees may be forced to deposit valuables or identity documents with their employer.

### Child labour

Child labour is not permitted. If there is no national legislation prohibiting child labour in the country in which business activities are conducted, no one under the age of 15 may be hired.

### Occupational health and safety

The supplier is responsible for ensuring that the workplace is planned and designed in such a way that the working environment is safe to be in. The supplier shall engage in systematic and preventative efforts to ensure a safe and healthy work place. Everyone who works on behalf of the supplier shall receive regular safety training, and relevant information must be readily accessible in a language understood by everyone at work.

Accidents and occupational injuries shall be prevented. Any accidents or incidents occurring during work on behalf of Vasakronan shall be reported to Vasakronan without delay. Everyone who works for Vasakronan, irrespective of their form of employment or contract type, shall be covered by accident insurance. The supplier shall ensure that alcohol and drugs are not used during working hours.




## MONITORING AND COMPLIANCE

Vasakronan conducts spot checks at its suppliers to evaluate whether the Code of conduct is being complied with, and how. In some cases a spot check may be performed by an independent third party on behalf of Vasakronan.

Vasakronan has a Compliance officer who may be brought in if an employee, partner, supplier or subcontractor suspects violations of laws, regulations or this Code of conduct. Communication with Vasakronan's Compliance officer is protected by freedom of disclosure, meaning that our Compliance officer is bound by a duty of confidentiality with regard to who provided the information.

Suppliers, their employees and other outside parties can also use Interaktiv Säkerhet, Vasakronan's external whistleblower function. Interaktiv Säkerhet acts as an agent to Vasakronan and guarantees whistleblower anonymity.

If Vasakronan discovers any violations of the terms of this Code of conduct, and corrective action has not been taken within a reasonable amount of time, Vasakronan may terminate the business relationship.



Vasakronan is Sweden's leading commercial property company and is jointly owned by the First, Second, Third and Fourth Swedish National Pension Funds. Our mission is to provide high longterm and riskadjusted returns. We run our business in accordance with our vision of futureproof cities where all individuals thrive and companies develop.

VASAKRONAN