



BONAVA SUPPLIER REQUIREMENTS

1. *Scope:* A “Supplier” is any person or legal entity which provides Bonava with products or services. In addition to Suppliers who have a direct contractual relationship with Bonava, this definition also includes all the Suppliers’ direct or indirect subcontractors and other sub-suppliers, and all obligations undertaken and representations made by a Supplier hereunder are undertaken and made also on behalf of and with regard to each of the Supplier’s direct or indirect subcontractors and other sub-suppliers. The Supplier is obliged to ensure that its obligations hereunder are reflected in its agreements and other legal documents with its subcontractors and other sub-suppliers, and shall oblige said parties to do the same in relation to its suppliers and sub-suppliers, and that all the obligations hereunder can be effectively enforced against any and all of said parties. The Supplier shall provide its staff, representatives, partners, suppliers and sub-suppliers with all the information and assistance required for it and all other said parties to be able to comply with the obligations hereunder. Unless otherwise expressly specified, the obligations and regulations contained herein shall be applicable to products as well as services that are used and performed in connection with Bonava’s business activities.
2. *General compliance and Code of Conduct:* The Supplier shall ensure that its services and/or products are at all times in compliance with all applicable laws, regulations, product standards and other norms. Bonava is responsible for providing the Supplier with information about the countries and regions for which the services and/or products are intended. The Supplier shall at all times be aware of and act in accordance with the values and principles expressed in Bonava’s Code of Conduct as far as they are applicable to the Supplier’s contractual obligations towards Bonava.
3. *Universal principles* The Supplier shall as a minimum act in accordance with the following universal principles on human rights, labour, environment and anti-corruption, as stated by the UN Global Compact and stressed by Bonava:

Human Rights

- a. *Principle 1: support and respect for the protection of internationally proclaimed human rights; including respect the personal dignity, privacy and rights of each individual; and prohibit behaviour including gestures, language and physical contact, that is sexual, coercive, threatening, abusive or exploitative;*
- b. *Principle 2: not being complicit in human rights abuses.*

Labour

- c. *Principle 3: to uphold the freedom of association and the effective recognition of the right to collective bargaining;*

- d. *Principle 4: the elimination of all forms of forced and compulsory labour; stressed by Bonava to not use any forced labour, including but not limited to involuntary prison labour, victims of slavery and human trafficking and to allow all employees the choice to leave their employment freely upon reasonable notice*
- e. *Principle 5: the effective abolition of child labour; stressed by Bonava that Suppliers may not tolerate or use child labour as defined by ILO's Minimum Age Convention No. 138 in any stage of the activities;*
- f. *Principle 6: the elimination of discrimination in respect of employment and occupation, including refraining from employment discrimination based on gender, age, ethnicity, nationality, religion, disability, union membership, political affiliation or sexual orientation;*

Environment

- g. *Principle 7: support for a precautionary approach to environmental challenges;*
- h. *Principle 8: undertaking initiatives to promote greater environmental responsibility;*
- i. *Principle 9: encouraging the development and diffusion of environmentally friendly technologies.*

Anti-Corruption

- j. *Principle 10: working against corruption in all its forms, including extortion and bribery.*

4. **Additional human rights and fair labour conditions:** The Supplier shall ensure the observance of human rights and fair labour conditions. In particular, the Supplier shall:
 - a) Compensate employees fairly and comply with local wage regulations and/or collective bargaining agreements, and where such do not exist, compensate employees so, at a minimum, they can meet their basic needs;
 - b) Ensure that working hours, including overtime, do not exceed applicable legal requirements, and where such requirements do not exist, aim to ensure that working hours do not exceed sixty hours per week including overtime; and
 - c) Ensure that employees are allowed at least one uninterrupted day off work per week.
5. **Anti-corruption:** The Supplier shall ensure that no bribes are offered or received in connection with the provision of its services and/or products.
6. **Tax:** The Supplier shall ensure that all its taxes are paid and that it complies with all other obligations related to taxation, including without limitation accounting and payment obligations, at all times.



