



# Kinnarps Code of Conduct



# Content

<b>Introduction</b>	<b>3</b>
- Kinnarps Basic Values	
<b>How Kinnarps fulfil the responsibilities</b>	<b>4</b>
- Corporate Compliance	
- Supplier Compliance	
<b>Requirements</b>	<b>5-6</b>
- Human Rights	
- Labour Standars	
- Environment	
- Anti - Corruption	

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# Introduction

**Kinnarps has had its roots in the fertile Swedish countryside since the company was founded by Jarl and Evy Andersson in 1942. From the beginning Kinnarps was a small family owned manufacturer of furniture for offices and has now become Europe's third largest provider of workspace interior solutions. High quality and low environmental impact encompass the entire chain – from raw material to finished solutions for the workspace.**

**Since 1942 Kinnarps has expanded and is now located in 36 countries. Kinnarps is still a wholly owned family company and the business concept is still the same – we take responsibility for the whole chain. Our factories are exclusively located in Sweden at five different locations including the village of Kinnarp, where it all started.**

**For further information, please visit; [www.kinnarps.com](http://www.kinnarps.com)**

## **Kinnarps Basic Values**

Strenuous Rights at Work and labour standards, respect for the environment and social responsibility is a natural part of the Swedish culture. These issues are reflected in the Kinnarps basic values which are important to us and we work systematically to ensure that they are adopted by the whole organisation. Kinnarps basic values are a direct heritage from Kinnarps' founders which colours all our operations – all the way from how we do business to how we interact together.

### **1. Forward-thinking spirit and creativity**

We endeavour to pursue development and always see opportunities. We aim to be creative, dare to be different and dare to do what nobody else has done. We work effectively, persevere and always strive to do better.

### **2. Independence and professionalism**

We endeavour to trust our own knowledge and skills and believe in the opportunities that present themselves. We perform our work in such a way that you can be proud of your profession and strive after personal development.

### **3. Honesty and humility**

We endeavour to be open and honest in all communication and behave respectfully towards all people, regardless of their status or role. We comply with laws and regulations and keep your promises.

### **4. Responsibility and understanding connections**

We endeavour to take responsibility, be thrifty with resources and carry out operations in such a way that they can be sustained. We go to the source with problems and find out the real needs for a long-term solution. We understand connections, predict consequences, take all aspects into consideration, evaluate and balance.

## How Kinnarps fulfil the responsibilities

To ensure that our way of doing business in a responsible manner is maintained in all aspects of the company, we have created the Kinnarps Code of Conduct. Its purpose is to stipulate conditions in the fields of human rights, labour standards, environmental management and anti-corruption criteria to be followed and respected by all persons who work for or in partnership with Kinnarps.

In order to ensure that our work with these issues is carried out in an accountable way, Kinnarps has based its Code of Conduct on the United Nations Global Compacts\* ten principles. This is done in order to make the commitment clear to employees, suppliers, customers and other stakeholders. The principles are regulated and monitored through our management systems and Kinnarps compliance to the Code of Conduct is monitored through internal auditing and supplier evaluation.

### Corporate Compliance

We work in accordance with our basic values and our corporate strategy to protect human rights, promote fair employment and working conditions, to fight corruption and to achieve a long term sustainability in our daily operation.

Through this, Kinnarps requires that all its international operational units and employees comply with the Code of Conduct in addition to compliance with all relevant national and international laws, regulations and standards– even if Kinnarps Code of Conduct stipulates a higher standard.

Employees who violate Kinnarps Code of Conduct are subject to disciplinary action. If violations against this Code are reported the person reporting are not to be retaliated in any way for making such a report. In all instances the rights and privacy of both the reporting person and the one accused of violations are to be adequately protected and assured.

### Supplier Compliance

The Code of Conduct is applicable to all Kinnarps operations and to any part that contributes to Kinnarps products, services or business activities from the supply chain. Kinnarps therefore requires suppliers to comply with the Kinnarps Code of Conduct – even if the Kinnarps Code of Conduct stipulates a higher standard than is required by law. This compliance shall be verified by providing information and/or allowing access to the suppliers premises upon request, to allow verification of compliance in a satisfactory way.

