

# Code of Conduct for Suppliers



Borlänge Energi

<b>01.</b>	About the Code of Conduct	3
<b>02.</b>	Human Rights and Labor Practices	4
<b>03.</b>	Health and Safety	5
<b>04.</b>	Environment	6
<b>05.</b>	Responsible Business Practices	7

# 01. About the Code of Conduct

## Our Code of Conduct

**Borlänge Energi is a committed community builder. Everything we do is based on the best interests of our customers and the municipality, both today and for future generations. With our operations in electricity, power generation, heating, cooling, urban networks, recycling, and water, we are an important part of our customers' daily lives.**

The Code of Conduct that applies to AB Borlänge Energi and AB Borlänge Energi Elnät is essential for us to maintain our values and create added value for customers, employees, suppliers, and owners.

### Purpose

The purpose of a Code of Conduct for suppliers is to reduce the risk of violations of human rights and to protect individuals, regardless of nationality, working within our supply chains. Through our Code of Conduct, we want to contribute, together with suppliers, to ensure that goods and services are produced under sustainable and responsible conditions.

### Introduction

The foundation of Borlänge Energi's Code of Conduct is based on our core values of Respect, Commitment, and Sustainability, and the ten principles of the UN Global Compact ([www.unglobalcompact.org](http://www.unglobalcompact.org)) in the areas of:

- Human Rights and Labor Law
- Health and Safety
- Environment
- Responsible Business Practices

The Code of Conduct is also based on the eight core conventions of the ILO and the UN Convention on the Rights of the Child.

### Scope

The Code of Conduct specifies the minimum requirements we set for our suppliers, in addition to the laws and regulations that govern suppliers' operations. It is the suppliers' responsibility to ensure that these minimum requirements are also applied to subcontractors. The supplier must pass on the requirements of this Code of Conduct to its subcontractors.

The Code of Conduct applies to all suppliers of Borlänge Energi and is attached to the contract that is signed.

### Follow-up and Control

Suppliers must establish appropriate control systems and follow up on deviations from the principles stated in the Code of Conduct. The supplier must be aware of the risks in the production and supply chain where deviations from the requirements in this Code of Conduct may occur and be able to specify how they work to minimize and address these risks. Upon request, a documented risk analysis must be shared with Borlänge Energi. If negative effects on human rights are identified, the root causes must be investigated, and appropriate measures implemented.

Borlänge Energi reserves the right to conduct audits, either itself or through a third party of the supplier's or its subcontractors' operations that are relevant to the Code of Conduct.



## 02. Human Rights and Labor Practices

### Prohibition of Child Labor

Suppliers shall not participate in or benefit from any form of child labor. If child labor is discovered, a remedial action plan must be implemented.

Suppliers must not employ children under the minimum age for employment or the age for completion of compulsory education in the country. Suppliers must not employ workers under the age of 18 for work deemed hazardous under national law.

### Prohibition of Discrimination and Harassment

Suppliers must not engage in any form of discrimination based on factors such as gender, gender expression, sexual orientation, age, language, nationality, religion or belief, ethnic or social origin, economic reasons, disability, pregnancy, indigenous status, union affiliation, or political opinion.

Suppliers must treat everyone fairly and with respect and must not tolerate any form of physical or psychological harassment, threats, or abuse. Suppliers also have a duty not to tolerate unwanted sexual advances.

### Prohibition of Forced Labor

Suppliers must not use forced labor, such as by retaining workers' identity documents or using coercion or threats to force a person to work.

### Fair Employment Conditions

Workers must have the right to freely leave their jobs or terminate their employment with reasonable notice. Suppliers are further required to ensure that employees have lawful working hours, wages, and benefits.

Wages must be paid directly to the employee on the agreed-upon time and in full. All employment conditions, including compensation, working hours, vacation, leave, and holidays, must comply with applicable laws and regulations, particularly mandatory industry standards. Overtime must be paid.

