


*Updated 2022-07-19 by Malin Cronqvist  
Approved 2022-08-16 by Christer Kollberg*

# THE SVEA SOLAR STANDARD - SUPPLIER CODE OF CONDUCT



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## 1. INTRODUCTION SVEA SOLAR STANDARD

Svea Solar's ambition is to be a reliable and sustainable high quality system Supplier to Svea Solar's customers as well as a socially and environmentally responsible company. The goal has always been to make renewable energy simple, affordable and a good investment for the customer, all while reducing CO2 emissions. The Svea Standard is the Svea Solar Supplier Code of Conduct ("the Standard"). It sets the principles for Suppliers and their Sub-Suppliers ("the Supplier") to ensure compliance with the expectations and requirements Svea Solar has on supply chain partners.

In Svea Solar's work to meet set ambitions and goals, Svea Solar follows and respects the Ten Principles of the United Nations Global Compact 2000, UN Guiding Principles for Business and Human Rights and ILO's Eight Fundamental Principles and Rights at Work, ILO 1998, which this Standard is based on. Svea Solar complies with the United Nations sanction list and European Union restrictive measures list and requires the same from our Suppliers.

## 2. COMPLIANCE

All Suppliers to Svea Solar and their Sub-Suppliers must comply with this Standard. This Standard is implemented and signed by all Suppliers of products, services, materials or components in the Svea Solar value chain, in line with Svea Solar organisation specifications.

Svea Solar expects all Suppliers to communicate the obligations set out herein and ensure compliance with this Standard through their organisations and supply chains. That includes responsibility for ensuring that Workers are informed of their rights and responsibilities related to this Standard and there is a structured dialogue with Workers related to this Standard.

The Supplier must comply with all laws and regulations applicable to its business. Where differences exist between local law and the Standard, Suppliers must apply either the Standard or the local requirements – whichever sets the highest standard of behaviours. Svea Solar as well as all the company's suppliers are committed to proactively comply with the EU Corporate Social Responsibility Due Diligence Directive which will require full traceability of the supply chain tracing all the way back to the sourcing of raw materials. All suppliers must provide complete and comprehensive traceability documentation to Svea Solar and the respective authorities demanding such.

Svea Solar Standard is supported by effective routines and open dialogue. Accountability and responsibility related to this Standard has been granted to one or more management level representatives. Svea Solar conducts internal audits to assess compliance with this Standard's requirements at least once every 12 months. Svea Solar has the right to perform audits at the Supplier to secure compliance with this Standard. If a Supplier fails to comply with this Standard, the Supplier will be encouraged to do improvements. If the Supplier shows critical deviations or repeated unwillingness to make improvements, Svea Solar may terminate the collaboration with the Supplier.



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### **3. HUMAN RIGHTS**

Svea Solar recognises the fundamental principles of Human Rights, as defined by the “Universal Declaration of Human Rights” (United Nations 1948) and expects the Supplier to respect all human rights, including labour rights, throughout its business activities.

#### **3.1. CHILD LABOUR**

There is no child labour used by the Supplier. Children do not perform work below the minimum legal working age which is defined by the national legislation and is the age, above which a person can be employed on full time basis. Vocational trainees may participate in training from 14 years of age. Training is related to their education. Children, whether as young Workers or vocational trainees, do not perform hazardous work or night work. A written routine related to recruitment is implemented and includes rules regarding age verification, the screening and selection of candidates and the use of all labour recruiters. Any potential or confirmed case of child labour is immediately reported to Svea Solar.

#### **3.2. FORCED LABOUR**

The Supplier must prohibit forced, prison, bonded or involuntary labour. The Supplier shall ensure that the work relationship between the employees and the Supplier is freely chosen and free from threats. Any potential or confirmed case of forced, prison, bonded or involuntary labour is immediately reported to Svea Solar.

### **4. EMPLOYMENT CONDITIONS**

#### **4.1. CONTRACTS**

Workers sign an individual written employment contract or equivalent before they start work or introductory training, whichever comes first. Workers receive a copy of the contract and the Supplier is responsible for making sure that the worker can understand the terms and conditions stated in the contract prior to signature. Significant changes in employment terms are agreed upon by the worker in writing. Zero-hours contracts are not used. Fees and costs related to recruitment, employment or termination processes are not charged to Workers. Workers are not requested to provide deposits.