Acceptance and compliance of the requirements in the Code of Conduct shall be effective immediately upon a reached agreement. Evidence and verification of compliance shall be presented upon request. Compliance is verified and maintained through audits (second or third party) or through other appropriated verification.

The Supplier is requested to accept responsibility to ensure that its employees and subcontractors are informed and in compliance with the Kinnarps Code of Conduct.

Identified and/or reported violation of the Code is properly investigated. Violations can lead up to and including termination of contract.

# Requirements

## Human Rights

We support and respect the protection of international human rights and will ensure that we are not complicit in human rights abuse.

## Labour Standards

### *Freedom of Association*

All employees are, as far as any relevant laws allow, free to form and to join or not to join trade unions or similar external representative organisations and to bargain collectively if they are a member of such a group.

### *Forced Labour*

Employees are free to leave their employment after reasonable notice as required by national law or regulated through contract. No forced, bonded or compulsory labour is used and employees are not required to lodge deposits of money or identity papers as part of their employment.

### *Employment Conditions*

We work to ensure that employees understand their employment conditions. The conditions are based on terms that ensure fair and reasonable pay that comply with national laws or industry standards (whichever is higher) and stipulate minimum wages. Working hours are included in these employment conditions to ensure compliance with national laws and that they are not excessive.

### *Child Labour*

We support the ILO Convention on minimum age and child labour. No person below the minimum legal age is employed, which means the age of completion of compulsory schooling, or no less than 15 years of age.

Children, persons below the age of 18, are not employed for hazardous work or work that is incoherent with the child's personal development (health, physical, mental, spiritual, moral and/or social development). All work that is carried out by children is supported and supervised to ensure the best interest of the child.

### *Elimination of Discrimination*

All employees are treated with respect and dignity. All forms of corporal punishment, physical or verbal abuse, unlawful harassment, threats and/or intimidation are prohibited.

All kinds of discrimination based on prejudice or partiality is prohibited, such as discrimination based on sex, race, colour, sexual orientation, pregnancy, parental and/or marital status, religion, political opinion, nationality, ethnic, indigenous and/or social background or status, disability, age, union membership and any other characteristic protected by local law as applicable.

Employees with the same qualifications, experience and performance shall receive equal pay for equal work with respect to their relevant comparators.

### *Working Conditions*

In accordance with international standards and national laws, we provide a safe and healthy working environment for employees. This includes appropriate information and training to employees regarding health and safety.

# Requirements

## Environment

We work with environmental questions within our work for reaching a long-term sustainability. Our efforts are characterized by our view of sustainability, derived from The Natural Steps four system conditions that state;

*In the sustainable society, nature is not subject to systematically increasing:*

1. concentrations of substances extracted from the Earth's crust,
2. concentrations of substances produced by society,
3. degradation by physical means and, in that society...
4. people are not subject to conditions that systematically undermine their capacity to meet their needs.

This means that the use of finite resources shall be minimized as far as possible. We make this possible by creating smarter and innovative products and processes which means a minimised environmental burden through a lesser use of energy, raw materials, chemicals and water. We take it upon ourselves to ensure that our raw materials are produced in a responsible manner and that we take back any of our products from customers for re-use and recycling whenever this is possible.

## Anti-Corruption

We do not tolerate any form of extortion and/or bribery to or from employees or organisations. This includes improper offers for payment in order to influence any form of business negotiation that includes employees, customers, suppliers or any individual working for, with or on behalf of Kinnarps.

Our definition of bribes and corrupt behaviour is based on chapter IV in the OECD's guidelines for multi-national corporations. Companies or corporate representatives shall not, direct or indirect, give, offer or provide improper payment or bribe to second party on the premises of gaining improper advantage for own or other parts benefit. Further on, companies or corporate representatives shall not, direct or indirect, accept or demand improper payment, bribe or improper advantage from second party.



