Addovation - Supplier Code of Conduct



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1 General

Addovation's ability to create economic value depends on maintaining high ethical standards as the foundation for trust-based and binding relationships with society and the company's owners, employees, partners, customers, and suppliers. Addovation has a zero-tolerance policy for unethical business conduct, including bribery, corruption, and forced labor.

Addovation reports in accordance with the Transparency Act and expects suppliers to uphold equivalent standards and cooperate with any required measures in this area.

We expect all suppliers to adhere to comparable standards and conduct their business ethically. Suppliers are expected to support the UN Universal Declaration of Human Rights and ensure that they are not complicit in human rights abuses. Furthermore, suppliers must require equivalent standards throughout their supply chains.

2 Compliance with Laws and Regulations

- Suppliers must comply with all applicable local, national, and international laws and regulations.
- Suppliers must adhere to applicable industry standards, best practices, and regulations.

Regulations:

The ILO fundamental conventions covering forced labor, child labor, discrimination, freedom of association, occupational safety and health, and the right to collective bargaining: Conventions Nos. 29, 87, 98, 100, 105, 111, 138, 155, 182, and 187. Article 32 of the UN Convention on the Rights of the Child.

The Supplier shall provide its workers with accessible channels for reporting concerns about working conditions and human rights without fear of retaliation. The Supplier shall maintain a non-retaliation policy protecting workers who raise concerns in good faith.

3 Business Integrity

- Suppliers must conduct business ethically and transparently.
- Bribery, corruption, and any form of unethical behavior are strictly prohibited.
- Conflicts of interest must be disclosed and managed appropriately.

The Supplier shall maintain a zero-tolerance approach to corruption and bribery, and shall have procedures to prevent, detect and address corruption incidents. Employees in functions at risk (such as procurement and sales personnel) shall receive anti-corruption training at least annually.

4 Labor Practices

- Suppliers must ensure fair labor practices, including fair wages, reasonable working hours, appropriate working conditions, employment *contracts*, and *statutory insurance and social* protection *schemes*.
- Child labor, forced labor, and any form of exploitation are strictly prohibited.
- Suppliers must respect workers' rights to freedom of association and collective bargaining.

5 Non-discrimination

- Suppliers shall maintain a workplace free from discrimination based on gender, sexual orientation, race, ethnic origin, religion, disability, age, or any other characteristic protected by applicable law.

6 Health and Safety

- Suppliers must provide a safe and healthy working environment for their employees.
- Suppliers must comply with all applicable health and safety regulations and standards.

7 Environmental Responsibility

- Suppliers must comply with environmental laws and regulations.
- Suppliers should strive to minimize their environmental impact through sustainable practices.
- Suppliers are encouraged to implement environmental management systems.

8 Data Security and Privacy

- Suppliers must protect the confidentiality, integrity, and availability of data.
- Suppliers must comply with data protection laws and regulations.
- Suppliers must implement appropriate security measures to protect against data breaches.
- Suppliers must inform Addovation about relevant security risks or events in a timely manner.

9 Quality and Continuous Improvement

- Suppliers must provide high-quality products and services that meet or exceed industry standards.
- Suppliers should strive for continuous improvement in their processes and products.

10 Confidentiality

- Suppliers must protect the confidentiality of all proprietary and sensitive information.
- Suppliers must not disclose any confidential information without prior written consent.

11 Managing Adverse Impacts on Human Rights

From the start of the contract, or no later than six months thereafter, the Supplier shall have due diligence policies and procedures covering its own operations and supply chain. These procedures shall identify, prevent, mitigate, and account for actual and potential adverse impacts on human and labor rights.
The Supplier shall prioritize the most significant risks, involve relevant stakeholders where appropriate, and ensure that its due diligence includes regular risk assessments, preventive and corrective measures, follow-up on results, public disclosure of relevant information, and remediation where the Supplier has caused or contributed to adverse impacts.

The Supplier shall document the procedures used to monitor implementation and assess their effectiveness. The Supplier shall publicly disclose available information about due diligence procedures in its own operations and supply chain. If the Supplier has caused or contributed to adverse impacts, it shall provide for, or cooperate in, appropriate remediation and compensation for affected persons.

12 Reporting and Accountability

- Suppliers must report any violations of this Code of Conduct to Addovation or any other appropriate authorities.
- Suppliers must cooperate with any investigations related to violations of this Code of Conduct.
- Suppliers must monitor their sub-suppliers' compliance with the principles of this Code and report any violations.

Addovation may require compliance to be documented through one or more of the following:

- Adopted policies and procedures aligned with Sections 2, 4, 5, and 6.
- Where applicable, a completed "Addovation Supplier Information Questionnaire" as part of the supplier qualification process.
- A risk assessment and a report describing how adverse impacts are identified, addressed, and managed.

13 Monitoring and Enforcement

- Suppliers must agree to audits and assessments to ensure compliance with this Code of Conduct.
- Non-compliance may result in corrective actions, including termination of the business relationship.

14 Sanctions

In the event of a breach of Sections 2–6, or incomplete documentation, the sanction provisions in the main contract shall apply, subject to the following additions and clarifications.

Addovation may:

Require rectification:
The Supplier shall provide a Corrective Action Plan (CAP) specifying when and how the contract breaches will be rectified. The corrective measures shall be proportionate to the nature and extent of the breaches. The CAP shall be submitted within four weeks after the breaches are identified. A shorter deadline may be required for serious breaches. Addovation shall approve the CAP and authorize the documented corrective measures.

Implement a temporary suspension of all or part of the delivery if the Supplier fails to submit a CAP as required *or* does not comply with the approved CAP. During the suspension, replacement purchases from another supplier shall not be considered a breach of contract.

Require the Supplier to replace sub-supplier(s):
This may be required in the event of a serious breach, repeated serious breaches, or failure to comply with the CAP. Any replacement of sub-supplier(s) shall be made at no cost to Addovation.

For the Supplier

Supplier Name	Signature
	Printed Name of Contact Person
	Date and place

Digital signing may be used