#### **4.2. WAGES**

Workers are paid at least the legal minimum wage. The Supplier provide all legally mandated benefits such as medical insurance, social insurance and pensions which Workers are entitled to. Workers are compensated for additional living costs resulting from working away from their base location. Wages are paid according to contractual terms, on time and at least monthly. Workers receive a pay slip with complete pay, benefits and deduction information that reflects the pay received. Information provided in pay slips is understandable for Workers.



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### 4.3. WORKING HOURS

Working hours shall comply with national laws. Working hours do not exceed 60 hours per week, including overtime. Overtime hours are voluntary and Workers refusing overtime hours are not penalized. Under certain circumstances well defined by applicable legislation, overtime hours may be mandatory for a short period if agreed through worker representation, where applicable.

Workers have at least one break of 30 minutes after every 4.5 hours worked, unless otherwise agreed in writing between the Supplier and the Workers through worker's representatives or local trade union. Workers have at least 24 consecutive hours of rest after 6 days of work. Workers are provided with reasonable time off for meals and breaks.

A reliable system for registering working hours, including overtime, of all Workers is maintained.

## 5. DISCRIMINATION

Svea Solar strongly believes in the power of diversity, equality and fairness throughout its organization. The Supplier should support and respect the protection of internationally proclaimed human rights and never discriminate people due to their gender identity, age, ethnic or national origin, religion, disability, sexual orientation, marital or family status, union membership, political affiliation or any other dimension of their identity during recruitment and employment, including training. Workers, including contracted and sub-contracted *Workers*, have equal rights and social benefits, unless legal restrictions apply.

## 6. HEALTH & SAFETY

Svea Solar expects the Supplier to ensure that its employees are offered a safe and healthy working environment. Adequate health and safety policies and procedures shall be established and followed.

### 6.1. HEALTH

The working environment, as well as accommodation provided by the Supplier or on behalf of the Supplier, is clean, hygienic and well maintained and has adequate light, ventilation and, when necessary, heating.

Places where Workers can eat and rest are available, are away from any hazards and are proportional to the number of Workers. Toilets are free of charge, hygienic, accessible during working hours, equipped with basic supplies and proportional to the number of Workers. Unlimited, clean drinking water is available free of charge and within a reasonable distance of the work area.

Accommodation provided by the Supplier or on behalf of the Supplier provides separate accommodation of the gender and the living space is not less than 3,8 m<sup>2</sup> per individual. All Workers have their own mattress and their own locker for her or his belongings.



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The worker can leave the housing facility during their free time.

Non-work-related health testing, such as for pregnancy or HIV, is not used.

## 6.2. SAFETY

The Supplier provides accident insurance to all Workers. Insurance covers medical treatment for work related injuries and illnesses and provides compensation for work related injuries and illnesses resulting in permanent disability or death.

Workers receive necessary and adequate health and safety training or other competence development activities before they start performing hazardous tasks that allow them to fulfil their work in a safe way. The training provided is conducted in line with legislation and/or identified needs. Vocational trainees above 18 years of age receive compensation for work performed while training. Records of performed trainings including attendance sheets are kept and made available upon request from Svea Solar.

Occupational health and safety risks, including those related to mental health and ergonomics, are assessed and actions are taken to mitigate them. Accidents and near misses related to occupational health and safety are reported, analysed, followed-up and acted upon. Records of accidents and near misses are kept.

Safe working routines are implemented to minimise the risks associated with hazardous work. Equipment is safe and used under safe conditions. Warning signs and safety information are visible.

Workers use personal protective equipment and protective clothing that are clean, free of charge, in working order and appropriate for the risks identified. Areas where personal protective equipment is required is clearly stated. Safety hazards are continuously reported, analysed, followed-up and acted upon.

Written emergency routines are implemented, and Workers have competence on how to handle emergency situations and know the risks associated with their position prior to performing their tasks. An independent evacuation alarm is audible and/or visible to all Workers. It is possible to manually activate the alarm and alarm buttons are clearly visible and marked. Emergency evacuation routes and exits are clearly marked and ensure quick and safe evacuation at all times. Workers trained in first aid and firefighting are available during all operating hours in sufficient numbers to fit the occupational risks.

The type, quantity and location of first aid and firefighting equipment fit the occupational risks. The equipment is always operational. Evacuation drills are performed to test the evacuation process and identify any need for improvement. The frequency of the drills is defined according to the occupational risks. As many Workers as possible participate in the drills. Records of the evacuation drills are kept.



