

# SBK Moving - Code of Conduct

## 1. Basic Conduct

### Legal Compliance:

- Comply with the laws of the applicable jurisdiction(s).

### Competition and Antitrust Law:

- Support honest and fair competition.
- Do not tolerate any form of unethical or illegal business practice.
- Do not gain unfair advantage through manipulation, secrecy, or misuse of confidential information.
- Do not enter into agreements between competitors aimed at restricting or avoiding competition.
- Act in accordance with applicable antitrust laws.

### Prohibition of Corruption and Bribery:

- Do not tolerate or engage in any form of corruption or bribery, including any unlawful payment offer or similar inducement to government officials to influence decision-making.

### Combating Money Laundering and Terrorist Financing:

- Do not tolerate unlawful actions in the receipt of funds.
- Fulfill the duties of due diligence in combating money laundering and terrorist financing.

### Prohibition of Child Labour:

- Recognize and respect the rights of children.
- Do not hire workers who do not have a minimum age of 15 years.
- Protect the rights of young workers.
- Comply with International Labour Organisation (ILO) Conventions 138 and 182 prohibiting child labour.

## 2. Behaviour Towards Employees

### Respect for the Fundamental Rights of Employees:

- Promote equal opportunities and equal treatment of employees regardless of skin colour, race, nationality, social origin, disability, sexual orientation, political or religious beliefs, gender, or age.
- Respect the personal dignity, privacy, and personal rights of each individual.
- Do not employ or force anyone to work against their will.

- Do not tolerate unacceptable treatment of workers, such as psychological hardship, sexual and personal harassment, or discrimination.
- Do not tolerate conduct (including gestures, language, and physical contact) that is sexual, coercive, threatening, abusive, or exploitative.
- Provide adequate remuneration and ensure the national minimum wage set by law.
- Comply with the maximum working hours established by law in each country.
- Recognize workers' freedom of association and neither favour nor discriminate against members of workers' organizations or trade unions.

#### **Employee Health and Safety:**

- Assume responsibility for health and safety towards employees.
- Contain risks and ensure the best possible precautionary measures against accidents and occupational diseases.
- Provide training and ensure that all employees are knowledgeable about occupational safety.
- Establish and implement an appropriate occupational safety management system.

### **3. Conduct Towards Customers**

- When dealing with business partners (customers, suppliers, cooperation partners) and government institutions, strictly separate the interests of the company and the private interests of employees on both sides.
- Make actions and (purchase) decisions free of considerations unrelated to the subject matter and personal interests.
- Ensure that behaviour towards customers is always ethically correct, respectful, and professional.

### **4. Environmental Protection**

- Observe environmental protection with regard to legal norms and international standards.
- Minimize environmental pollution and continuously improve environmental protection.
- Establish and implement an appropriate environmental management system.

### **5. Control of Compliance**

#### **Compliance in the Supply Chain:**

- Appropriately promote compliance with the contents of the Code of Conduct by suppliers.
- Comply with the principles of non-discrimination in supplier selection and dealings with suppliers.

**Compliance by Employees:**

- Every SBK Moving employee complies with this Code of Conduct without exception.

**6. Violations and Sanctions**

- Punish violations of the Code of Conduct and internal directives, for which the respective superiors are responsible.
- Implement the following sanctions in the event of infringement:
  - Reference
  - Notice
  - Indemnity
  - Criminal charge

**7. Agreement:**

If you become a supplier to SBK Moving, you automatically agree to the requirements set forth in the Anti-Bribery & Anti-Corruption and Data Protection policy. If, for any reason, you do not agree to these requirements, please contact SBK Moving immediately.

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