

Infobric Group

Supplier Code of Conduct

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Related documents: Code of Conduct	Security Level: External		

Introduction

At Infobric, we strive to conduct business according to the highest possible ethical and sustainability standards and we expect all our Suppliers, and their sub-suppliers, to share our values.

The purpose of this Supplier Code of Conduct (hereinafter referred to as the “Code”) is to articulate our expectations and help our Suppliers put these values into practice so that we can earn and maintain the trust of our combined stakeholders and to contribute to improving living conditions for people and the environment.

The Code applies to all those who are our suppliers (including sub-suppliers and affiliates), vendors and producers of goods or providers of services to us, hereinafter referred to as **“Suppliers”** or **“You”**. It is your responsibility as a Supplier to us to make sure that the content of the Code is communicated, understood, and acted upon internally by all employees, and to ensure that all your sub-suppliers and partners abide by the requirements in the Code.

General and Legal Requirements

The Code sets the minimum requirements regarding values, ethical principles, and standards of Infobric Group for conducting sustainable business and is based on the ten principles of the UN Global Compact as well as its underlying conventions and declarations.

In addition, Infobric Group’s general rule is that our suppliers must, in all their activities, follow the national laws in the countries in which they operate. Should any requirements in this Code conflict with the national law in any country or territory, the law must always be followed. In any such case, the supplier must notify Infobric Group immediately. Infobric Group’s requirements may exceed the requirements set out in national law.

The 10 Principles of the UN Global Compact

Our Supplier Code of Conduct is based on the 10 principles of the UN Global Compact and on our values. The UN's Global Compact consists of 10 principles divided into 4 areas – human rights, labor law, environment and anti-corruption.

Human Rights

Principle 1

Businesses should support and respect the protection of internationally proclaimed human rights; and

Principle 2

Make sure that they are not complicit in human rights abuses

Labor Law

Principle 3

Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 4

the elimination of all forms of forced and compulsory labour;

Principle 5

the effective abolition of child labour; and

Principle 6

the elimination of discrimination in respect of employment and occupation.

Environment

Principle 7

Businesses should support a precautionary approach to environmental challenges;

Principle 8

undertake initiatives to promote greater environmental responsibility; and

Principle 9

encourage the development and diffusion of environmentally friendly technologies.

Anti-corruption

Principle 10

Businesses should work against corruption in all its forms, including extortion and bribery.

Our Mission & Values

Infobric Group's Purpose: We help build a better world.

Infobric Group's Vision: Be a cornerstone in building a sustainable society.

Infobric Group's Mission: To create software solutions that set new standards for a resource-efficient and sustainable construction industry.

Infobric Group's Core Values:



Embrace Challenge

We are not afraid of big challenges, we raise the bar and embrace failing as a critical part of success.



Achieve Together

We are one company in many locations. We inspire big thinking and help colleagues and customers succeed.



Be your Best self

We strive for constant improvement, take ownership and contribute to a happy and healthy workplace.



Do the Right thing

We seek to do the right thing even when it's costly, we treat each other with respect and make sustainability a priority.



Focus Areas

Human Rights

We take the right to decent working conditions for everyone involved in any aspect of our operations or value chain seriously. Internationally recognised human rights shall be known, protected, and respected. We expect our Suppliers to ensure that there is no direct or indirect violation of human rights in their operations or those of sub-suppliers. The below paragraphs highlight areas of specific attention to us.

Child labour

We prohibit child labour. Children under the minimum working age as established by local law shall not be used as labour force. Regardless of local regulations, children or minors below fifteen years of age shall never be employed. Employees under the age of eighteen shall not carry out hazardous work, heavy work, or work night shifts.

Modern slavery

All work shall be voluntary, and modern slavery is never accepted in any form, including forced or debt-bonded labour, trafficking, indentured, and slave labour.

Equality, diversity, and non-discrimination

Equality and diversity shall be promoted in remuneration plans, recruitment processes, promotions, trainings, and in policies concerning parental leave. All employees shall be treated with dignity and respect. Discrimination, verbal, physical, or visual, including, but not limited to gender, gender identity, race, age, sexual orientation, pregnancy status, religion, ethnicity, mental or physical disability, or medical condition is never permitted in any form.

Pregnancy and/or parenthood shall not be considered grounds for termination under any circumstance.

Working Conditions

We take pride in providing a pleasant, clean, and healthy workplace for all, where employees feel safe and supported in their work efforts and daily activities, accepting no form of harassment, discrimination, or exploitation. We fully expect all our Suppliers to do the same.

Freedom of association and collective bargaining

All employees shall be free to form, join, or not to join a trade union or employee organisation of their choice. All employees shall also retain the right to bargain collectively.

Wages and benefits

Employees shall be paid equal pay for equal work, at a minimum a living wage, sufficient to cover basic needs for the employee as well as provide some discretionary income. Wages must be paid directly to the employee at least once a month. No unfair deductions are allowed. Overtime compensation shall be paid at a premium rate. All employees shall be provided with adequate insurance.

