



## Supplier Code of Conduct



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Version: 5  
Author: Pöyry, Pasi  
Approved by: Erik Stenfors, 9.11.2023 13:44  
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## Table of Content

1. Introduction
2. Labour and Human Rights
3. Health and Safety
4. Ethics
5. Environment
6. Monitoring, Measuring and Reporting





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## 1. Introduction

HANZA AB (publ) ("HANZA") is a global contract manufacturing group headquartered in Stockholm, Sweden. HANZA has strong manufacturing units for mechanics (sheet metal & machining) and electronics (PCBA & Cable harnesses). HANZA offering customers additionally support as system assembly, box build and test, MIG and R&D as well as sourcing and logistics services according to Customer demands for an efficient business set-up. Read more on: [www.hanza.com](http://www.hanza.com)

HANZA strongly believe in increasing business while being a good business partner to Customers and Suppliers by striving to be a sustainable link in the value chain.

HANZA is committed to long-term sustainable development and seek Suppliers whose policies regarding ethical, social, and environmental issues are consistent with our own.

The purpose of the Code of Conduct document is to make the Suppliers aware of our commitments and expectations.

The Code of Conduct, hereinafter referred to as the "CoC", is based on internationally agreed standards, primarily the ten principles of United Nations Global Compact, covering human rights, labor rights, environmental care and anti-corruption.<sup>(see references on "Content" side)</sup>

The "CoC" applies to all HANZA counterparties; including without limitation suppliers, subcontractors, joint venture partners, agents, distributors and employees of all of the above mentioned, regardless if they are permanently employed, temporarily contracted or directly employed. The above-mentioned counterparties are hereinafter referred to as "Suppliers".

The principles set out in this "CoC" are minimum requirements. Suppliers must always comply with applicable international and national laws, regulations, and conventions. If applicable international and national laws, regulations and conventions are stricter than this "CoC", they shall prevail.

Non-compliance with this "CoC" may have negative impact on the business relationship. HANZA reserves the right to terminate the contract with any Supplier who itself or in any part of their value chain, has materially breached this "CoC".



## 2. Labour and Human Rights

- 2.1. Suppliers to HANZA must uphold the human rights of workers, to treat them with dignity and respect as understood by the international community.
- 2.2. Suppliers shall comply with applicable laws, collective bargaining agreements and industry standards on working hours, leave and public holidays.
- 2.3. Suppliers shall not use, or support any use of, child labor or other child exploitation. No person younger than the age for completing compulsory education or younger than 15, shall be used as labor. Labor under 18 years of age shall not work night shifts or perform heavy or hazardous work.
- 2.4. Suppliers shall not discriminate in hiring and employment practices. Discrimination includes but is not limited to ethnicity, caste, national or social origin, religion, age, disability, gender, marital status, sexual orientation or identity, union membership or political opinion.
- 2.5. Suppliers shall ensure that employees are paid a wage which should at least meet national or industry minimum standards and at least be sufficient to cover the basic needs of the employee and provide some discretionary income. Suppliers shall provide, or otherwise ensure that its employees have access to, adequate social insurance.
- 2.6. Suppliers shall inform all employees of their employment conditions. All employees are entitled to written employment contracts in a language understandable to the employees.
- 2.7. Suppliers must not participate in, or benefit from, any form of forced labor including bonded labor, forced prison labor, slavery, or human trafficking, in accordance with the ILO-conventions. Workers must have the freedom of movement during their employment, not accepting forcing people to work against their will or under pressure from a threat, harassment, abuse, or punishment.
- 2.8. Suppliers shall act responsibly towards neighboring society, safeguard the rights of indigenous people and landowners, and treat all members of society fairly and with dignity and respect.
- 2.9. Suppliers shall not tolerate, profit from, contribute to, assist with, or facilitate in any way to: war crimes or other serious violations of international humanitarian law, crimes against humanity or genocide.

## 3. Health and Safety

- 3.1. Suppliers shall be committed to creating safe working conditions and a healthy work environment for all their workers. Health and safety policies and procedures must be established, communicated, and followed.
- 3.2. Suppliers shall comply with all the applicable health and safety related laws and regulations. Workers shall never be disciplined for refusing to work in an unsafe environment or for raising safety concerns. Procedures must be in place to identify, manage, record and report occupational injuries and illnesses appropriately.
- 3.3. Suppliers must ensure that its workers are offered a safe and healthy working environment with adequate protection from fire, accidents, and toxic substances. This includes, but is not limited



to, preventive actions such as evacuation procedures, emergency training and drills, appropriate first-aid supplies, appropriate fire detection, suppression equipment and well-marked exit facilities.

