

TINGSTAD CODE OF CONDUCT

AB Tingstad Papper is the leading distributor of disposable materials in the Swedish market. Tingstad find it important to acknowledge the ethical, social and environmental conditions under which our products are produced.

This Code of Conduct is an agreement between AB Tingstad Papper and our suppliers and entrepreneurs. The agreement contains demands regarding child labour, forced labour, human rights, working conditions, working environment, health & safety and environmental conditions. All suppliers or entrepreneurs of Tingstad must accept this Code of Conduct.

If the subcontractors of Tingstads' supplier or entrepreneur are unable to live up to the code, the supplier is obligated to take action. It is also essential that Tingstad is informed immediately.

When signing this agreement the supplier allows representatives from, or agents working for, Tingstad to audit the production chain. These visits can be planned or unplanned.

National and international legislation must be applied at all times.

If a supplier or entrepreneurs do not follow this Code of Conduct, Tingstad reserves the right to cancel all business relations.

1. Child labour

Child labour may not occur. A child (according to ILO's convention nr 138) is a person younger than 18 years. A child between the ages of 15-18 may be hired to do simpler tasks if the child has completed the mandatory schooling. The child cannot participate in the production line, heavy industry or work that can have a negative impact on the child's health. We will not demand the resignation of children that are already employed but require the supplier to enable him/her to attend and remain in quality education until no longer a child.

2. Forced labour

There can not be any forced, bonded or involuntary prison labour.

Workers can not be required to lodge "deposits" or their identity papers with their employer.

Workers are free to leave their employer after reasonable notice.

3. Working conditions

All employees must have the right to join or form trade unions and to bargain collectively.

All employees must adopt an open attitude towards the activities of trade unions and their organisational activities.

All workers must have a contract setting out working hours and wages. Wages and benefits paid for a standard working week must meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.

All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.

Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.

Working hours comply with national laws and benchmark industry standards, whichever affords greater protection.

In any event, workers shall not on a regular basis be required to work in excess of 48 hours per week and shall be provided with at least one day off for every 7 day period on average. Overtime shall be voluntary, shall not exceed 12 hours per week, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

4. Working environment

The supplier shall provide a working environment, which is bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury caused by the working environment. The supplier shall designate a manager who is responsible for the working environment including appropriate temperature, fresh air, good lighting and acceptable sanitary conditions.

We will not accept any form of discrimination and we are committed to enduring equality, diversity and equal opportunities for all, regardless of ethical background, nationality, age, marital status, gender, disability, caste, sexual orientation, trade union, political views or religion.

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

5. Worker health and safety

All workers should have the appropriate equipment for protection against injuries or toxic exposure of any kind.

All workers should be made aware of the safety routine and regularly participate in an evacuation drill.

Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.

Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.

6. Environmental principles

We will abide by all relevant environmental acts and regulations in the countries where we are pursuing corporate activities.

The principle of caution is to be practised so that any risks to the environment be minimised.

Preventive measures are to be taken with a view to limiting polluting emissions and due considerations should be paid to natural cultural values.

Chemicals are to be correctly labelled and handled in a safe manner. Chemicals substitutions is to be practised so that products used are acceptable from the point of view of environmental and health protection.

Suppliers must be able to present specification on the material of the product delivered to Tingstad, productions terms and details of the raw material used to produce the products supplied to Tingstad.

7. Anti-Corruption

Supplier's business should work against corruption in all its forms, including extortion and bribery.

Prevention of corruption and corrupt behaviour may be expressed through the developing of anti-corruption policies and concrete programs to address corruption. Preventive measures may also be expressed through education and training of employees.

Bribery and corruption are unacceptable. Any form of corruption or corrupt behaviour will devastate the relationship between the supplier and Tingstad.

8. Discrimination

All employees have equal rights and social benefits, unless legal restrictions apply

There is no discrimination with regards to employees based on race, religion, beliefs, gender, marital or maternal status, age, political affiliation, national origin, disability, health, sexual orientation or any other basis during recruitment and employment.

Company name:

Name:

Position:

Date:



Marieholmsgatan 1-3
SE-415 02 Göteborg, Sweden
Tel: +46 31 707 20 00
Fax: +46 31 25 18 21
www.tingstad.se