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Teknopress Supplier Code of Conduct

Code of Conduct for Suppliers

Teknopress is a growing company and, as such, is committed to conducting business with integrity, transparency and in a socially responsible manner. This Code of Conduct for Suppliers outlines the standards and expectations Teknopress requires from its suppliers. By adhering to these principles, our suppliers contribute to the creation of a sustainable, ethical and mutually beneficial business relationship.

COMPLIANCE WITH LAWS AND REGULATIONS

Suppliers must adhere to all applicable local laws and regulations and ensure legal compliance in all jurisdictions where they operate. This includes, but is not limited to, laws related to labour, human rights, environmental protection and anti-corruption.

ETHICAL BUSINESS PRACTICES

Suppliers are expected to conduct business with the highest ethical standards. This includes fair competition, honest advertising and a commitment to avoiding bribery, corruption and any unethical business practices. Teknopress appreciates good working relations with suppliers, but gifts or promotions should never business decisions. As a result, Teknopress only accepts moderate representation and promotional gifts.

LABOUR PRACTICES

- **Safe and healthy working conditions**
Suppliers shall provide a safe and healthy working environment for their employees. This includes, but is not limited to, appropriate training, protective equipment and facilities that adhere to occupational health and safety standards. As part of this effort, Supplier must have in place a documented Health and Safety Management System providing for continuous monitoring and improvement of the working environment.
- **No forced labour**
Suppliers shall not use any form of forced or involuntary labour and must ensure that all employees or contract personnel are free to leave upon reasonable notice. No employees or contract personnel shall be forced to deposit money or personal documentation as a condition for employment.
- **No child labour**
Suppliers shall not employ workers below the legal working age or the age for completing compulsory education in the respective country or jurisdiction. Suppliers shall ensure that employees above the minimum age but under 18 years, do not face working conditions that jeopardize their education, health or safety.
- **No discrimination**
Suppliers are encouraged to promote diversity and inclusion within their workforce, respecting the principles of equal opportunity and fair treatment regardless of gender,

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age, ethnic origin, religion, disability, sexual orientation, trade union activity, pregnancy or any other characteristic protected by law.

- **Labour contracts**
Suppliers shall ensure that all employees have written, understandable and legally binding employment contracts with conditions that do not cause insecurity, social or financial vulnerability. Suppliers shall not use sub-contractors, short-term or casual labourers, trainees or false apprenticeships to circumvent the rights of the employees.
- **Working hours and fair compensation**
Suppliers shall ensure that working hours comply with applicable laws and that employees are provided with wages, benefits and conditions that meet respective jurisdiction's minimum wages, or industry standards approved based on collective bargaining, whichever is higher.
- **Freedom of association**
Suppliers shall respect the rights of all employees to associate freely, join trade unions and engage in collective bargaining.

ENVIRONMENTAL PRACTICES

Suppliers are expected to minimize their environmental impact by adopting environmentally responsible practices. This includes, but is not limited to, waste reduction, energy efficiency, responsible sourcing of materials and compliance with relevant environmental laws and regulations.

CONFIDENTIALITY AND INTELLECTUAL PROPERTY

Suppliers shall respect and protect the confidentiality of information provided by Teknopress. In addition, suppliers must respect intellectual property rights and refrain from using proprietary information for any purpose other than fulfilling their obligations to Teknopress.

MONITORING AND ASSESSMENT

Suppliers are expected to continually improve their social, ethical and environmental performance. Teknopress may conduct assessments and audits to ensure compliance with this Code of Conduct for Suppliers and suppliers are expected to co-operate fully in such assessments. Suppliers are also expected to report any non-compliance with this code, in its own operations or its supply chain.

IT AND INFORMATION SECURITY

At Teknopress, we believe that maintaining a good level of security is not only a requirement in complying with IT audits, legislation, regulations, etc., but also as a quality element in providing a secure service for employees, customers and suppliers.

To achieve a high level of IT security and a modern workplace the work with identifying, analysing and managing IT risks is crucial. The management at the supplier has the responsibility to ensure that this work with improving the IT security is a continuous project and that there will be strategies and resources to maintain this as an active part of the company's

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development.

INDIGENOUS PEOPLES' RIGHTS:

The UN Declaration on the Rights of Indigenous Peoples states, among other things, that indigenous peoples have the right to self-determination. The self-determination of an indigenous people concerns the right to decide for themselves what is best for the individuals belonging to that indigenous group.

ETHICAL RECRUITMENT

An important ethical factor is that it is essential not to discriminate based on gender, race, origin, religion, or political beliefs. Always evaluate candidates based on their merits. It is crucial for HR professionals to be honest, consistent, and objective throughout the recruitment process

EMISSION OF GREENHOUSE GASES

Suppliers are expected to actively work on the identified areas that emit the most greenhouse gases. Increase the efficiency of energy and raw material use. Transition from fossil fuels to electric power and renewable fuels that provide benefits from a carbon emission perspective. Choose alternative materials that are better for the climate. Reduce travel distances. Increase the use of remote meetings. Teknopress has committed to a goal of GHG emission reduction of at least 15% between 2024 and 2035 and has a realistic plan for doing so. We require all suppliers to share this goal and commit to working together with Teknopress in reaching these goals. It is also crucial with a commitment from our customers and we feel we already have that commitment.