Working hours

Employees shall not be forced to work more than 48 hours per week. Overtime hours are allowed in accordance with the laws of the country of employment. A system to document and verify working time (regular, overtime, and compensation) shall be in place. Employees shall be given at least one day off in every seven-day period and have sufficient time to rest between shifts. Employees shall be entitled to contractual holidays, sick leave, and parental leave.

Workplace health and safety

All employees shall have access to a safe, clean, and healthy workplace in line with internationally declared human rights. At each workplace where occupational hazards have been listed together with preventative measures, a risk assessment must be conducted and accessible to all employees. Injuries and accidents occurring at all work premises shall be logged in a record and investigated with preventative measures introduced and progress monitored. All employees must receive adequate training to perform their work in a safe way. Safety instructions, evacuation drills, fire safety, first-aid training, and work-specific training shall be documented and provided regularly in a language understandable to all employees.

Environmental responsibility

We believe that everyone must play their part in contributing to solving our global challenges on climate change and environmental degradation. We expect all our Suppliers to conduct business with as little impact on the environment and public health as possible. We expect Suppliers to set, work towards and report on ambitious targets to reduce negative impact on all dimensions material to their business.

Sustainable use of resources

All resources used, including raw material, energy and water must be handled responsibly. Efforts shall be made to reduce emissions of greenhouse gases and resource usage from production and operations activities, through e.g. using renewable energy sources, sourcing water without negatively impacting surrounding water sources, and reusing or recycling water when possible. When choosing means of transportation for people and goods, the choice with the least greenhouse gas emissions shall be used whenever possible.

Waste management and recycling

The choice of input material in production processes shall be made to ensure as little impact on the environment as possible, and the amount of waste (solid, effluent or fugitive) shall be continuously minimised. Waste shall be recycled or sent to modern waste plants where the waste can be separated and properly disposed of.

Chemicals and hazardous substances

Chemicals and hazardous substances shall be eliminated when possible or kept to an absolute minimum. If chemicals or hazardous substances are used, it is a must to ensure safe chemical handling including storage and disposal. It is not allowed to use hazardous substances restricted under the European Union directives REACH and ROHS. Substances used shall be marked with instructions and a Material Safety Data Sheet (MSDS).

Anti-corruption

We do not accept corruption in any form, including, but not limited to bribery, facilitation payments, and nepotism. We expect all our Suppliers to take appropriate measures to prevent, detect and remedy financial crime including, but not limited to, extortion, money laundering, and fraud. This includes the principles outlined below.

Bribery and gifts

A bribe occurs when a person requests, receives, offers, pays, seeks, or accepts an offer or an improper advantage or reward in connection with his or her position, office, or assignment. Financial or non-financial advantages shall never be offered or promised to any person or organisation in order to obtain any preferential treatment. Neither shall they be accepted from any person or organisation looking to obtain preferential treatment.

Conflicts of interest, nepotism, and cronyism

A conflict of interest arises when personal interests are inconsistent with business interests, which may create conflicting loyalties. All forms of conflict of interest, nepotism, or cronyism on every management level and in all facets of the business shall be prevented and withdrawn from. Situations where conflicts of interest might arise shall be avoided and there shall be openness and transparency with vendors when conflicts of interest do occur, and in such cases withdraw from decision-making.

Competition

Suppliers shall refrain from, actively assess the risk of, and take appropriate action to detect any type of anti-competitive behavior including, but not limited to, entering into discussions or agreements with competitors regarding price fixing, market sharing, bid rigging, or other similar illicit activities.

Data Protection

We consider privacy and personal data protection to be fundamental rights and expect all Suppliers to respect and protect these rights.

Data processing shall be subject to adequate organisational and technical protective measures, ensuring that employees', customers', and other business partners' right to integrity and privacy is respected at all times. No one shall be subjected to arbitrary interference with his/her privacy, family, home, or correspondence, nor to attacks upon his/her honour and reputation.

Personal data processed on behalf of vendors shall be subject to adequate data protection.

Monitoring and Enforcement

Audits, inspections, follow-up, and standard reviews shall be accepted at all premises, whether announced or unannounced. Insight into systems during internal audits or through independent third parties shall be granted. On request, You shall provide the appropriate resources and documentation at any time of inspection.

In case of significant violations of the Code, we hold the right to terminate contracts.

Reporting Concerns

All employees shall feel free and encouraged to report incidents of non-compliance, suspected misconduct, or other irregularities using the appropriate reporting channels. Those who do report concerns shall not be faced with personal repercussions such as financial disadvantage or threats of contract termination. Whistleblowing functions and other anonymous reporting channels shall be managed and monitored by third parties, providing all employees with the right to report serious wrongdoings without fear of retaliation.

In addition, we expect our Suppliers to notify us when reports are made, or when incidents of non-compliance, suspected misconduct, or other irregularities are discovered by management.

Acknowledgement of this Code

Suppliers who work for or with the Supplier and who are in receipt of the Code agree to:

- Adhere to the requirements and expectations set out in the Code;
- Provide complete and accurate information to facilitate Supplier due diligence efforts undertaken by Supplier
- Comply with the applicable laws and regulations in the country or countries where they operate.



infobric

We help build a better world.