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Chemicals are purchased, stored, transported, handled, labelled and used in a way that protects the health and safety of Workers and the prevents negative impact on the environment. All Workers who handle chemicals have suitable competence and undergo adequate training in purchasing, handling, using and storing chemicals before starting to work. Records of the trainings are kept, and the training content documented. Suitable information and instructions regarding the risks and safe handling of chemicals is displayed in all areas where the chemicals are used. Information and instructions are available in a language understood by Workers. Emergency routines are documented and implemented.

Buildings are designed, constructed, maintained and modified in a way that ensures structural integrity. Electrical wiring, lighting and gas fixtures are properly installed and maintained.

## 7. ENVIRONMENT

The Supplier should support a precautionary approach to environmental challenges, undertake initiatives to promote greater environmental responsibility and encourage the development and spread of environmentally friendly technologies. All applicable laws and regulations relating to the environmental impacts and protection are complied with.

Resources, including water and waste, are managed in a sustainable, safe and circular way. Current energy sources are known and possibilities to convert to renewable energy sources are identified. Information is available on what type of incoming water is used and how, where and by whom wastewater is treated. Waste is stored, handled, transported and disposed of in a way that protects the health and safety of Workers and the environment. No waste is landfilled on site. Hazardous and non-hazardous waste are kept separate.

Waste is not incinerated on site, unless for the purpose of recovering energy. Records are available on how, where how much and by whom waste is treated. Opportunities to refuse, reduce, reuse and recycle waste are identified and implemented.

Environmental risks and impacts are identified and assessed in order to find ways to improve environmental performance. Environmental improvement plans are implemented, reviewed and updated every 12 months.

There is no severe environmental pollution. Any case of severe environmental pollution is immediately reported to Svea Solar. Environmental complaints are recorded and acted upon. The risk of ground contamination due to current or previous activities is assessed and acted upon.

Business activities are not conducted in High Conservation Value Areas, unless the area is certified according to a system recognised by Svea Solar.



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## 8. BUSINESS INTEGRITY & ETHICS

### 8.1. WORKERS' RIGHTS

Workers are free to exercise their right to form or participate (or not) in work-related organisations, as well as engage in collective bargaining. These rights are exercised without fear of discrimination, violence or harassment, whether physical or psychological. In countries where the right to freedom of association is regulated, restricted or prohibited by law, the Supplier does not hinder alternative forms of independent and free worker representation

A grievance mechanism is in place and known to Workers, enabling them to raise complaints or concerns without retaliation. Complaints are recorded and acted upon, and the anonymity of Workers is protected.

Rules regarding discrimination, harassment, business ethics, disciplinary measures and the use of alcohol and drugs are written, implemented and communicated to Workers. Disciplinary measures do not include the use of mental or physical coercion, including corporal punishment, threats of violence, public warnings or punishments, fines and the removal of contractual benefits. Workers are free to seek assistance and have the right to appeal disciplinary decisions.

### 8.2. CORRUPTION & BRIBERY

Svea Solar has zero tolerance towards corruption, bribery and money laundering or unauthorized restriction of competition. The Supplier must refrain from all forms of corruption, extortion, falsification and bribery, and specifically ensure that all payments or other benefits offered or made to any other party comply with applicable anti-corruption laws and regulations. All cooperation between Svea Solar and the Supplier must always be permeated by a high ethical standard, trust, transparency and compliance with laws and regulations.

## 9. REPORTING VIOLATION

It is the responsibility of Svea Solar Supplier to ensure that the content and spirit of this Standard is communicated, understood and implemented within their organization and to encourage and support all employees to reveal and report any behaviours non-compliant to this Standard. Explicit or implicit approval of questionable actions will not be tolerated. As soon as any person is informed of, or suspects, any activities that may violate the Standard taking place at Svea Solar or at a Supplier, it is the responsibility of that person to report it.

Please use one of the following channels:

Email: [whistle-blower@sveasolar.com](mailto:whistle-blower@sveasolar.com)

Postal address: Svea Renewable Energy AB, Sankt Eriksgatan 117, 113 43, Stockholm, Sweden

Reports will be received by Chief Human Resource Officer at Svea Solar.

Anonymous reports will be accepted but contact details to the reporting person is appreciated.



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We hereby confirm that we have read, understood and that we agree to comply with the terms in SVEA SOLAR STANDARD – Supplier Code of Conduct.

COMPANY NAME: \_\_\_\_\_

COMPANY DETAILS: /production address, phone number, e-mail address, website address/  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_


GENERAL MANAGER'S NAME: \_\_\_\_\_

TYPE OF Materials / Components / Ready goods / Services PROVIDED TO SVEA SOLAR:  
\_\_\_\_\_  
\_\_\_\_\_



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