

## **ETHICAL GUIDELINES FOR SUPPLIERS OF GOODS AND SERVICES**

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### **Purpose**

The Code of Ethics for the Delivery of Goods and Services shall contribute to ensuring respect for fundamental human rights and decent working conditions, as well as generally responsible business practices in connection with the production of goods and the provision of services to Wilson.

### **Scope**

All suppliers of goods and services used by Wilson.

### **Part 1**

#### **Principles**

Ethical guidelines for suppliers of goods and services set the minimum standard and must be complied with by all suppliers Wilson uses. Suppliers must comply with applicable national and international laws, as well as internationally recognized standards such as OECD, UN and ILO conventions for human rights, health and safety, labor rights, the environment, fair competition, anti-corruption, and fair business practices.

In the event of deviations or conflicts between the national legislation and these guidelines, the supplier must follow the strictest of the standards that are in accordance with applicable law.

The company's suppliers must ensure that their own subcontractors also follow these standards, including subcontractors backwards in the value chain.

#### **Unacceptable business practices**

Wilson has zero tolerance for corruption. Transactions with Wilson should preferably be contractual and of a normal business nature. All transactions with Wilson must be legal. Background checks can be done by suppliers and partners.



The Supplier shall not offer, give, request, accept or accept any form of bribery, additional fees or unwarranted benefit, service or service to / from public officials, international organizations or other third parties in the private or public sector. This provision shall not be circumvented by intermediaries. Courtesy gifts of modest value may exceptionally be accepted.

Catering in the form of meals, social events and entertainment should only be offered in connection with legitimate business activities and should be kept within reasonable limits.

## **Part 2**

### **Minimum standards**

#### **Employment is a free choice**

There shall be no form of forced labor, slave labor or involuntary labor. Employees shall not have to deliver a deposit or identity documents to the employer and shall be free to terminate the employment with a reasonable period of notice. All employees must receive a written agreement in an understandable language that contains the current wage terms and method of payment before the work is started.

#### **The right to organize and to bargain collectively**

Employees shall, without exception, have the right to join or establish trade unions at their own request, and to bargain collectively. If these rights are limited by law, the employer shall facilitate - and not under any circumstances prevent - alternative mechanisms for free and independent organization and negotiation. Trade union representatives shall not be discriminated against or prevented from carrying out their trade union work.

#### **Child labor**

Children under the age of 18 must not perform work that is detrimental to their health or safety, including night work. Children under the age of 15 (in some countries 14 or 16) must not perform work that could be detrimental to their health and / or education.

#### **No discrimination**

There shall be no discrimination in working life based on ethnicity, caste, nationality, religion, age, disability, sex, marital status, sexual orientation, trade union membership or political affiliation.

Protection shall be established against sexually abusive, threatening, abusive or exploitative behaviour, and against discrimination or termination on unreasonable grounds, such as marriage, pregnancy, parental status or status as an HIV-infected person.



### **No brutal or inhuman treatment**

Physical abuse or punishment, or the threat of physical abuse, shall be prohibited. The same applies to sexual or other abuse, and other forms of humiliation.

### **Safe and hygienic working conditions**

The working environment must be safe and hygienic. Hazardous chemicals and other substances must be handled properly. Necessary measures must be implemented to prevent accidents and damage to health. Employees must be regularly trained in health and safety and have access to clean sanitary facilities and clean drinking water.

If the employer offers accommodation, this must be clean, safe, and adequately ventilated and with access to clean sanitary facilities and clean drinking water.

### **Payment**

Wages and other benefits paid for a standard working week shall, as a minimum, comply with national minimum wage provisions or collective agreements, whichever is higher, and shall always be sufficient to cover basic needs. Deductions from salary as a disciplinary action shall not be permitted.

### **Working time**

Working hours shall be in accordance with national laws or collective agreements and shall not exceed working hours or leisure time in accordance with applicable international conventions. Mandatory overtime work shall be limited.

### **Regular employment**

Work performed shall, as far as possible, be based on recognized working relationships that safeguard employees' rights and social protection in line with national legislation and practice. Obligations towards workers shall not be circumvented through the use of short-term commitments, subcontractors or other working relationships. If such employment relationships are used, the workers are entitled to the same type of rights as ordinary employees.

### **Environment and climate change**

National and international environmental legislation and regulations must be complied with, and relevant discharge permits must be obtained. Negative environmental impact must be reduced throughout the value chain in line with the precautionary principle.



Measures shall be implemented to reduce the amount of waste, prevent waste from going astray and ensure sound waste management.

Measures shall be implemented to preserve landscapes, species and genetic diversity in nearby areas.

Measures shall be implemented to continuously minimize greenhouse gas emissions from storage, cooling, packaging and transport of products.

### **Part 3**

#### **Implementation**

The supplier shall continuously work to improve its standards and always comply with the minimum standards as described in this document. If the supplier, or Wilson, discovers that minimum standards have not been met, improvement measures must be presented. Wilson will then follow up on these improvement measures in collaboration with the supplier. Wilson reserves the right to terminate the business relationship if the supplier is unable to meet the applicable minimum requirements or improve its standards.

In the event of significant deviations or violations of the ethical guidelines described in this document, Wilson shall be notified without undue delay.

The Supplier must always, with or without notice, provide Wilson or an independent third-party auditor authorized by Wilson with unrestricted access to its facilities and other relevant documentation required to verify the standards described in this document.

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