



OPTI GROUP 

Supplier Code of Conduct
Ver. 1.0 January 2018

1 Introduction

OptiGroup companies are committed to high standards of business ethics and sustainability, and we expect all our suppliers to adhere to similar standards. This Supplier Code of Conduct defines the basic minimum requirements that apply to all suppliers to OptiGroup companies.

2 Requirements

2.1 Legal compliance

Suppliers shall operate in full compliance with all applicable laws, rules and regulations relevant to the content of this Code. If the local laws and regulations provide a stronger protection than the requirements in the Code, the local laws or regulations shall prevail.

2.2 Human rights and labour standards

Suppliers have a responsibility to respect universally recognized human rights throughout its operations and should have relevant policies and procedures in place to help meet this objective. Minimum requirements in this regard are outlined below.

2.2.1 Child labour

The use of child labour is strictly prohibited, in line with the ILO Convention 138 on the Minimum Age, and the Convention 182 on the Elimination of the Worst Forms of Child Labour. The ILO Convention 138 indicates that no child below the age of 15 (or 14 in certain countries) is allowed to work unless subject to exceptions allowed by the ILO or national law. If the Supplier employs young workers, it must demonstrate that the employment of young people does not expose them to undue physical risks that can harm physical, mental or emotional development.

2.2.2 Forced labour

The Supplier shall under no circumstances use, or in any other way benefit from, forced labour in line with the ILO Convention No. 29 on Forced Labour and the ILO Convention No. 105 on Abolition of Forced Labour. This entails that the Supplier shall not use physical punishment, confinement or threats of violence as a disciplinary measure, or retain employees' identification, passports, work permits or deposits as a condition of employment.

2.2.3 Discrimination

Suppliers shall not discriminate when hiring or in any other employment practices in line with the ILO Convention No. 100 on Equal Remuneration and the ILO Convention No. 111 on Discrimination. This includes, for example promotion, benefits and access to training on the grounds of race, ethnic background, gender, disability, sexual orientation, religion, political opinion, maternity, social origin or similar characteristics.

2.2.4 Harassment

Suppliers must treat their employees with dignity and respect and shall not tolerate any physical, psychological, sexual or verbal harassment including harsh or inhuman treatment, coercion, detention or unwanted sexual advances.

2.2.5 Health and safety

Suppliers shall provide a healthy and safe working environment. This includes, at a minimum, to provide potable drinking water and adequate lighting, temperature, ventilation, sanitation, and personal protective equipment for workers. Suppliers shall ensure that fire alarms, firefighting equipment and emergency exits are in place and maintained. Fire and evacuation drills must be carried out regularly.

The Code is based on the International Bill of Human Rights, the International Labour Organization's Declaration on Fundamental Principles and Rights at Work, the Rio Declaration on Environment and Development and the United Nations Convention against Corruption.

2.2.6 Working hours

Suppliers must divide working hours into normal and overtime hours and record all working hours accurately. Employees shall not, on a regular basis, be required to work in excess of eight hours per day or 48 hours per week as normal working hours. Overtime work shall not exceed 12 hours per week.

2.2.7 Compensation

The Supplier's employees must be provided with wages and benefits that, at a minimum, comply with national laws or industry standards whichever is higher. Wages must be paid regularly and directly to the employees at agreed time.

2.2.8 Freedom of association and collective bargaining

Suppliers shall recognize and respect the right of employees to freely associate, organize and bargain collectively in line with the ILO Convention No. 87 on Freedom of Association and Protection of the Rights to Organise and the ILO Convention 98 on the Right to Organise and Collective Bargaining.

In countries where the law of association is limited or under development, the suppliers must help their employees to meet with the management to discuss salaries and work conditions without adverse consequences.

2.3 Environment

Suppliers must comply with all applicable legal environmental requirements and strive for continuous improvement of their environmental performance. At a minimum, this means that the Supplier shall optimise its consumption of natural resources, including energy and water, and implement sound measures to prevent or minimise pollution, solid waste, wastewater and air emissions.

2.4 Housing conditions

If the Supplier provides living accommodation to employees, it must be safe, hygienic and offer satisfactory personal integrity. Employees should have free access to the dormitory.

2.5 Corruption and unfair competition

Suppliers shall not engage in any form of corrupt practices including bribery, conflicts of interest, fraud, embezzlement, unlawful kickbacks, extortion and nepotism/cronyism. This means that the Supplier must never, directly or through intermediaries, offer or promise any personal or improper advantage in order to obtain or retain a business or other advantage from a third Party, whether public or private. Price-fixing, market sharing and similar anti-competitive practices are prohibited.

2.6 Intellectual property

Suppliers must respect intellectual property rights, including patents, trademarks, copyrights and process designs, and safeguard OptiGroup companies confidential and proprietary information. Any transfer or sharing of technology or know-how must be done in a manner that protects intellectual property rights.

2.7 Money laundering

Suppliers shall not accept, support or facilitate money laundering and are strictly forbidden to knowingly engage in transactions that facilitates money laundering or otherwise result in unlawful diversion of assets.



3 Monitoring

All business relations between OptiGroup companies and their suppliers must be based on honesty, trust and cooperation. By signing the Code of Conduct for suppliers, the supplier commits to working proactively to meet these requirements within its own operations and supply chain. OptiGroup companies reserve the right to monitor and audit each supplier's compliance with our Code of Conduct for suppliers. OptiGroup companies request their suppliers to provide the relevant information that they ask for, and make employees accessible when OptiGroup companies conduct an audit. Suppliers are required to evaluate their own sub-suppliers to ensure compliance with this Code of Conduct for suppliers, and to monitor and conduct audits of their sub-suppliers when requested by OptiGroup companies. Any non-compliance by the supplier or its sub-suppliers must be effectively remediated both in a timely manner and at no additional cost to OptiGroup companies.

Violation of the Supplier Code of Conduct may adversely affect business relationships with OptiGroup companies, which may be a risk of termination of a contract.

4 Supplier compliance commitment

By signing the Code of Conduct for suppliers, the executive management of the supplier assures that they and any sub-supplier used in conjunction with products produced for OptiGroup companies, comply with the content of this document.

OptiGroup is a leading European distributor of business essentials as part of safety, facility, foodservice, industrial packaging and printing & creative solutions. The Group supports customers across Europe by providing products and services that enhance efficiency and contribute to a more successful business. With a long tradition and record of excellence, OptiGroup is committed to remaining at the forefront of customer service by offering business essentials with high service levels and reliable logistics solutions.

OptiGroup companies



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