

Saku Metall Group Supplier Code of Conduct

Introduction

Saku Metall is dedicated to conducting its business with integrity, ethics, and social responsibility. We expect the same level of commitment from our Suppliers. Reliable, sustainable, and ethical business practices are essential to us throughout the entire supply chain, benefiting both us and our partners. The Supplier Code of Conduct outlines a list of values, standards, and principles that Saku Metall expects from Suppliers for a trustworthy collaboration. Saku Metall may, with prior notification, conduct audits to assess compliance with the requirements and expectations derived from the Supplier Code of Conduct, and the results of these audits can impact the partnership with the Supplier.

Legislation

The Supplier adheres to all applicable laws, regulations, and industry standards. This encompasses, among other things, legislation related to labor, occupational health and safety, and environmental protection. For Saku Metall, legal requirements are the minimum objectives. Results exceeding legal requirements, such as the use of best practices, are highly valued. In cases where applicable legal requirements conflict with the principles outlined in the Supplier Code of Conduct, the Supplier follows the highest standards that align with the relevant laws.

Ethical Business Practices

- Supplier's business operations are guided by ethical principles and are open to transparent collaboration.
- The Supplier implements principles of fair, transparent, and impartial management, which avoid conflicts of interest and fraud risks.
- Saku Metall does not tolerate participation in corruption, bribery cases, or other illegal or unethical activities.

- Collaboration with individuals and entities subject to international sanctions, as well as involvement in money laundering, is not acceptable.
- The Supplier values honest advertising and refrains from using unsubstantiated claims to promote its products and/or services. All claims about products are verifiable.
- The Supplier confirms orders to Saku Metall within the time frame referenced in the contract or purchase order.
- The Supplier promptly informs Saku Metall of any changes in delivery schedules and contributes to resolving potential issues resulting from delivery delays.

Product Quality

Products and services meet applicable legislative and contractual quality and safety requirements. The Supplier is aware of product composition, adheres to the RoHS directive and REACH regulation, and ensures relevant documentation is provided to Saku Metall upon initial product delivery and upon request.

Human Rights

The Supplier ensures a safe and secure working environment for its employees and implements measures to prevent workplace accidents. The Supplier provides guidance to employees regarding health risk prevention and safe work practices.

The Saku Metall supply chain upholds voluntary employment relationships and guarantees freedom of association. The Supplier does not engage in forced labor or child labor, avoids misusing child workers, and respects workers' freedom of association. The Supplier follows the principles of equal opportunities as outlined in the UN Universal Declaration of Human Rights, regardless of age, nationality, race, gender, gender identity or expression, religion, sexual orientation, disability, or any other factor. The wages and applicable working hours provided to employees by the Supplier align with the relevant legislation in the country where the company is registered. The Supplier ensures the protection of employees' personal data in accordance with applicable requirements.

Environmental Responsibility

The Supplier operates responsibly and consciously to minimize its environmental impact. Following the Paris Agreement, the Supplier reduces greenhouse gas emissions, aiming to reduce its carbon footprint and transition towards a carbon-neutral economy. The Supplier actively seeks opportunities to reduce the environmental impact of its operations and products and to minimize waste generation. The Supplier sources and extracts raw materials responsibly, uses materials efficiently, and avoids wasting materials, natural resources, and energy. The Supplier provides documented information about the sources of materials used to ensure supply chain transparency and alignment with Saku Metall's sustainability principles. The Supplier prefers recyclable or environmentally friendly materials with the least negative effects on the environment, and whenever possible, uses materials with a high recycled content.

All packaging materials for delivered goods are labeled with markings indicating the type of packaging material. Where feasible, packaging type and mass are indicated on the invoice or delivery note. The Supplier avoids using composite packaging materials and prefers monomaterials that are easily reusable or recyclable. Saku Metall prefers Suppliers who offer options to return reusable packaging.

Confidentiality

The Supplier maintains the confidentiality of Saku Metall and its customers. The Supplier does not disclose confidential information to third parties or use Saku Metall's business documents (including order history) and trade secrets without prior written consent.

Reporting Violations

We expect Suppliers of Saku Metall to adhere to the Supplier Code of Conduct. Please report known or potential violations to tagasiside@sakumetall.ee. All reports of violations are confidential. The reporter of a violation has the right to remain anonymous.

Noted and confirmed

Company: _____

Company registration number: _____

Signatory: _____

Position: _____

Date: _____

Location: _____

Signature: _____