7. *Environmental, health and safety management:*

- a. The Supplier shall provide a safe and healthy workplace for all its employees and shall conduct its business in an environmentally sustainable way. Bonava encourages the supplier to get certified to ISO 45 001 (former OHSAS 18001) and ISO 14001. The Supplier shall at a minimum fulfil the following:
 - all applicable environmental, health and safety laws, regulations and contractual terms governing the Supplier's assignments shall be duly applied and communicated, with sufficient training provided to relevant personnel.
 - the Supplier shall have a policy, preferably written, to demonstrate management's commitment to environmental and health and safety responsibility.
 - the Supplier shall establish procedures for the effective management of environmental and health and safety risks including connected control measures;
 - the Supplier shall name a competent contact person;
 - the Supplier shall measure and monitor environmental and health and safety performance and hazards.
- b. In case of service/work at a Bonava location the Supplier shall comply with Bonava's site specific rules and regulations, including requirements related to specified environmental or sustainability certification. The Supplier shall ensure that reporting and investigation of hazards, near misses and injuries are done and forwarded to Bonava site management. The Supplier shall also provide Bonava site management with information about its employees' worked hours on a monthly basis.

8. *Environmental information:*

- a. Bonava has targets for climate action approved by Science Based Target initiative including commitment to reduce the absolute scope 1 and 2 GHG emissions by 50% by 2030 from a 2018 base year and to reduce the scope 3 GHG emissions by 50% per production started living unit over the same target period. To align with these targets, Bonava relies on cooperating with suppliers that share the same ambition to reduce climate impact over time. Bonava suppliers must provide Bonava with information to support evaluating the climate impact caused by the supplier relation.
- b. If working according to a certain third party certification is contractually agreed upon, the Supplier shall on request from Bonava provide documents to verify that its products and/or services are in compliance with at every point latest set of criteria for environmental third party certification of buildings and provide information needed for Bonava to document environmental performance. The Supplier is obliged to inform themselves about the requirements and criteria of the environmental certification and may not change its products



and/or services without provision of new approved verifications for Bonava's continued compliance with the environmental certification.

Existent environmental certifications used by Bonava:

Nordic Countries: the Nordic Eco-label (the Swan)

- Swan-labelled Product is most crediting
- Products registered in the Nordic Eco label database is crediting
- Documents verifying that the intended use of the Product does not prevent Swan-labelling of the building is a hygiene requirement

St Petersburg: the Russian Green Zoom

Other: in some designated projects international certifications such as DGNB or BREEAM are applied

9. *Chemicals delivered within EU:* The Supplier shall include Bonava's usage in the safety data sheet of the substances concerned. Bonava shall not be regarded and will not act as an importer of chemical substances or preparations under REACH.
10. *Verification and follow-up:* To ensure and demonstrate compliance with the Bonava Supplier demands, the Supplier shall keep records of all relevant documentation, and provide Bonava with such documentation upon request. To verify the Supplier's compliance, Bonava reserves the right to audit with or without the support of third parties. The Supplier shall provide all reasonable assistance to Bonava and/or its partners to enable and facilitate any such audit. If such an audit yields reasonable grounds for the conclusion that the Supplier does not fully comply with its obligations, the Supplier shall take any and all necessary corrective actions in a timely manner. If the Supplier fails to comply with any such reasonable Bonava instruction, Bonava may take action, including without limitation to suspend or terminate the Supplier's activities as a supplier to Bonava. This shall in no way limit or prejudice Bonava's other rights under its agreements with the Supplier and/or other parties.
11. *Access to remedy in the context of our business relationship:* If the Supplier or its employees should suspect that the Supplier does not comply with the terms of these Supplier Requirements, or that Bonava is not acting in accordance with its Code of Conduct, the Supplier is encouraged to raise its concerns, either directly with Bonava or via Bonava's SpeakUp system.