



2018-10-10

Supplier and Purchaser Code of Conduct

**INDIVIDUELL MÄNNISKOHJÄLP
SWEDISH DEVELOPMENT PARTNER**

P.O. Box 45
SE-221 00 Lund
Sweden

Visiting Address
Fabriksgatan 2F

Tel +46 46 32 99 30
Fax +46 46 15 83 09

individuell@manniskohjalp.se
www.manniskohjalp.se

Pg 90 07 06-3
Bg 900-7063

Org.nr 845 000-0768

Foreword

IM's values are based on the fundamental principle that all human beings are born free and equal in dignity and rights, as stated in the universal declaration on human rights. IM therefore strongly stands up against all forms of racism, discrimination and violations of human rights. Consequently, IM resolutely acknowledge, inter alia, the ten principles of the UN Global Compact and vigorously supports these fundamental principles derived from the universally recognized human rights, environmental standards, labour standards and ethical and moral business standards.

Since the very essence of IM's whole business and activities are constructed around these core values of righteousness, it is paramount that IM's partners, as well as suppliers (both upstream and downstream in the supply chain), comply with these principles. Furthermore, it is expected that IM's suppliers in turn apply these principles, which IM considers to be the minimum standards to anticipate, to their suppliers and subcontractors as well. Besides this, it is self-evident that suppliers correspondingly must adhere to all laws, rules and regulation in the countries where they operate.

IM reserves the right to conduct onsite audits, either performed by the internal staff or by a third party assigned by IM, in order to review whether the principles are being complied with.

Failure to comply with the Code of Conduct

A breach of IM's code of conduct is grounds for sanctions.

Principles

Anti-discrimination

Suppliers shall be committed to providing a work environment of equal opportunity, free from discrimination of any kind. The right to equal treatment and thus protection against discrimination is a human right and it is therefore essential in all situations to actively counteract and break patterns that can be perceived as discriminating. This means actively ensuring that an employee, or a group of employees, are not treated less favourably because of irrelevant attributes such as their age; race; sex; marital status or pregnancy; disability; political or religious affiliation; sexual orientation; gender history and so forth. Furthermore, suppliers shall not discriminate against employees or potential employees in hiring and employment practices such as applications for employment, promotions, rewards, job assignments, wages, benefits, and termination.

Sexual Harassment

Suppliers shall commit to a workplace free from all forms of sexual abuse and harassment by means of a zero-tolerance policy. Sexual harassment is an unsolicited conduct of sexual nature which makes a person feel offended, humiliated and/or intimidated. Sexual harassment can encompass one or more incidents and actions constituting harassment may be physical, verbal and non-verbal (i.e. sexually suggestive gestures and body language). All incidents of sexual harassment, or any unwelcome behavior based on gender or unwelcome behavior of a sexual nature that violates the privacy of the employee shall be treated seriously, and all allegations of such acts must be promptly investigated. All complaints shall be handled in confidence and no one shall be victimized for making such a complaint.

Prevention of Child Labour

Suppliers shall take an active stance against child labour in accordance with ILO Convention 138 and ILO Convention 182. The minimum age for any employee is 15 or the minimum school leaving age, whichever is higher. Adequate and verifiable mechanisms for age verification must be used and a register carrying all such records shall be upheld. If cases of illegal child labour are discovered within the operation, the supplier will ensure that the affected children are enrolled in a remediation programme, rather than being summarily dismissed from employment.

Prevention of Forced and Compulsory Labour

Suppliers shall ensure that all employees work voluntary, and not by means of i.e. threat, force, coercion, abduction, fraud, or under the menace of any penalty.

Disbursing wages or other compensation to employees does not necessarily suggest that the labour is not forced or compulsory. By right, employees shall be free to leave or terminate their employment in accordance with established rules and within reasonable notice. Under no circumstance shall employees be necessitated to surrender any government-issued identification or work permit as a prerequisite for employment.

Freedom of Association

Suppliers shall endorse the freedom of association and the effective recognition of the right to collective bargaining. This means respecting employees right to associate freely with, form, and join unions of their own choice, seek representation, and bargain collectively, as permitted by and in conformity with applicable laws and regulation.

Prevention of Corruption and Bribery

Suppliers shall have an anti-corruption policy in place which declares a zero-tolerance of corruption. Suppliers' employees must not contribute to corruption, by, for example, giving or accepting bribes, either in the form of money or other perks intended to provide benefits compared to others. Improper benefits such as bribes also comprise items, pleasure trips, luxurious meals or services of other nature. Behaving in a way that demonstrates a standpoint against corruption and in a way that promotes and maintain a society founded on the rule of law should be encouraged and celebrated.

Whistle-blower Protection

It is encouraged that suppliers have mechanisms installed at the workplace which allows employees to leave anonymous complaints and tips about compliance violations. The whistle-blower's anonymity; confidentiality and protection should be central concepts in order to avert retaliation.

Responsible Sourcing of Conflict Minerals

Suppliers shall effectively ensure that the use of minerals which can be referred to as a “Conflict Mineral” (if used within the production) is sourced conflict free and do not contribute to the current conflict in the Democratic Republic of Congo and adjoining countries. Furthermore, suppliers are expected to exercise due diligence in order to make sure that the source of these minerals, wherever they appear in the supply chain, are conflict free. Procedures for sourcing must be made available upon request.

Conflict minerals include columbite-tantalite (coltan), cassiterite, gold, wolframite, or their derivatives, which are limited to tantalum, tin and tungsten.

Precautionary Approach to Environmental Challenges

Suppliers shall take on a precautionary approach to environmental challenges. It is expected that suppliers will have established a concrete environmental policy, accounting for a systematic application of risk assessment, risk management and risk communication throughout the company. The minimisation, i.e. reducing waste and emissions by e.g. recycling, reusing, substituting materials and/or by using energy and other resources more efficiently and responsibly is anticipated. Besides self-regulation, suppliers shall also strive to promote greater environmental responsibility externally, within society at large as well as within the local community. This by e.g. installing communication and reporting tools (such as corporate environmental footprinting and sustainability reporting). Furthermore, the development and diffusion of environmentally friendly technologies must be encouraged.

We (company name) _____ herewith confirm that we share, respect, adhere and comply with all the above principles, and that it is expected from us that we set similar stipulations for our contractors and sub-contractors.

Place / Date: _____

Signature: _____

Name (block letters): _____



References

In the preparation of this Code of Conduct for Suppliers and Purchasers, IM consulted the following references:

ILO International Labor Standards

<https://www.ilo.org/global/standards/lang--en/index.htm>

United Nations Global Compact

www.unglobalcompact.org

United Nations Guiding Principles on Business and Human Rights

www.ohchr.org/Documents/Publications/GuidingPrinciplesBusinessHR_EN.pdf

United Nations Universal Declaration of Human Rights

www.un.org/Overview/rights.html

United Nations Sustainable Development Goals

www.sustainabledevelopment.un.org/