

## IT34'S CODE OF CONDUCT FOR SUPPLIERS



An important aspect of corporate social responsibility is to promote sustainable and responsible value chains that respect people, the environment and society.

This Code of Conduct (CoC), describes our approach to ethical business.

For IT34, it is a requirement that everyone employed in our value chain works under proper conditions, and we require that care is taken of the environment and of society in general.

We believe that we can best achieve a sustainable and responsible value chain by working closely with our suppliers and other business partners (hereafter collectively referred to as suppliers).

We expect all our suppliers to adhere to the key principles outlined in this CoC. We also expect our suppliers to make sure that their business partners adhere to the principles, and we follow up on whether they are implemented. This CoC therefore applies to our entire value chain.

### **Our procedures**

IT34 expects its suppliers to be able to document their efforts to implement this CoC at any time, if so requested by us. Documentation can take the form of oral dialogue, written documentation or visits.

If we want clarity on matters relating to our suppliers' subcontractors, the supplier must provide relevant contact information to IT34.

This CoC forms part of the contract between IT34 and the supplier.

In the event that a supplier does not meet the requirements of this CoC, a plan must be drawn up immediately and in cooperation with IT34 to rectify the situation within an agreed time-frame.

IT34 reserves the right to terminate its contract with suppliers if they have repeatedly violated the principles of this CoC. This provision takes precedence over other obligations and rights specified in other contractual documents concluded between the supplier and IT34.

### **Our requirements**

This CoC is based on the UN Guiding Principles on Business and Human Rights and the International Labour Organisation's conventions on labour rights.

#### **A. Forced labour**

The supplier must not participate in any form of forced or compulsory labour, including slave labour and human trafficking. Workers must have freedom of movement during their employment.

## IT34'S CODE OF CONDUCT FOR SUPPLIERS

The supplier must not withhold any part of an employee's wages, benefits, property or documents (e.g. passports) to coerce such employees to continue working for them.

### **B. Freedom of association and collective bargaining**

Employees must, without exception, have the right to join or establish trade unions of their choice and to engage in collective bargaining. The employer must not discriminate against trade union representatives or prevent them from carrying out their trade union work.

### **C. Child labour**

The minimum age for workers is 13 years for light work and 15 years for full-time work, and must also follow the national minimum age for employment or the age limit for completion of compulsory schooling, whichever is higher.

Children under 18 years of age must not perform work which is likely to jeopardise their health, safety or morals, including night work.

### **D. Discrimination**

There must be no discrimination based on ethnicity, nationality, language, religion, caste, age, disability, gender, marital status, sexual orientation, unionisation or social or political affiliation.

Measures must be in place to protect workers from sexually intrusive, threatening, abusive or exploitative behaviour, as well as from discrimination or termination of employment for unlawful reasons, including marriage, pregnancy, parenthood or illness.

### **E. Occupational safety and health**

The supplier must ensure that its employees are provided with a safe and healthy working environment including protection against fire, chemically hazardous substances and unhealthy processes and prevent accidents.

Adequate health and safety policies and procedures must be in place and adhered to. The supplier must provide employees with the necessary personal protective equipment and training to perform safe work.

The supplier should appoint a management representative who is responsible for the health and safety of all employees. The supplier must provide clean and sanitary access to toilets and drinking water that corresponds to requirements and the number of employees.

### **F. Remuneration**

Wages and benefits paid for a standard working week must at least meet national legal regulations or industry standards, whichever is higher. Wages must always be sufficient to fulfil the basic needs of the worker.

IT34 expects the supplier to ensure that wages and salary conditions, including payment of wages, are always agreed in writing before work begins. The agreement must be understandable to the employee. Deductions from pay as a disciplinary sanction are not permitted.

### **G. Working hours**

Working hours must be in accordance with national law or industry standards, if these are more favourable to the worker.

## IT34'S CODE OF CONDUCT FOR SUPPLIERS

IT34 expects the supplier to ensure a working week for its employees which does not exceed 60 hours including any overtime.

### G. Environmental protection

The supplier must endeavour to minimise the negative environmental impacts of its activities and services on air, land, sea and biodiversity through a proactive precautionary approach and responsible management of its environmental affairs.

The supplier must be aware of and comply with current environmental legal requirements relevant to the impact of its activities and products.

The supplier must commit to reducing the company's climate impact by developing policies, by reducing the use of fossil fuels and by setting targets for its future impact. In addition, the supplier may be asked to provide climate data for a specific product or service which IT34 purchases.

### H. Corruption and competition law

The supplier must comply with applicable laws and regulations regarding bribery, corruption, fraud or other prohibited business practices. The supplier must not offer, promise or give any unethical advantage and/or incentive to any public official, international organisation or other third party.

The supplier must not, either directly or indirectly, offer gifts to employees of IT34, persons representing IT34 or any of their family or friends, unless the gift is of insignificant value. Hospitality such as social events, meals and entertainment can be provided if there is a legitimate business purpose and the cost is kept within reasonable

limits. Travel expenses for persons representing IT34 must be paid by IT34. Hospitality, as well as the reimbursement of expenses or gifts, may not be offered or accepted in contract negotiation or award situations.

The supplier must not under any circumstance cause or take part in any violation of general or specific competition law, such as illegal price fixing, market sharing or other anti-competitive agreements.

Approved by the Board of Directors of IT34, december 2023.

*The supplier confirms with its signature that the company complies with the content of this Code of Conduct.*

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Date

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Company, name and VAT

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Authorised, name and title

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Signature