RENEWABLE ENERGY

Teknopress expects its suppliers to choose and use renewable energy in their operations. This is an aspect considered when choosing a new supplier. Suppliers who can account for their choice of renewable energy always have priority.

PHASING OUT FOSSIL FUELS

Suppliers to Teknopress are expected to actively work on phasing out fossil fuels. Fossil fuels are the largest source of greenhouse gas emissions that contribute to climate change. To limit the negative impact of climate change on the living conditions for ourselves and future generations, we must leave nearly all of the Earth's remaining known fossil fuel reserves in the ground.

AIR QUALITY

Teknopress's aim is to minimize the impact on air quality as much as possible. Suppliers are expected to work on measures that promote the air quality not being significantly affected by the company's processes. "The air should be so clean that the health of people, as well as animals, plants, and cultural values, is not harmed" is the Parliament's definition of the environmental quality objective "Clean Air."

BIOLOGICAL DIVERSITY

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Biodiversity is the many different forms of life on Earth. It can be simply described as a measure of how many different living organisms exist and encompasses everything in nature.

Suppliers to Teknopress are expected to consider biodiversity in their daily work, which means that nature is rich in variation – that we have several different ecosystems and natural types that make up habitats; many different species within these habitats and ecosystems; and also genetic variation within each species. The concept of biodiversity encompasses everything in nature – such as forests, meadows, and lakes, pines, primroses, and blueberries, moose, beetles, and amoebas.

REUSE AND RECYCLING

Suppliers to Teknopress are expected to recycle and reuse as much of their resources involved in the operations as possible.

When a chemical product or item is reused, it means that something that is no longer waste is used again for the same function it was originally intended for. Preparation for reuse is a recycling process where waste ceases to be waste.

All recycling involves waste management. Recycling can occur either by preparing something that is waste for reuse through control, cleaning, or repair, or by recycling the waste material to replace virgin raw materials. Material recycling includes physical, biological, or chemical processes to treat waste so that it ceases to be waste. An additional form of recycling is "other recycling," which includes energy recovery and refilling with materials such as soil that is considered waste.

SOIL QUALITY

Soil quality cannot be measured directly but is evaluated through indicators. Indicators are measurable properties of soil or plants that provide clues about how well the soil can function. Indicators can be physical, chemical, and biological properties. They can be assessed using qualitative or quantitative techniques.

Good soil quality is the ability of a particular type of soil to function, within natural or managed ecosystem boundaries, to maintain plant and animal productivity, sustain or improve water and air quality, and support human health and habitation.

Suppliers to Teknopress are expected to preserve soil quality in a responsible manner and actively work towards preventing soil contamination.

WHISTLEBLOWING

- Whistleblower service in collaboration with KPMG, which makes it possible to report irregularities by name or anonymously. Available on the company website.

Teknopress Whistleblower service/ Whistleblowing in collaboration with KPMG:

Link: <https://wbreport.amo.kpmg.se/556359-6419> Phone number: 0771402145

EXPORT CONTROLS ECONOMIC SANCTIONS

Export controls and economic sanctions regulations are designed to govern the export of confidential items, technologies or the prohibition of certain transactions. These regulations also manage interactions with embargoed or sanctioned countries, entities

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and individuals. The principles and objectives underlying these measures are multifaceted. Countries impose export controls and economic sanctions to protect national security interests, promote foreign policy and achieve economic and political objectives.

Export controls and economic sanctions are also instrumental tools in promoting foreign policy objectives.

Penalties and charges for non-compliance are the ways export controls and economic sanctions regimes are enforced. Regulations typically stipulate severe consequences for violations, which can include fines, revocation of export privileges and even criminal charges for individuals and entities that fail to adhere to regulations. These penalties serve as a deterrent against non-compliance.

CONFLICT OF INTEREST

Conflict of interest (CoI) can be defined as a situation where the impartial and objective exercise of the functions is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other direct or indirect personal interest.

TRUST AND COOPERATION

Teknopress expects all suppliers to respect the Code of Conduct and to actively do their utmost to achieve this standard

Teknopress believe in collaboration and we are willing to work with our suppliers to find realistic solutions for all occasions. Teknopress is prepared to consider cultural differences and other factors that may vary from country to country, but we will not compromise on the basic requirements of safety and human rights.

ACKNOWLEDGEMENT AND COMPLIANCE

By entering into a business relationship with Teknopress, we acknowledge our understanding and commitment to complying with this Code of Conduct for Suppliers.

Company

Name

Title

Date and place

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