

Supplier Code of Conduct

WE ARE VERY CAREFUL WHEN IT COMES TO CHOOSING OUR FRIENDS AND PARTNERS

In Caybon we only want to work with those who share our views, including respect for human rights, and zero tolerance of corruption and discrimination. Caybon and its subsidiary companies recognise that it is important to take responsibility for how our products are being produced.

AN OVERVIEW OF OUR SUPPLIER CODE OF CONDUCT

In this code of conduct we focus on the relationships we have with our suppliers and their sub-suppliers. This supplier and third-party code of conduct is part of the overall Caybon policy framework and is integrated with other policies that cover areas such as quality, human resources management and the environment. We emphasise that this supplier and third-party code of conduct is a non-negotiable performance standard, and that we in co-operation with each of our suppliers identify the need for improvements to ensure that this minimum level of performance can be achieved within a pre-determined timeframe.

We base our Supplier Code of Conduct on the United Nations Universal Declaration of Human Rights and other relevant international conventions and agreements. We recognise our responsibility to observe those rights that apply to our performance and the performance of our suppliers. This code of conduct defines the basic requirements placed on Caybon's suppliers and third-party intermediaries concerning their responsibilities towards their stakeholders and the environment. Caybon reserves the right to reasonably change the requirements of this code of conduct, and we expect the supplier to accept such reasonable changes.

SUPPLIER COMMITMENT

The supplier and/or third-party intermediary declares herewith

Legal compliance

To comply with the laws of the applicable legal systems

Prohibition of corruption and bribery

- To tolerate no form of and not to engage directly or indirectly in any form of corruption or bribery, and;
- Not to grant, offer or promise anything of value to a government official or to a counterparty in the private sector to influence official action or obtain an improper advantage.

Fair competition, anti-trust laws and intellectual property rights

- To act in accordance with national and international competition laws and not to participate in price fixing, market or customer allocation, market sharing or bid rigging with competitors.
- To respect the intellectual property rights of others.

Conflicts of interest

- To avoid all conflicts of interest that may adversely influence business relationships.

Respect for the basic human rights of employees

- To promote equal opportunities for and treatment of its employees irrespective of skin colour, race, nationality, social background, disabilities, sexual orientation, political or religious conviction, sex or age.
- To respect the personal dignity, privacy and rights of each individual
- To refuse to employ or make anyone work against his will
- To refuse to tolerate any unacceptable treatment of employees, such as mental cruelty, sexual harassment or discrimination.

- To prohibit behaviour including gestures, language and physical contact, which is sexual, coercive, threatening, abusive or exploitative.
- To provide fair remuneration and to guarantee the applicable national statutory minimum wage.
- To comply with the maximum number of working hours laid down in the applicable laws.
- To recognise, as far as legally possible, the right of free association of employees and to neither favour nor discriminate against members of employee organisations or trade unions.

Prohibition of child labour

- Caybon does not accept child labour. The word “child” is defined as any person less than fifteen (15) years of age (according to the International Labour Organisation, ILO, Convention nr 138).

Health and safety of employees

- To take responsibility for the health and safety of its employees.
- To control hazards and take all possible reasonable precautionary measures against accidents and occupational diseases.
- To provide training and ensure that employees are educated in health and safety issues.
- To set up or use a reasonable occupational health and safety management system.

Environmental protection

- To act in accordance with the applicable statutory and international standards regarding environmental protection.
- To minimise environmental pollution and make continuous improvements in environmental protection.
- To set up or use a reasonable environmental management system.

Supply chain

- To use reasonable efforts to promote among its supplier’s compliance with this Caybon Supplier Code of Conduct.
- To comply with the principles of non-discrimination with regard to supplier selection and treatment.

Monitoring and enforcement

- All suppliers shall implement and be in compliance with this code of conduct.
- Caybon will monitor compliance. Caybon staff, or a third-party representative, have the right to make unannounced visits and do compliance audits.
- If Caybon finds that suppliers are not in compliance, we will discuss this constructively with the suppliers. In such cases we will in co-operation with the supplier develop an action plan, including a timeframe, to secure future compliance.
- If a supplier is not willing to make improvements and shows no progress in performance during the pre-determined timeframe, Caybon will terminate the business relationship with the supplier.
- If we find continual violations, Caybon may decide to terminate co-operation immediately and cancel existing orders.

THE MANAGER'S RESPONSIBILITY

The local manager is responsible for securing that all local suppliers are in compliance with this supplier code of conduct. A first step to secure compliance is either to make the supplier sign a document confirming that they are living up to our supplier code of conduct, or that they put forward their own codes and policies and that you can conclude that they are in line with ours.