

# Supplier code of conduct

## **Our obligations**

Our company continuously aim at achieving the highest standards of running a business activity and we constantly require implementation of the best solutions from ourselves. Also regulators, owners, our clients and employees expect this from us. We wish to build a culture of co-responsibility for business practices in the range of occupational health and safety, human rights, ethics in business, concern for employees and local communities as well as care of natural environment in all stages of our activity. This also refers to cooperation with Suppliers. Therefore, we incorporate principles of corporate sustainability and responsibility into the purchasing processes, and DSB Logistics Supplier Code of Conduct forms an integral element of the process of cooperation with Suppliers, including the process of their qualification and assessment. In cooperation with Suppliers we are guided by corporate sustainability and responsibility principles. We support our Suppliers in raising awareness and in developing practices within this scope. We are of the opinion that thanks to dialogue and cooperation with Suppliers for the benefit of corporate sustainability and responsibility we can successfully develop our business and positively influence our Suppliers. We believe that such an attitude will bring benefits to us, our Suppliers as well as our social and business environment.

## **Our expectations towards suppliers**

We cooperate with the best Suppliers who continuously improve their activities in order to satisfy the increasing market expectations. We encourage them to develop and perfect responsible business practices according to the guidelines of DSB Logistics Supplier Code of Conduct. We want to cooperate with Suppliers who understand and share our attitude to corporate sustainability and responsibility, pursue improvement and development of their good practices in areas in which we set ambitious goals to ourselves and which are crucial to us:

## **Social standards**

1. A supplier complies with all legal provisions in the range of occupational health and safety.
2. A supplier ensures safe and healthy conditions for performance of work by implementing procedures, certified systems for management of OHS and/or own safety programmes, good practices and solutions aimed at completely eliminating accidents, avoiding injuries and diseases amongst employees of a supplier, caused by performed work.
3. A supplier seeks to mark out goals in the range of safety in order to minimise hazards - monitors, analyses and documents achievement of these objectives and implementation of his activities pursuing constant development of occupational safety
4. A supplier complies with all labour law provisions.
5. A supplier ensures equal access to dignified working conditions both for people employed within employment contracts and people performing work for the supplier based on another type of contracts. An employment contract is a preferred form of employment in our supply chain.
6. A supplier does not accept mobbing in a workplace.

7. A supplier in a responsible manner manages employees and workplace (e.g. ensuring development of employees' competences, assurance of occupational safety, balance between professional and private lives of employees etc.) and determines his objectives in this area.
8. A supplier ensures equal treatment in a workplace and does not apply, in his activity, any practices discriminating employees and other stakeholders (e.g. his clients) in view of age, gender, disability, racial origin, religion and any other criterion.
9. A supplier respects the right of employees to organise.
10. A supplier ensures respect of human rights in his activity.

### **Environmental standards**

1. A supplier observes legal provisions in the range of an impact of his activity on natural environment.
2. A supplier assesses his activity from the perspective of a risk of a negative influence on environment and makes an effort to prevent this risk.
3. A supplier seeks to mark out objectives to reduce a negative impact of his activity on natural environment (e.g. in the form of an environmental policy).
4. A supplier seeks to gain raw materials in a responsible manner, taking care of natural environment and/or to consider environmental criteria in his purchasing decisions.
5. A supplier seeks to reduce consumption of raw materials and natural resources, including water, and to manage them rationally
6. A supplier seeks to minimise emissions of greenhouse gases, including carbon dioxide, arising directly or indirectly from the supplier's activity within the scope adequate to a scale and type of activity carried out by the supplier.
7. A supplier observes all legal regulations concerning waste management.
8. A supplier seeks to minimise generation of waste connected with conducted activity.
9. A supplier ensures proper management of generated waste, including cooperation with authorised recipients of generated waste in order to minimise a risk of negative impact of waste on natural environment.

### **Ethical standards and management systems**

1. A supplier has determined objectives of corporate sustainability and responsibility together with implementation measures in the form of a policy, strategy, declaration or another binding document.
2. A supplier prevents any forms of corruption in his activity and implements preventive practices.
3. If any form of corruption is identified, a supplier takes firm remedial steps preventing other incidents of this type.
4. A supplier applies ethical conduct principles in each area of running his activity.
5. A supplier aims at implementing solutions (e.g. trainings for employees in practical use of the conduct code in a workplace etc.) raising awareness of ethical conduct principles in a workplace amongst employees and management staff .

### **Working Hours, Wages and Benefits**

Working hours for suppliers' employees will not exceed the maximum set by the applicable national law. Compensation paid to employees will comply with applicable national wage laws and ensure an adequate standard of living. Unless otherwise provided by local laws, deductions from basic wages as a disciplinary measure will not be permitted (this does not exclude the entitlement of damages on a contractual or legal basis). Suppliers are expected to provide their employees with fair and competitive compensation and benefits. Compensation and benefits should aim at providing an adequate standard of living for employees and their families. Suppliers' employees will be paid in a timely manner. It is recommended that suppliers offer their employees ample training and educational opportunities

### **Child Labor Avoidance**

We do not tolerate child labor in our supply chain. Suppliers should avoid any sort of child labor in their business operations consistent with the International Labour Organization, core labor standards and the United Nations Global Compact principles.

### **Freedom of Association**

Suppliers will be committed to an open and constructive dialogue with their employees and workers' representatives. In accordance with local laws, suppliers will respect the rights of their employees to associate freely, join labor unions, seek representation, join works councils and engage in collective bargaining. Suppliers will not disadvantage employees who act as workers' representatives.

### **Freely Chosen Employment**

We do not tolerate slavery, servitude and forced or compulsory labor and human trafficking in our supply chain. Bonded, indentured or involuntary prison labor is not accepted as well.

### **Fair Competition**

Suppliers will conduct their business in line with fair competition and in accordance with all applicable anti-trust laws.

### **Privacy & Intellectual Property**

Suppliers will safeguard and make only appropriate use of confidential information and ensure that all employees' and business partners' privacy and valid intellectual property rights are protected.

The Supplier Code of Conduct is directed to all Suppliers and Contractors cooperating with DSB Logistics.