

# PROOVE<sup>®</sup>

## CODE OF CONDUCT

DATE: 2019 / 02 / 01 EDITION: 2

We hereby confirm that we have received, read and fully understood the Proove AB:s Code of Conduct.

We also confirm that we follow all relevant laws in the countries where we are operating.

We commit to comply with the Proove AB:s Code of Conduct and to take the responsibility to inform all of our employees, subcontractors and subsuppliers on the content of the Code of Conduct and to require that they comply with the code.

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THE COMPANY COMMITTED TO THE PROOVE AB:S  
CODE OF CONDUCT

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SIGNATURE

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DATE AND PLACE

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POSITION

# PROOVE AB CODE OF CONDUCT

The Proove AB Code of Conduct defines standards for fair, safe and healthy working conditions and environmental responsibility throughout our supply chain.

Our Code is based on international regulations set by the International Labour Organization (ILO), the UN Universal Declaration of Human Rights and the UN Convention on the Rights of the Child.

All Suppliers are expected to commit to the Code of Conduct in all production for Proove AB. Suppliers must also ensure that their sub-suppliers follow the Code of Conduct. Should we find that the code is not followed, we will agree with the supplier on measures within a reasonable time frame. In case the code would be violated repeatedly, we will terminate the co-operation and cancel existing orders, without prejudice to any other rights of remedy available to Proove AB under any purchase contract or the law.

## IMPLEMENTATION

The supplier company shall define and implement a policy for social accountability, a management system to ensure that the requirements of this Code of Conduct can be met as well as establish and follow an anti-bribery / anti-corruption policy in all of their business activities. Management is responsible for the correct implementation and continuous improvement by taking corrective measures and periodical review of the Code of Conduct, as well as the communication of the requirements of the Code of Conduct to all employees. It shall also address employees' concerns of non-compliance with this Code of Conduct.

Supplier premises must at all times be available for the Proove AB crew or any third party chosen by Proove AB for assessment of compliance to the Code of Conduct. Suppliers must ensure that national legislations are followed.

# 1. CONTRACT OF EMPLOYMENT

There should be a legally binding employment relationship for every worker.

All workers, including short term and part time employed workers should get a written contract of employment in the local language, stipulating the employment terms and conditions.

The employer has a responsibility to ensure that all employees are aware of their legal rights and obligations.

# 2. MINIMUM AGE AND REGULATIONS FOR YOUNG WORKERS

Proove AB does not accept child labour. The age for employment shall be no less than the age of completion of compulsory school and, in any case, not less than 16 years old. We acknowledge that according to the UN Convention on the Rights of the Child, a person is a child until the age of 18. All legal limitations on the employment of persons below the age of 18 years must be followed. Children in the age of 15-18 shall not perform work which, by its nature or the circumstances in which it is carried out, is likely to harm their health or physical, mental, spiritual, social or moral development.

Young workers are entitled to participate in education and training programs. Proove AB has the right to immediately terminate all standing orders and all future business without economic compensation if it is found that the supplier or subcontractor is not working in accordance with the UN convention on The Rights of the Child. Working conditions and working hours for persons between the ages of 16 and 18 should be set in consideration of the person's low age. Official documentation stating workers age must be kept at factories. Workers below the age of 18 are not allowed to work at night or in hazardous environments.

*ILO Conventions 138, 182 and 79 and UN Convention on The Rights of the Child*

### **3. NO FORCED LABOUR**

Employment shall be freely chosen. There must be no use of forced labour, including bonded or prison labour. These conditions must be met unconditionally for all workers including temporary and contract workers. The employer must not retain their employees original identity documents such as passports, identity cards or such.

*ILO Conventions 29 and 105*

### **4. NO DISCRIMINATION**

All employment relationships shall be based on the principle of equal opportunities, regardless of race, colour, sex, religion, political affiliation, union membership, nationality, pregnancy or childbirth, social origin or handicaps. There must be no discrimination in recruitment, wage policy, admittance to training programs, employee promotion policy or policies of employment termination and retirement.