## 4. Ethics

- 4.1. Suppliers shall comply with all competition, anti-trust laws and legal regulations concerning bribery and corruption, financial crime and intellectual property rights.
- 4.2. Suppliers shall ensure a zero-tolerance policy on bribery and corruption meaning that the supplier shall not, directly or indirectly through agents or consultants, participate in or endorse any corrupt practices, such as bribing or any other method, to unjustly influence public officials, the judiciary and/or private parties to gain improper advantage.
- 4.3. Suppliers shall not engage in relations, activities or ventures where personal or other inappropriate relationship has or may influence a business decision.
- 4.4. Suppliers shall have adequate procedures for preventing, detecting and tackling financial crime, including but not limited to fraud, extortion and money laundering, and to comply with trade sanctions.
- 4.5. Suppliers shall be transparent and open regarding business transactions that are connected to HANZA to ensure compliance with this "CoC". Suppliers shall also monitor customers that material deriving from HANZA is sold to in order to ensure no connection or support to terrorist activities.
- 4.6. Suppliers shall ensure that all legally required taxes, fees and royalties related to mineral extraction, trade and export are paid to governments. This includes ensuring that such payments are disclosed in accordance with the principles set forth under the Extractive Industry Transparency Initiative (EITI).
- 4.7. Suppliers shall secure that all observations, discussions, and written information received from HANZA are to be treated confidentially by the supplier, its employees and any third-party organizations appointed by either side.
- 4.8. Suppliers must respect intellectual property rights and recognize the value of intellectual property such as patents, designs, pictures, trademarks, trade secrets and copyrights. Transfer of technology and know-how must be done in a manner that protects intellectual property rights.

## 5. Environment

- 5.1. Suppliers must obtain, maintain, and keep all required environmental permits and registrations and follow the operations and reporting requirements of such permits.
- 5.2. Suppliers shall work towards reducing its environmental impact through its way of conducting business. This includes having an environmental management system, or as a minimum an environmental policy and a system including a risk assessment approach, to prevent, mitigate and control environmental damage from their operations.
- 5.3. The most commonly prioritized aspects of environmental impact are; exploitation of natural resources, energy, fresh water, emissions to air and water, noise and dust, risks to cause soil pollution, waste disposal and product related aspects such as design, packaging and transportation.



- 5.4. Renewable energy sources shall be promoted, and water shall be purified and reused when possible. Waste shall foremost be recycled and otherwise sent for appropriate waste treatment to minimize environmental impact.
- 5.5. Suppliers must comply with all national laws and regulations prohibiting or restricting specific substances. Suppliers shall consequently comply with material restrictions (RoHS, REACH) and continuously maintain records of relevant raw material declarations such as Material Data Sheets (MDS) or similar.
- 5.6. Suppliers that deliver or buy products containing tin, tungsten, tantalite, and gold to/from HANZA must have a clear policy in place regarding all conflict minerals.
- 5.7. HANZA support ending the violence and human rights violation in the mining of certain minerals from a location described as a “conflicting areas” according to The Dodd–Frank Wall Street Reform and Consumer Protection Act, July 2010.
- 5.8. Suppliers must follow the OECD Due Diligence Guidance for responsible Supply Chains of Minerals from Conflict- Affected and High-Risk areas, when sourcing from these areas. Specifically have an implemented a due diligence process which traces such minerals back to origin, and upon request, provide evidence of accuracy and validity of the minerals.

## 6. Monitoring, Measuring and Reporting

Suppliers shall ensure own compliance with the HANZA “CoC” and throughout the value chain. Suppliers shall have an appropriate process in place to verify compliance with the “CoC”. Suppliers shall participate in audits and provide HANZA with information and data (including self-assessments) to verify compliance with the “CoC”.

HANZA, and any third party appointed by HANZA, shall have the right to access all sites of the Supplier and its sub-contractors to perform such audits.

HANZA management and board of directors wish to ensure that every effort is made to assure that HANZA maintain an excellent standard of conduct. Any non-compliance of the “CoC” must be reported to your HANZA contact person.





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### Supplier Code of Conduct Compliance Commitment

We hereby confirm that we have received, read, and understood the content of HANZA Supplier Code of Conduct.

We accept the provisions of HANZA Supplier Code of Conduct and take responsibility to ensure compliance and inform our concerned employees about the content as part of our regular standards and policies.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Acting as (Title): \_\_\_\_\_

Company (Name of Supplier's Company): \_\_\_\_\_

Date and place: \_\_\_\_\_

