

# 3rd Edition



# Code of Conduct

Mälarplast AB and Roltex Nordic AB are suppliers of plastic products and services.

We want our clients to feel confident that when they purchase a product or service from us, they can be sure that the product has been manufactured in an environment where people are treated with dignity and respect and that every measurement is taken in the development of a sustainable society.

Mälarplast AB and Roltex Nordic AB works according to this CoC and requires our suppliers also to comply with this CoC.

By signing this code of conduct the supplier commits to working proactively to meet these requirements within its operation and supply chain.

The requirements are based on UN Universal Declaration of Human Rights, The UN Convention against corruption 58/4 of 31 October 2003, The UN Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), OECD's Guidelines for Multinational Enterprises, relevant ILO conventions and recommendations as well as our own thoughts regarding these issues.



**Peter Wall**

VD Mälarplast AB & Roltex Nordic AB

# Contents

<b>1.0</b>	<b>Legal requirements</b>	<b>4</b>
<b>2.0</b>	<b>Child labour</b>	<b>4</b>
<b>3.0</b>	<b>Workers' rights</b>	<b>5</b>
<b>4.0</b>	<b>Basic health and safety</b>	<b>8</b>
<b>5.0</b>	<b>Corruption</b>	<b>9</b>
<b>6.0</b>	<b>Product safety</b>	<b>9</b>
<b>7.0</b>	<b>Environment</b>	<b>10</b>
<b>8.0</b>	<b>Management system</b>	<b>11</b>
<b>9.0</b>	<b>Compliance</b>	<b>11</b>

## 1.0 Legal requirements

Suppliers to Mälarplast and Roltex Nordic shall comply with laws and regulations in the country of their operation. If any requirement specified in this Code should be in conflict with the law of the country of operation, the law shall take precedence.

Each supplier to Mälarplast and Roltex Nordic shall ensure that all its employees receive adequate information and training in relation to all relevant legal, regulatory and internal requirements that apply to their jobs.

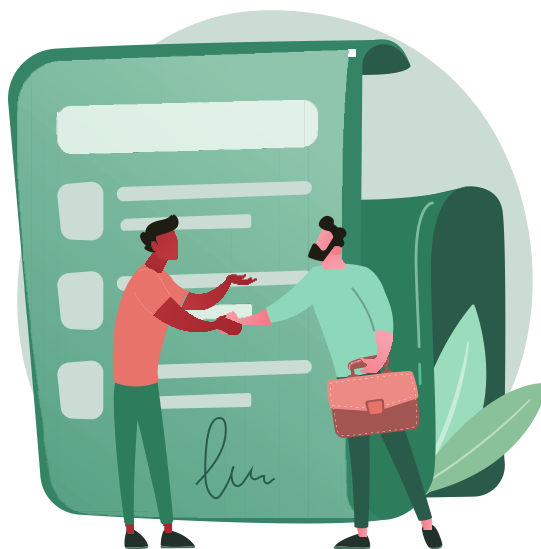
## 2.0 Child labour

Mälarplast and Roltex Nordic does not accept child labour.

A child is a person younger than 15 years of age, or as an exception, 14 years of age in countries referred to in article 2.4 of ILO's convention No. 138.

**2.1.** If a supplier employs persons between the age of 15 and 18, these young persons shall not be allowed to perform any hazardous work, including night work, in accordance with the ILO Convention No. 138

**2.2.** The supplier shall establish and implement a child labour policy ensuring that no child labour is employed.



## 3.0 Workers' rights

All employees must be treated with dignity and respect. We value special consideration for pregnant women.

### 3.1. Basic Employment Rights

**3.1.1.** Mälarplast and Roltex Nordic does not accept forced, bonded or prison labour as defined in ILO convention no. 29 and 105.

**3.1.4.** Employees with the same experience and qualifications must receive equal pay for equal work. (ILO convention No. 100).

**3.1.5.** Special compulsory health tests as genetic mapping, HIV and pregnancy tests are not allowed prior to or during employment (unless the work can pose serious health risks for an employee who is pregnant or HIV positive) and the results of such voluntary tests must not constitute grounds for dismissal.

**3.1.6.** Corporal punishment or the threat thereof, unreasonable disciplinary measures, mental or physical coercion, verbal abuse, sexual or other harassment and violations of an employee are completely unacceptable.

**3.1.7.** All employees must be able to enjoy their legal right to form or join a trade union and participate in collective bargaining without threat of reprisal, intimidation or harassment. (ILO convention No 87, 98, 135).

**3.1.8.** In countries where freedom of association is restricted the company must endeavor to create an environment where company management and employees can discuss salaries and working conditions in a non-threatening manner.

**3.1.9.** Employees must have right to carry out demonstrations pertaining to working conditions and the consequences of the company's operations without risking punishment.

**3.1.10.** All employees are entitled to a written labour contract in accordance with the law.

### **3.2. Reasonable wages (ILO convention No 131)**

**3.2.1.** Wages must be paid regularly, directly to the employee at the agreed time and in full.

**3.2.2.** Wages must be on or above the legal minimum level or prevailing industry standard, whichever is greater, and be sufficient to cover basic needs for the employee and their family and provide some additional income. The statutory minimum wage is the lowest acceptable, but not the recommended wage level.