### Freedom of Association and Collective Bargaining

Suppliers must recognize and respect employees' rights to freely organize in any trade union of their choice and respect the right to collective bargaining. Suppliers are also required to allow employees to appoint an independent workers' representative.

Employees must also be able to communicate openly with employers about working conditions without fear of, for example, harassment, threats, or punishment.



## 03. Health and Safety

Suppliers must provide a safe and healthy work environment that complies with national guidelines. For example, relevant training must be provided, and instructions must be available in a language understood by the employees.

### **Risk and Crisis Management**

A risk analysis of the operation is a basis for working towards a safe work environment. Incidents and injuries must be reported, and measures must be introduced and followed up by the suppliers. Suppliers must have an updated crisis management plan and educate and train the staff responsible for handling potential crises. Procedures for assessing, prioritizing, and addressing crises must be in place.

### **Workplace Conditions and Protective Equipment**

Suppliers must ensure that workers are informed of any health risks the work may entail and provide appropriate workplace safety training. All workers must have access to and use the appropriate protective equipment.

### **Chemicals Management**

Suppliers must ensure that all chemicals used are documented in a continuously updated register. Information about the chemicals' names, areas of use, and references to safety data sheets must be available. Safety data sheets must be accessible in languages understood by the relevant employees. All chemicals must be stored, handled, and transported so that soil, water, and air are not contaminated, and the risk of fire or explosion is minimized.

### **Zero Tolerance for Alcohol and Drugs**

All work must be carried out without the influence of alcohol and drugs. Drugs refer to narcotics, non-medical use of pharmaceuticals, and anabolic steroids. If alcohol or drug abuse is suspected or detected, it must be handled according to specific action programs.

# 04. Environment



## Systematic Environmental Work

Suppliers must actively strive to conduct systematic environmental work and have good knowledge of the environmental impact of their operations from a life cycle perspective.

## Complying with Environmental Legislation

Suppliers must comply with the environmental laws and regulations relevant to the agreed work. Suppliers must also ensure that they have and maintain all necessary permits and licenses.

## Reduced Environmental Impact and the Precautionary Principle

Suppliers must reduce their environmental impact as much as possible.

Suppliers must handle hazardous substances responsibly to avoid emissions. Where possible, suppliers must replace hazardous substances with less harmful ones.

Resources such as water and energy must be used efficiently, and the impact on biodiversity and ecosystem services should be minimized.

Suppliers must apply the precautionary principle if there is a threat of serious or irreversible damage. Suppliers should also take preventive measures as soon as there is reason to believe that an activity could harm the environment or human health. Suppliers must also respect the "polluter pays" principle where applicable.

# 05. Responsible Business Practices



Suppliers must conduct their business with high ethical integrity and in accordance with applicable national and international legislation as well as internationally agreed business ethics rules.

## Anti-Corruption

Suppliers must follow local and international anti-corruption conventions and not themselves participate in or cause Borlänge Energi to participate in any form of corruption, including extortion, embezzlement, bribery, and money laundering.

Suppliers must not offer or accept any benefits or other improper or inappropriate advantages to, for example, secure a decision, gain an advantage, avoid a disadvantage, or establish or maintain a business relationship.

The supplier must have established procedures to prevent irregularities in their own operations and those of subcontractors.

## Safe Products

Suppliers must take responsibility for delivering safe products by complying with rules and regulations related to safety and quality requirements, such as CE marking.

## Reporting Irregularities

Suppliers are obliged to have a mechanism that allows for reporting of comments, recommendations, or complaints concerning the workplace, environment, or business practices, a so-called whistleblower function.

## Prohibited Competition

Suppliers must respect and comply with applicable competition laws, including the obligation not to exchange commercially sensitive and strategic information with competitors or to enter into anti-competitive agreements with any business partner.

## Information Security

Suppliers must process personal data in accordance with applicable laws, regulations, and directives. Suppliers must also minimize the risk of information theft, for example, by establishing procedures and instructions for secure information management.

## Intellectual Property

Suppliers must respect intellectual property rights and protect confidential information by securing it against misuse, theft, fraud, or improper disclosure.



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