

BillerudKorsnäs Supplier Code of Conduct



Supplier Code of Conduct

Introduction

BillerudKorsnäs has a position as a leading, innovative and sustainable player in the global paper and packaging solutions industry with operations and presence around the world.

BillerudKorsnäs supports and works actively to comply with international guidelines regarding environment, human rights, working conditions, anti-corruption and business ethics, including the Ten Principles of the UN Global Compact, UN Guiding Principles on Business and Human Rights, OECD Guidelines for Multinational Enterprises, OECD Convention on combating bribery of foreign public officials in international business transactions, the UN Global Goals, and the Science based targets.

This Supplier Code of Conduct (the “Code”) harmonizes with our internal code of conduct and is based on the above mentioned international guidelines. BillerudKorsnäs encourages its Suppliers to establish their own Codes of Conduct or written policy statement based on such guidelines.

General compliance

Applicability: This Code applies to any person or legal entity that provides products and/or services to or on behalf of BillerudKorsnäs AB (publ) or any of its subsidiaries (“Supplier” and “BillerudKorsnäs” respectively). BillerudKorsnäs requires all Suppliers to comply with the requirements set out in this Code, and to make sure that their sub-suppliers are aware of and comply with standards that are not less strict.

Compliance with laws: The Supplier shall comply with all laws and regulations applicable to its business. In the event of discrepancies between this Code and applicable law, the strictest standard shall apply.

Management systems and monitoring: The Supplier shall have adequate management systems and controls in place to secure and monitor its and its sub-suppliers’ compliance with this Code (or equivalent own standards) as well as applicable laws and regulations. The system shall be in proportion to the size, complexity and risk environment of the Supplier’s operations.

Business integrity

Anti-corruption: The Supplier shall not engage in, nor tolerate, any form of corruption, black-mail, embezzlement or bribery. The Supplier shall not offer, nor accept, any benefits or other means to obtain any improper or unfair advantage. The Supplier shall never allow a third party to engage in corrupt practices on the Supplier’s behalf.

Fair competition: The Supplier shall not enter into discussions or agreements with competitors concerning pricing, market sharing or other similar activities which could have anti-competitive effects.

Money laundering, terrorist finance and financial crime: The Supplier shall take preventive actions and perform adequate due diligence(s) to avoid being part of or facilitating money laundering, terrorism financing and/or other financial crime.

Export control: The Supplier shall comply with applicable international sanction programmes issued by the European Union and the United Nations and other applicable export control laws.



BILLERUDKORSNÄS

Human rights and labour rights

Fundamental human rights: The Supplier shall support and respect internationally proclaimed human rights, and make sure that it is not complicit in human rights violations. The Supplier shall assess the risk of causing, contributing to or being linked to serious human rights violations.

Forced labour: The Supplier shall not use or benefit from forced labour or any other form of involuntary labour, including involuntary prison labour, slavery and servitude.

Young labour: The Supplier shall not employ persons younger than 15 (or younger than the legal age for employment, if higher than 15). The Supplier shall recognise the rights of young labour (below 18) to be protected from economic exploitation and from work that is hazardous or interferes with the individual's education or moral, social, spiritual, mental or physical development.

Discrimination: No employees shall be discriminated against on the grounds of sex, race, colour, age, pregnancy, sexual orientation, religion, political opinion, nationality, ethnic origin, disease, disability or similar.

Organisation: All employees shall be entitled to a written employment contract stipulating the employment terms and conditions. The Supplier shall fully respect and recognize the employees' right to form or join any associations of their own choosing, and to bargain collectively.

Wages: The Supplier shall pay at least the statutory minimum wage or the wage negotiated in an applicable collective agreement, whichever is higher. The Supplier shall pay the wage regularly and on time. All types of legally mandated benefits and compensations shall be paid, e.g. for overtime. No unfair deductions shall be made.

Working-hours: The Supplier shall ensure that the ordinary working hours do not exceed the legal limit. Employees shall not be required to work in excess of 48 hours per week on a regular basis. Overtime hours shall not exceed applicable law. Employees shall be entitled to at least one day off in every seven-day period (unless otherwise regulated by applicable laws).

Health and safety

Risk assessments: The Supplier shall ensure a safe and healthy workplace for all individuals. The Supplier shall continuously carry out risk assessments and consider specific company and industry risks, and take actions to mitigate identified risks. The Supplier shall track and report occupational injury and illness.

Information and equipment: The Supplier shall make sure that all employees receive and understand adequate information about safety arrangements in their work area, e.g. on emergency exits, fire extinguishers, first aid equipment. The employees shall also receive appropriate health and safety training and necessary protective equipment free of charge.

Drugs: The Supplier shall ensure that employees do not work influenced by alcohol or other drugs.

Environment

Environmental permits and licenses: The Supplier shall obtain, maintain and comply with all required permits and licenses for its operations.

Environmental protection: The Supplier shall endeavour to avoid or reduce adverse environmental impacts from its operations. The Supplier shall handle environmental violations and complaints systematically and inform stakeholders of them.



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Resource efficiency and climate: The Supplier shall strive to integrate practices and technologies that promote energy efficiency and sustainable use of resources. In order to actively reduce its direct and indirect greenhouse gas emissions, the Supplier is encouraged to establish environmental plans and to set climate targets. Suppliers within logistics are encouraged to work towards a phase-out of fossil fuels. In addition, Supplier specific requirements may be agreed in commercial agreements.

Hazardous substances: The Supplier shall handle hazardous substances and chemicals responsibly, and where reasonably possible, substitute such substances for less hazardous ones.

Non-compliance, reporting and audit

Reporting of non-compliance: The Supplier shall promptly notify BillerudKorsnäs of any non-compliance or suspected non-compliance of this Code, either caused by the Supplier or its sub-suppliers. Failure to notify BillerudKorsnäs of such non-compliance shall constitute a breach of this Code. The Supplier is moreover encouraged to report any non-compliance, or suspected non-compliance, of the standards set in this Code by BillerudKorsnäs. In situations where it is not possible to be open with the identity, BillerudKorsnäs has a “Speak-Up Line”, which enables anonymous reporting of serious wrongdoings. For more information, see www.billerudkorsnas.com.

Disclosure and audit: At the request of BillerudKorsnäs, and subject to reasonable non-disclosure undertakings, the Supplier shall in due time provide relevant information to BillerudKorsnäs to monitor the Supplier’s compliance with this Code. BillerudKorsnäs – or a third party authorised by BillerudKorsnäs and reasonably acceptable to Supplier – shall have the right to conduct pre-announced audit(s) of the Supplier in relation to its operations relevant for this Code. Audit(s) shall be conducted during normal business hours.

Enforcement: In case of a breach of this Code, BillerudKorsnäs is entitled to demand that the Supplier takes corrective measures. In addition, a breach of this Code that is of a non-rectifiable nature or not rectified swiftly, shall constitute a material breach of any contract(s) between BillerudKorsnäs and the Supplier, which enables BillerudKorsnäs to terminate such contract(s).