



Ethical guidelines for suppliers to Steni Group (Steni)

Steni shall contribute to safeguarding and promoting decent working and environmental conditions in our supply chains. The ethical guidelines for suppliers to Steni are based on key UN and ILO conventions and documents. These guidelines set out the minimum, not the maximum standards. National legislation must be complied with. Where the guidelines and national legislation or regulations cover the same subjects, the highest standard shall apply. All Steni's suppliers are expected to comply with these guidelines.

1. Forced labour / slave labour (ILO Conventions 29 and 105)

1.1 There shall be no form of forced labour, slave labour or involuntary labour.

1.2 Workers shall not be required to submit deposits or identity papers with their employer and shall be free to leave the employer after giving reasonable notice.

2. Right to organize and collective bargaining (ILO Conventions 87, 98 and 135 and 154)

2.1 Workers, without discrimination, have the right to join or form trade unions of their own choosing and to bargain collectively.

2.2 Workers' representatives shall not be discriminated against and shall have access to carry out their representative functions in the workplace.

2.3 Where the right to freedom of association and collective bargaining is restricted by law, the employer shall facilitate, and not hinder, the development of parallel means of independent and free association and bargaining.

3. Child labour (UN Convention on the Rights of the Child, ILO Conventions 138, 182 and 79, ILO Recommendation 146)

3.1 Children and young people under the age of 18 years shall not be employed at night or in hazardous conditions.

3.2 Children under the age of 15 years (14 or 16 years in certain countries) shall not carry out work that can be detrimental to their education.

3.3 The recruitment of new child workers in violation of the above-mentioned conventions is unacceptable. If such child labour already takes place, efforts shall be made to phase it out as soon as possible. At the same time, steps shall be taken to provide the children with educational opportunities and support until the child is no longer of school age.

4. Discrimination (ILO Conventions 100 and 111, and the UN Convention on the Elimination of All Forms of Discrimination against Women)

4.1 No form of discrimination shall take place in the workplace on grounds of ethnicity, religion, age, disability, gender, marital status, sexual orientation, trade union membership or political affiliation.

4.2 Protection shall be established against sexual harassment, threatening, abusive or exploitative behaviour and against discrimination or dismissal on unfair grounds, such as marriage, pregnancy, parenthood or status as HIV-infected.

5. Brutal treatment

5.1 Physical abuse or punishment, or threats of physical abuse must be prohibited. The same applies to sexual abuse or other abuse, and all forms of humiliation.

6. Occupational safety and health (ILO Convention 155 and Recommendation 164)

6.1 Efforts shall be made to ensure that workers have a safe and healthy working environment. Necessary measures shall be taken to prevent and minimize accidents and damage to health caused by conditions in the workplace.

6.2 Workers shall receive regular, documented training in health and safety in the workplace. Health and safety training shall be provided for new employees.

6.3 Workers shall have access to clean sanitary facilities and clean drinking water. Where applicable, the employer shall also ensure access to facilities for the safe storage of food.

6.4 If the employer provides accommodation, it must be clean, safe and adequately ventilated and have access to clean sanitary facilities and clean drinking water.

7. Wages (ILO Convention 131)

7.1 Workers' wages must at least be on a par with national minimum wage provisions or the industry reference standard and must always be sufficient to meet basic needs.

7.2 Salary conditions and payment of wages shall be agreed in writing before work commences. The agreement must be understandable to the worker.

7.3 Deductions from wages as a disciplinary sanction are not permitted.

8. Working hours (ILO Conventions 1 and 14)

8.1 Working hours must comply with national legislation or industry standards and must not exceed working hours in accordance with applicable international conventions. It is recommended that the number of working hours per week does not exceed 48 (8 hours per day).

8.2 Workers shall have at least one day off per week.

8.3 Overtime should be limited. A maximum of 12 hours per week is recommended.

8.4 Workers shall always be paid an overtime supplement that, as a minimum, is in accordance with applicable legislation.

9. Regular employment

9.1 Obligations towards workers under international conventions and/or national laws and regulations concerning regular employment shall not be circumvented using short-term contracts (e.g. the use of contract workers, casual workers and day labours), subcontracts or other types of employment.

9.2 All workers are entitled to an employment contract in a language they understand.

9.3 Apprenticeship programs shall be clearly defined in terms of duration and content.

CONDITIONS OUTSIDE THE WORKPLACE

10. Marginalized population groups

10.1 The production and extraction of raw materials for production shall not contribute to destroying the resource and income base of marginalized population groups, for example by occupying large areas of land or other natural resources on which these population groups are dependent.

11. Environment

11.1 Environmental measures shall be considered throughout the production and distribution chain, from raw material production to final sales. Efforts shall be made to take into account local, regional and global environmental aspects. The local environment at the production site shall not be over-exploited or damaged by pollution.

11.2 National and international environmental legislation and regulations shall be complied with. Suppliers should have processes in place to ensure that their operations comply with all applicable environmental legislation. All necessary environmental permits, approvals and registrations are to be obtained, maintained and complied with in accordance with the conditions and requirements defined therein.

11.3 Products and services provided to Steni shall include options that offer reduced environmental impact by utilizing environmentally friendly technologies, processes and sustainable materials, etc. Relevant emission permits shall be obtained where necessary.

11.4 Suppliers must develop strategies to achieve [UN Sustainable Development Goals \(SDG\)](#)



12. Anti – Corruption

Steni has zero tolerance for all forms of corruption, including extortion, money laundering and bribery in relation to customers and suppliers.

Note: In the event of a breach of these ethical guidelines, Steni has the right to terminate any prevailing agreement.