

Supplier policy Atrium Ljungberg AB

(Resolved at the Board meeting on 14 May 2020)

Atrium Ljungberg’s suppliers are an extension of our own operations. Sustainable and cost-effective supply chains are therefore essential to enable us to work together to contribute to sustainable development.

Purpose and goal

This policy is our code of conduct for suppliers and is based on the company’s core values. It sets out the guidelines that guide and regulate the relationships we have between us and our suppliers and those further down the supply chain. We have created this supplier policy to ensure that the goods and services that we buy have been produced with care for people and the environment.

The supplier policy helps promote continued implementation of the Atrium Ljungberg Group’s commitment to international standards such as Universal Declaration of Human Rights, ILO Core Conventions and the Ten principles of the United Nations Global Compact. The policy specifies the minimum requirements that the Atrium Ljungberg Group’s suppliers must respect and meet in their own operations and supply chain. The supplier policy is essentially based on the Swedish Property Federation’s code of conduct for suppliers.

Atrium Ljungberg is a member of Fossil-Free Sweden 2030 and is involved in various challenges, including the Solar Cell Challenge. The company therefore attaches great importance to working by itself and through suppliers to significantly reduce carbon dioxide emissions. Atrium Ljungberg is also a partner in Byggvarubedomningen, which must be used during the planning process and when suppliers choose materials.

Values

Long-termism

We adopt a long-term approach to both our ownership and our relationships with customers and partners.

Collaboration

We collaborate across borders, creating opportunities for us as a company and for our customers.

Reliability

Our brand must be closely associated with reliability. We deliver what we promise and we honour our handshakes.

Innovative thinking

Innovative thinking throughout the business process gives us the confidence to take our own path and think outside the box.

Responsibility and governance

Atrium Ljungberg’s Board of Directors adopts the company’s supplier policy. It is the CEO and Board of Directors of each subsidiary who are ultimately responsible for ensuring the application of the supplier policy.

Reporting breaches

We encourage our suppliers, subcontractors and partners to report any breaches of this supplier policy either through your contact person at Atrium Ljungberg or anonymously through our whistleblower function at www.al.se. We encourage active dialogue with our suppliers in

issues relating to the supplier policy and other sustainability issues. We will do our utmost to respect and protect anyone who reports breaches of this policy.

Compliance

The policy must be signed by the supplier and any subcontractors. A maximum of two levels of subcontractors may be used for contract work, i.e. the supplier may use one subcontractor, which in turn may hire one subcontractor for itself. By accepting the supplier policy, the supplier undertakes to comply with the policy's requirements in its own operations and in the supply chain, which includes both contractors and goods. This should be achieved by working openly with Atrium Ljungberg and allowing Atrium Ljungberg's staff, or a third party, to perform audits on site. If the supplier deviates from the requirements in the supplier policy and does not make improvements within the agreed time, this will have a negative impact on its business relationship with Atrium Ljungberg and risks the termination of the contract.

BUSINESS ETHICS

The supplier must use honest business practices, promote free competition and maintain high ethical standards in its work. No corruption, abuses of power, bribes or money laundering are allowed. The supplier may not receive, accept a promise of or request an improper benefit for the performance of an assignment (receiving a bribe). Similarly, the supplier may not provide, promise or offer an improper benefit for the performance of an assignment (giving a bribe).

Entertainment

Openness and moderation must be shown when organising entertainment or giving and receiving gifts, and there must always be a natural link with the business relationship.

Information management

Confidential information relating to Atrium Ljungberg or the operations of Atrium Ljungberg's customers may only be used for the purpose for which it is intended.

Laws and ordinances

The supplier must comply with applicable laws, rules and standards in the countries where they operate and have all the permits, licences and registrations that are required for its operations. All work must be performed under recognised contractual terms that have been approved in accordance with applicable legislation.

ENVIRONMENT and CLIMATE

The supplier must:

- Know about and have control over its environmental impact.
- Work continually on measures to improve the environmental impact of its operations and have at least one clear measurable goal for reducing its impact, for example, for its energy use, CO² emissions or waste.
- Apply the precautionary principle.

The supplier and construction consultants must use Byggsvarubedömningen and work with approved products where possible. Any deviations must be reported in writing and approved by the client. Apply the precautionary principle in general by taking the precautionary measures that are required to prevent, combat or counter damage or harm to people's health or the environment caused by its operations or integrated materials.

- Have a system in place that ensures that waste is disposed of in an environmentally sound way and that promotes recycling and reuse.

- Work to reduce emissions into their air, soil and water, and streamline its use of energy and resources.

Diesel must not be used if possible, but replaced with the best biofuel available. District heating and pellet heating should be prioritised for project heating.

Suppliers that use a lot of transport must be able to report how their drivers are trained/instructed in driving their vehicles in the most environmentally sound way.

Any lorries must meet the Euro 6 environmental standard as a minimum.

Consultants who travel on behalf of Atrium Ljungberg must prioritise travel by train and public transport. Any flights must be approved by the Client.

WORK ENVIRONMENT AND WORKING CONDITIONS

Human rights

The supplier must support and respect internationally proclaimed human rights and treat its employees, subcontractors and other people affected by the operations fairly and with respect for the equal value of all people. The supplier must have procedures in place to evaluate the risk of its operations contributing to the abuse of human rights.

Discrimination and harassment

Atrium Ljungberg does not accept any form of discrimination for whatever reason. There can be no harassment, bullying, threats, or other degrading physical or verbal treatment.

Freedom of association

To the extent permitted by relevant legislation, the supplier's employees are entitled to join trade unions and participate in collective negotiations without risk of retribution, threats or harassment. In countries where trade union freedom is restricted, suppliers must strive for a work environment where company management and employees can discuss work-related issues constructively.

Working conditions

The supplier's employees must have:

- Written employment agreements in a language they understand
- The right to statutory leave, including sick leave and parental leave
- The right to at least one rest day per week. Weekly working hours may not exceed the statutory limit of 60 hours per week, including overtime.
- The right to overtime remuneration.

Wages and salaries must be paid regularly, direct to the employees at the appointed time and in full. Wage and salary deductions cannot be used as a disciplinary measure.

The principles above also apply to people working for the supplier under similar employment conditions.

Forced labour

No-one should be forced to work against their will. No kinds of forced labour are allowed, including work where there is any kind of threat or punishment. Employees are free to end their employment following a reasonable notice period. No employee may be forced to deposit money or identity documents with their employer.

Child labour

Child labour is not allowed. If there is no local legislation for this, no-one is allowed to be employed who is under 15 years old.

Work environment

The supplier is responsible for ensuring that its own work and the work of subcontractors is planned and designed to make the work environment a safe place to be. The supplier must work systematically and preventatively to continually improve its work environment. Ill-health and accidents must be prevented and incidents must be reported.

Employees and anyone working for the supplier must receive regular training in safe working environments, and the relevant information must be easily accessible in a language that every worker understands.

The supplier must provide relevant safety equipment for all employees and is responsible for ensuring that subcontractors provide relevant safety equipment for their employees.

The supplier's staff must not be under the influence of alcohol or drugs during working hours at the workplace. The client is entitled to check this by performing random tests with no advance warning.

The supplier is responsible for ensuring that every worker, irrespective of their employment and contract, is covered by accident insurance.

*Take your time to read through the supplier policy and contact us if you have any questions.
Please sign this document to certify that you accept our supplier policy.*

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Company/supplier

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Representative of the supplier

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Title

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Name in block letters

.....
Place/Date

Updates

This policy must be updated annually or whenever it is deemed necessary, and is adopted at an ordinary Board meeting that follows the inaugural meeting.