**3.2.3.** All overtime hours must be compensated according to the law.

**3.2.4.** All employees should be entitled to a payslip clearly stating all wages including overtime compensation, hours worked, benefits, legal deduction, bonuses and other relevant posts in a comprehensible manner.

**3.2.5.** To make unfair or illegal deductions from the wage or remove benefits as a disciplinary measure is not permitted.

### **3.3. Reasonable working hours (ILO convention No 1)**

**3.3.1.** The ordinary working hours may not exceed the legal limit and should not exceed 48 hours per week.

**3.3.2.** Each employee is informed at the time of hiring if mandatory overtime is a condition of employment. Overtime should not be requested on a regular basis.

**3.3.3.** Overtime should not exceed legal restrictions.

**3.3.4.** All employees have the right to at least one whole day off every week.

**3.3.5.** Employees must have the right to a statutory holiday period and legally stipulated leaves, including sick leave and maternity/paternity leave, without any negative consequences. (ILO convention no 132).



## 4.0 Basic health and safety

All employees shall be provided with a safe and healthy work environment. The supplier should establish written health and safety policies and implement a system to ensure occupational health safety. (ILO's convention No 187).

**4.1.** All employees should receive regular and documented training in health and safety issues. New employees must be offered this training in connection with the introduction course at the workplace.

**4.2.** All work premises must be planned and established from a fire safety perspective and be regularly checked in order to maintain the fire safety on a day to day basis, by for example maintaining marked emergency exits and functioning fire escape routes which facilitate complete evacuation of the premises.

**4.3.** Employees shall be protected from over exposure to chemical, biological or physical hazards. Special considerations should be given to protecting pregnant women in this respect.

**4.4.** Safety information relating to hazardous materials must be available to educate, train, and protect employees from hazards.

**4.5.** All employees must be provided with free access to clean drinking water and hygienic toilets.

**4.6.** The work premises must be well lit, adequately ventilated and kept at a tolerable temperature and noise level.

**4.7.** Suppliers in developing countries are encouraged to provide free or subsidized meals for their employees.

**4.8.** If a supplier provides accommodation to its personnel, each employee must have the right to his/her own bed. Separate sleeping areas, toilets and showers must be provided for men and women. Employees must have the right to leave their accommodation and workplace freely during their leisure time.

All requirements under 4.2 should also be met for accommodation. 5.1. Suppliers may not pay or accept bribes.

## 5.0 Corruption

Mälarplast and Roltex Nordic does not accept any form of corruption, a fact applicable to all our business dealings and transactions in all countries in which we operate. We expect our suppliers to conduct all their business in fair competition and in compliance with applicable law (The UN Convention against Corruption 55/61 of 4 December 2000 and OECD's Guidelines for Multinational Enterprises).

**5.1.** Suppliers may not pay or accept bribes.

**5.2.** The supplier should maintain the same high business ethics in business or government relationships.

**5.3.** The supplier should establish and implement an anti-corruption policy.

**5.4.** All forms of inappropriate influence must have disciplinary repercussions.

## 6.0 Product safety

All manufactured products must meet the highest quality and safety standards.



## 7.0 Environment

We require that our suppliers comply with current environmental legislation in all aspects of their business operations and obtain all legally required permits, licenses and registrations applicable for their business. Reference: OECD's guidelines for multinational enterprises. The supplier shall always use the precautionary principle by using the safest process or material from an environmental point of view and use natural resources responsibly.

**7.1.** The supplier should introduce and maintain a suitable environmental management system or equivalent in order to minimize environmental risks, and continuously improve the company's environmental performance.

**7.2.** Any waste, wastewater or emissions with the potential to adversely impact human or environmental health shall be appropriately stored, managed, controlled, disposed of and treated prior to release into the environment.

**7.3.** The supplier should develop an environmental emergency plan with systems in place to prevent accidental discharge or release or any other environmental emergency, and to notify local community authorities in case of the same.



## 8.0 Management system

The supplier is expected to strive towards continuous improvement in its work with the Code of Conduct. We encourage the supplier to implement the Code of Conduct into an existing management system or to introduce a management system in the workplace.

Clearly communicated roles and responsibilities, implemented policies and routines, along with functioning control systems, is the foundation for a successful implementation of the Code of Conduct.

## 9.0 Compliance

Mälarplast and Roltex Nordic expect their suppliers to respect the Code of Conduct and to actively do the utmost to achieve its requirements in their own organization and their supply chain. This should be done by cooperating in a transparent manner with Mälarplast and Roltex Nordic, by for example granting us access to relevant documentation and premises.

Mälarplast and Roltex Nordic reserve the right to carry out announced and unannounced audits to all premises producing our goods at anytime, either by us or by an independent third party of our choice.

Repeated or severe violation of this Code of Conduct may damage the future cooperation with Mälarplast and Roltex Nordic.



Mälarplast AB  
Hejargatan 14, 632 29 Eskilstuna  
016 51 72 40 | [info@malarplast.se](mailto:info@malarplast.se) | [www.malarplast.se](http://www.malarplast.se)  
VAT: SE556742485701

Roltex Nordic AB  
Hejargatan 14, 632 29 Eskilstuna  
016 51 72 40 | [info@roltex.com](mailto:info@roltex.com) | [www.roltex.com](http://www.roltex.com)  
VAT: SE556071876801

