

# **Pankaboard** **Supplier Code** **of Conduct**



## Purpose

Pankaboard's aim is to be a trustworthy business partner, and it believes that responsible and ethical practices create long-term value for both Pankaboard and its stakeholders. Pankaboard has announced its commitment to integrity in its Code of Conduct. Pankaboard is committed to a sustainability policy which includes respect for universally recognized standards for the environment, human rights, labor, and anti-corruption.

Therefore, Pankaboard seek to ensure that all our suppliers operate in compliance with the terms and standards of our supplier Code of Conduct. In case of non-compliance with some of the standards in our Code of Conduct, Pankaboard will help to secure a program of steady improvements.

## Workplace Health and Safety

The supplier shall ensure that its workers are offered a safe and healthy working environment. This should include, but not limited to, protection from fire, accidents, and toxic substances. Adequate health and safety policies and procedures must be established and followed.

## Environment and Safety Issues

The supplier must strive to minimize the adverse environmental impacts of its activities, products and services through a proactive approach and responsible management of its environmental aspects (including, but not limited to):

- Use of scarce natural resources, energy, and water
- Emissions to air and releases to water
- Noise, odor, and dust emission
- Potential and actual soil contamination
- Waste management (hazardous and non-hazardous substances)
- Product issues (design, packaging, transport, use and recycling/disposal)

## Corruption and Bribery

The supplier shall refrain from bribing, or using any other method, to unjustly influence public officials, the judiciary and/or private parties.

The suppliers' contracts with agents, intermediaries and consultants shall include a section on anti-corruption and that the contract holder must comply with all applicable laws and regulations.



## Zero-tolerance Standards

The supplier is obliged to immediately report any deviations from this Supplier Code of Conduct to Pankaboard. The Supplier and its employees can report violations in confidence to:

[www.pankaboard.com/whistleblowing/](http://www.pankaboard.com/whistleblowing/)

Pankaboard will not conduct business with a supplier engaged in violations of fundamental human rights. The following practices are therefore considered unacceptable:

- The use of bonded and forced labor, including forced prison labor and human trafficking
- Child labor, including forced child labor, child prostitution, and other work which is likely to jeopardize the health, safety, and morals of children
- Any harsh, inhumane, or degrading treatment or punishment of employees
- The exposure of employees to life-threatening work environments, where they have not been informed of the dangers and where protective measures have not been undertaken

- Deliberately causing substantial pollution to air or water, or substantial soil contamination
- Any complicity in violations of international humanitarian law and other crimes against the human person as defined by international law, including war crimes, crimes against humanity, genocide, torture, forced disappearances, hostage taking and extrajudicial, summary, or arbitrary executions.

If Pankaboard has reason to believe that such violations are being committed by a supplier, the business relationship will be terminated immediately. If we have reason to believe that a supplier was aware of the violation and willingly operated in violation of fundamental human rights, the supplier will be reported to the proper authorities.



## Forced Labor and Freedom of Movement

The supplier must not participate in, or benefit from, any form of forced labor including bonded labor, forced prison labor, slavery, servitude, or human trafficking, in accordance with the ILO-conventions 29 and 105. Workers must have the freedom of movement during the course of their employment.

## Disciplinary measures

The supplier must not withhold any part of any personnel's salary, benefits, property or documents (e.g. identity cards and travel documents) in order to force such personnel to continue working for them. The supplier shall treat all personnel with dignity and respect. The supplier shall not engage in or tolerance the use of corporal punishment, mental or physical coercion and verbal abuse of personnel.

## Child Labor and Young Workers

The supplier shall not engage in, or benefit from, the use of child labor, in accordance with the ILO convention 138. The minimum age for employment shall not be less than the age of completion of compulsory schooling and, in any case, shall not be less than 15 years (or 14 years where established by national laws in accordance with the ILO developing-country exception).

## Discrimination

The supplier shall not engage in or support discrimination on the basis of race, color, sex, language, religion, political or other opinion, caste, national or social origin, property, birth, union affiliation, sexual orientation, health status, family responsibilities, age, and disability or other distinguishing characteristics, in accordance with the ILO conventions 100 and 111. Hiring, remuneration, benefits, training, advancement, discipline, termination, retirement, or any other employment-related decisions shall be based on relevant and objective criteria. The supplier shall protect workers from acts of physical, verbal, sexual, or psychological harassment, abuse, or threats in the workplace, whether committed by managers or fellow workers including when determining and implementing disciplinary measures.





[www.pankaboard.com](http://www.pankaboard.com)