*ILO Conventions 100 and 111*

### **5. FREEDOM OF ASSOCIATION AND THE RIGHT TO COLLECTIVE BARGAINING**

The right of all workers to form and join trade unions shall be respected. Workers representatives shall not be discriminated and shall have access to carry out their representative functions in the workplace. In those situations in which the right to freedom of association and collective bargaining are restricted under law, the employer shall facilitate other forms of independent and free association and bargaining for all workers. The employer shall develop and implement effective grievance mechanisms to resolve internal disputes and employee complaints in a respectful and transparent way.

*ILO Conventions 87, 98, 135 and 154*

## 6. COMPENSATION

Wages and benefits paid for a standard working week must meet at least legal and industry minimum standards. In any case where the minimum standard is not sufficient to cover the workers' basic needs and allow for discretionary income (some savings), the employer is urged to strive for a living wage. Deductions from wages which are not provided for by national law are not permitted. Workers should be informed about how their wages are made up and receive a pay slip with this information. The workers should also be entitled of all legal social benefits, like pension and health benefits. These benefits must be clearly marked on the pay slip.

*ILO Conventions 26 and 131*

## 7. WORKING HOURS

The regular work week shall not exceed 44 hours or the maximum allowed by the law of the country of manufacture, whichever is less. Employees must have at least 24 consecutive hours rest in every seven-day work period. All overtime work shall be consensual. Employers shall not request overtime hours on a regular basis. The sum of regular and overtime hours in a week shall not exceed 56 hours or the maximum allowed by the law of the country of manufacture, whichever is less. All employees shall be entitled to contractual holidays, sick leave and parental leave.

*ILO Convention 1 and 14*

## **8. SAFE AND HEALTHY WORKING CONDITIONS, NO HARASSMENT OR ABUSE**

Proove AB requires that suppliers provide safe and healthy workplaces for their employees. The employer shall implement effective regulations and routines to prevent accidents and minimize health risks. First aid equipment must be easily available and a sufficient number of personnel shall have been trained in basic first aid. The employer must provide adequate protective equipment where needed and train workers to use it. Evacuation plans should be in place and well known to all workers, evacuation paths must be clearly marked and unblocked and firefighting equipment adequate.

Temperature should be tolerable for work environments and ventilation sufficient to remain indoor air fresh from any pollutions from processes. Lighting shall be adequate for all work stations. The employer must ensure free and unrestricted access to clean drinking water. Sanitary facilities should be clean and workers must have access without unreasonable restrictions. The number of sanitary facilities should be adequate and separated by gender. Every employee should be treated with respect and dignity. No employee should be subject to any physical, sexual, psychological or verbal harassment or abuse.

*ILO Convention 155 & Recommendation 164*

## **9. HOUSING CONDITIONS**

If housing is provided by the employer, buildings must be safe and hygienic. Evacuation plans should be in place and well known to all workers, evacuation paths must be clearly marked and unblocked and firefighting equipment adequate. The living space per worker must meet the minimum legal requirement. Sanitary facilities shall be separated by gender. There must be no restrictions for access to dormitories.

## 10. ENVIRONMENTAL CARE

Proove AB encourages a progressive environmental work. Proove AB and its suppliers should, within the framework of laws, regulations and administrative practices in the countries in which they operate, and in consideration of relevant international agreements, principles, objectives, and standards, take due account of the need to protect the environment, public health and safety and generally to conduct their activities in a manner that contributes to the wider goal of sustainable development. Proove AB's products must comply with the electrical and environmental safety regulations that apply on the markets in which we operate.

Proove AB encourages a progressive environmental work. That is why our designers and product developers take safety, quality and environmental consequences into consideration as early as the product's outline stage. We expect our suppliers to work on the same basis. Proove AB wants to minimize or completely refrain from using chemicals and substances that can pose a hazard to humans and the environment; we require our suppliers to select better alternatives when possible. Proove AB requires that its suppliers take responsibility for waste, emissions and chemical management, as well as continuously work to find smart solutions that minimize impact on the ecosystem.

## 11. MANAGEMENT

The Management shall ensure a well-established and functional anti-corruption policy and handling of any eventual cases of corruption. Functional means for two-way communication between management and workers must be installed. There should be an appointed person in managerial position responsible for Social and Environmental compliance and implementation of the Code of Conduct. Proove AB and its suppliers will not engage in bribery, either directly or indirectly.