

# Telko's Supplier Code of Conduct

## Purpose of the Code

In our business, we need a wide range of suppliers, service providers and subcontractors. Maintaining open interaction, complying with agreements, and achieving mutual trust are important factors not only for our success but also for the success of our suppliers. We select our suppliers on objective grounds, and personal reasons cannot influence our choices. The suppliers shall fulfill Telko Ltd's requirements in terms of quality, reliability, price, ability to deliver, and way of working.

## Scope of the Code

This Supplier Code of Conduct outlines the principles, which Telko Ltd observes in its operating countries. Telko Ltd expects its suppliers to comply with these principles in all their activities with regard to Telko Ltd, their own employees and suppliers, as well as third parties. Telko Ltd requires all suppliers to read these principles carefully and adjust their activities accordingly.

## LEGAL AND BUSINESS RESPONSIBILITY

### Compliance with the law

Our suppliers shall comply with applicable laws and regulations, as well as regulations concerning international human rights, labour rights, and environmental matters. We promote our suppliers' compliance with the principles outlined herein and monitor their performance in this respect.

### Conflicts of interest

Suppliers shall avoid all conflicts of interest and situations that may lead to a conflict of interests in all their activities involving Telko Ltd. A conflict of interests arises when the supplier's representative pursues personal gain for him/herself, a friend or family member, based on his/her role as the supplier's representative. Suppliers shall attest to Telko Ltd that they are not directly or indirectly owned by Telko Ltd's employees or their close relatives and that no such persons have any other kind of direct interest in the supplier company.

### Corruption, bribery etc.

All forms of corruption, bribery, money laundering and any unlawful trade practices are strictly prohibited. Suppliers shall not pay or receive bribes or other illegal payments to initiate or promote business. We do not offer or receive any acts of hospitality, gifts or benefits that can, according to reasonable assumption, influence our business-related decision making or that exceed the limits of ordinary hospitality.

### REACH

We also expect all suppliers delivering materials to or within Europe to comply with all obligations of REACH (EC No. 1907/2006/EC) with respect to delivery of goods.

## ENVIRONMENTAL RESPONSIBILITY

### Sustainability

Protecting the environment and contributing to sustainable development is of great importance to Telko Ltd. Suppliers shall actively strive to increase the positive and limit the negative impact of their operations and supply chain on the environment and society by establishing environmental plans which focus on critical

impacts on the environment. Suppliers shall make sure that they obtain, keep current, and follow the reporting guidelines of all required environmental permits and registrations.

#### **Safe work environment**

Suppliers shall commit to ensuring safe working conditions and a healthy working environment for their employees. The supplier shall at least comply with the minimum standards for working environment laid down in local laws and regulations. Accidents and work-related injuries must be prevented.

### **SOCIAL RESPONSIBILITY**

#### **Fair and equal treatment**

Suppliers shall support and respect internationally declared human rights and treat its employees fairly, equally and with respect. Telko Ltd does not accept any form of discrimination, intimidation or harassment.

#### **Child and forced labour**

Telko Ltd does not accept child labour. By 'child labour' is meant work carried out by a child under 15 years of age. No form of labour shall be linked to any form of punishment.

### **APPROVAL OF SUPPLIER CODE OF CONDUCT**

By dealing with Telko Ltd, Supplier accepts to comply with Telko Ltd's Supplier Code of Conduct and follow the instructions that Telko Ltd may give on the compliance of the Supplier Code of Conduct.

Supplier commits, within its competence and influence, to ensure that its own suppliers, sub-contractors, representatives, consortium partners and other partners, used in the business with Telko Ltd, will follow and promote the principles of Telko Ltd's Supplier Code of Conduct.

Telko Ltd reserves the right to conduct inspections of its Suppliers in order to assure that the Supplier Code of Conduct is being followed.

Shall the Supplier fail to comply with the terms of this Supplier Code of Conduct, Telko Ltd may terminate the business relationship in case improvements are not made within an agreed period.

TELKO LTD

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