

Code of Conduct for sustainable procurement in Kalmar municipality

Products and services provided to Kalmar municipality shall be manufactured under conditions that are in accordance with our Code of Conduct. We claim our suppliers (contractors) to meet applicable law in the country of manufacture as well as from the international conventions and declarations expressed in the UN Global Compact (see Annex) to respect at least the following basic principles:

- Human Rights
- Rights at Work
- Health and Safety at Work
- Minimization of Environmental Impact
- Ethical and Moral Business Rules

Human Rights

The supplier must respect the United Nations Universal Declaration of Human Rights.

Principles and Rights at Work

National Legislation

The legislation for the countries in which the supplier is active shall always be followed and defines the minimum requirements for labour conditions. If the national legislation places higher demands than those of the ILO conventions, or the UN Universal Declaration of Human Rights, then the national legislation must be followed.

The abolition of child labour (ILO 138 and 182 as well as UNCRC Article 32)

Child labour, as defined by the ILO convention, is not permitted. Children must not be forced to harmful work that prejudices or prevents the children's schooling or health.

The elimination of forced labour (ILO 29 and 105)

The use of forced- or compulsory labour is not accepted.

The elimination of discrimination (ILO 100 and 111)

Discrimination based on ethnicity, sex, religion, social background, handicap, political opinion or sexual orientation must not occur.

Decent wages and working hours

Wages shall be paid directly to the employee on time and in full. Lowest acceptable salary level is the minimum wage according to national legislation.

Weekly working hours must not exceed the legal limit, and overtime work shall always be paid.

Freedom of association and collective bargaining (ILO 87 and 98)

In countries where the freedom of association is limited or in development, the supplier will ensure that employees can meet with the company management to discuss salaries and working conditions without negative consequences.

Gender equality work

Suppliers with more than 20 employees must have a gender equality plan that meets the applicable legal requirements. The supplier has the same responsibility to ensure and to promote equality in its mission as if it was the municipality itself providing the service.

Environment

The supplier shall strive to reduce energy- and resource consumption as well as waste and emissions to the atmosphere, ground and water. Chemicals shall be handled in a way that is safe for humans and environment.

Health and Safety

The supplier shall provide a safe working environment, which complies with international standards as well as the industrial welfare, labour legislation and system of social insurance applicable in the country of manufacture. Employees shall be informed of any health risks that are associated with their work. All employees shall have access to and use the appropriate safety equipment.

Ethical and Moral Business Rules

High Ethical Standards

We expect our suppliers to present high ethical business standards, to meet applicable national laws, and to not in any way be involved in corruption, bribery, fraud or extortion. *Our suppliers must not be linked in any way to companies based in the so-called tax havens.*

Transparent Business Relations

Our suppliers must not offer nor accept gifts, payments or other benefits that could lend itself to entice the receiver to act against his or her duty.

Inspection

Verification shall be presented if requested, as evidence of compliance. Furthermore we reserve the right to carry out inspections.

By signing this document the supplier assures that the supplier, and any subcontractor used, complies with the content of this document.

COMPANY NAME.....

SIGNATURE.....

CLARIFICATION OF SIGNATURE.....

DATE.....

Annex

The Ten Principles

The UN Global Compact's ten principles in the areas of human rights, labour, the environment and anti-corruption enjoy universal consensus and are derived from:

- The Universal Declaration of Human Rights
- The International Labour Organization's Declaration on Fundamental Principles and Rights at Work
- The Rio Declaration on Environment and Development
- The United Nations Convention Against Corruption

The UN Global Compact asks companies to embrace, support and enact, within their sphere of influence, a set of core values in the areas of human rights, labour standards, the environment and anti-corruption:

Human Rights

- Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and
- Principle 2: make sure that they are not complicit in human rights abuses.

Labour

- Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
- Principle 4: the elimination of all forms of forced and compulsory labour;
- Principle 5: the effective abolition of child labour; and
- Principle 6: the elimination of discrimination in respect of employment and occupation.

Environment

- Principle 7: Businesses should support a precautionary approach to environmental challenges;
- Principle 8: undertake initiatives to promote greater environmental responsibility; and

- Principle 9: encourage the development and diffusion of environmentally friendly technologies.

Anti-Corruption

- Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.