

## **Supplier Code of Conduct**

Oy SV Vacuumservice Ab ("Vacuumservice" or "we") was established in 1984 and specialises in vacuum technology. We represent companies in the vacuum industry worldwide. In addition to imports, we assemble vacuum equipment. We also offer consulting, servicing and the sale of spare parts for various vacuum pumps. Our goal is to provide all of the necessary components for the vacuum applications for our customers.

Vacuumservice is a responsible company that strives to act ethically towards society and the environment. We are dedicated to conducting our business with integrity, always in compliance with the law, our values and our Code of Conduct.

Accordingly, we also expect and encourage our Suppliers and business partners to comply with certain minimum requirements that are explained in this document. We expect the Supplier to adhere to all applicable laws and regulations and to incorporate these minimum standards in its own operations.

The Supplier shall report any non-compliance with this Supplier Code of Conduct to Vacuumservice's Administrative Manager Maria Söderlund-Kroath by e-mailing to [maria.soderlund-kroath@vacuumservice.fi](mailto:maria.soderlund-kroath@vacuumservice.fi).

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### **Compliance**

#### **Anti-bribery and anti-corruption**

We have a zero-tolerance approach to bribery in all its forms as well as any conduct which could give rise to the appearance or suspicion of such illicit activities. The Supplier never offers, promises, gives or accepts bribes or kickbacks of any kind, including money, gifts, discounts, benefits or personal favours. Any relevant concerns must be reported immediately to Vacuumservice's Administrative Manager Maria Söderlund-Kroath by e-mailing to [maria.soderlund-kroath@vacuumservice.fi](mailto:maria.soderlund-kroath@vacuumservice.fi).

#### **Fair competition**

We expect the Supplier to comply with all applicable competition laws. This includes avoiding practices such as price-fixing or other unfair market practices.

#### **Conflicts of interest**

The Supplier should avoid situations where conflicts of interest between Vacuumservice and the Supplier or its employees may arise. In case of a potential conflict, we expect the Supplier to make decisions in the best interest of Vacuumservice and to report the potential conflict to Vacuumservice.

#### **Financial records and anti-money laundering**

We expect the Supplier to ensure that its books and accounts are kept accurately and in accordance with applicable law. We also expect the Supplier to comply with all applicable anti-money laundering and counter-terrorist financing laws and regulations.

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### **Human rights**

We expect the Supplier to respect human rights as they are enshrined in international conventions, such as the International Bill of Human Rights. We encourage our Suppliers to conduct human rights due diligence by identifying their human rights impacts, mitigating any adverse impacts and remedying any identified human rights violations.

#### **Freedom of association and right to collective bargaining**

We expect the Supplier to recognise employees' right to freedom of association and to collective bargaining. The Supplier must not discriminate against members of trade union.

## **No child labour**

The Supplier must respect the rights of children as enshrined in the Convention on the Rights of the Child, including their rights to education, rest and play and to having their basic needs met. The Supplier will never engage in nor permit child labour within its own facilities or those of its suppliers.

In line with the ILO Convention 138 on child labour, the Supplier must not employ anyone who is under 15 years of age or the legal national minimum age, whichever is higher. Young people above the minimum age but under 18 years of age shall not be employed in any work that would jeopardise their education, health, safety or morals. If child labour is found, the Supplier must take action in the best interest of the child.

## **No forced labour**

The Supplier must ensure that all work is voluntary and that workers are free to leave their employment after reasonable notice. The Supplier must not use or benefit from any forms of involuntary labour or debt bondage. The Supplier shall not require workers to deposit money or surrender any identification documents as a condition of employment. The Supplier must follow ethical recruitment practices and ensure any recruitment agency working on behalf of the Supplier does the same.

## **Decent wages and reasonable working hours**

We expect the Supplier to comply with national employment laws. The Supplier is expected to observe the statutory minimum wage. The Supplier must apply normal working hours that are in line with applicable laws and collective agreements. Employees should have at least one consecutive 24-hour rest in every seven-day period.

## **Non-discrimination**

As an employer, the Supplier must not tolerate discrimination of any kind, whether based on race, gender, age, religion, disability, sexual orientation, or any other characteristic. We encourage the Supplier to promote equal opportunities for all and strive to create an environment where everyone feels valued and supported.

## **No harassment**

The Supplier must not tolerate any kind of verbal, physical, sexual, or psychological harassment.

## **Occupational health and safety**

The Supplier must strive to provide its employees with a safe and healthy workplace in accordance with the applicable occupational health and safety legislation. The Supplier must provide their employees appropriate health and safety information and training as well as adequate protective equipment. Any equipment (such as tools, machinery or vehicles) operated by the employees must be safe, and the employees should be trained in their safe use.

As a minimum, the Supplier should provide its employees access to safe drinking water, clean toilets and first aid supplies.

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## **Environment**

As a responsible company striving to act sustainably, we are committed to protecting our environment. We believe we should all strive to identify and reduce our environmental impact. We encourage our Suppliers to strive to continuously reduce their use of natural resources, such as water and energy, reduce their impacts on biodiversity, and minimise emissions and waste. All waste, in particular hazardous waste, must be handled and disposed of appropriately and in accordance with all applicable laws and regulations. The Supplier should consider the impact on climate of its operations and strive to minimise it. As a minimum, the Supplier is required to comply with all applicable environmental laws and regulations.