

## **JOUTSEN FINLAND OY SUPPLIER CODE OF CONDUCT**

Joutsen Finland Oy is committed to carrying out its business in a sustainable way. Joutsen Finland Oy Code of Conduct's aim is setting up the values and principles that the company and its employees strives to implement in everyday work. In addition to this Code of Conduct, the company strives to maintain legal and ethical standards in all its business practices in order to promote the long-term interests of Joutsen Finland Oy and its stakeholders. Joutsen Finland Oy Supplier Code of Conduct ("Supplier Code of Conduct") is based on international conventions such as the Universal Declaration of Human Rights, key UN conventions, UN Guiding Principles for Business and Human Rights and International Labour Organization (ILO) recommendations respecting the human rights and ensuring sustainable working methods. This Supplier Code of Conduct's aim is setting up the values and principles that the company strives to implement in its supply chains.

Joutsen Finland Oy is focusing on a long-term partnership in our supply chains. Because we favor a long-term partnership, the supplier audits are important for us to ensure that our suppliers follow all the regulations and agreed procedure. To monitor our supplier's conformity with our requirements, the company shall have the right to make visits to all units producing goods for them. It is the responsibility of the company's suppliers to inform their subcontractors about Joutsen Finland Oy's Supplier Code of Conduct. Suppliers are also expected to read, understand and comply with the Supplier Code of Conduct.

### **LEGAL REQUIREMENTS**

All business and other activities of Joutsen Finland Oy shall be carried out strictly in compliance with all applicable laws. All company's suppliers shall follow the national laws in the countries in which they operate. Suppliers shall not engage in any form of corruption, extortion or embezzlement.

### **LABOUR AND HUMAN RIGHTS**

Suppliers shall commit themselves to uphold the human rights of workers. Workers shall be always treated with dignity and respect. All Joutsen Finland Oy's suppliers shall have a written employment contracts with all employees (written in the local language). Suppliers shall recognize and respect employees' freedom of association and right to collective bargaining.

### **No Bonded Labour**

Joutsen Finland Oy's suppliers shall not accept any form of forced, bonded or non-voluntary labour. Every employee shall be treated with respect and dignity. All workers shall have right to leave work and freely terminate their employment without any punishment.

### **Wages and Working Hours**

All Joutsen Finland Oy's suppliers shall respect the right of the workers to receive fair remuneration. Wages must be paid regularly on time, refer to regular working hours and shall reflect the skills, education and experience of the employee. All company's supplier shall also ensure that workers are not required to work more than 48 regular hours per week. Overtime work must be exceptional, always voluntary for employee and compensated in accordance with the law. Overtime hours should not exceed 12 hours per week. Furthermore, suppliers shall grant their workers the right to resting breaks in every working day and the right to at least one day off in every seven days.

**Child labour and Young Workers**

Joutsen Finland Oy does not accept child labour. Suppliers shall not employ children younger than the minimum age for employment in that country. The minimum age is the age of completion of compulsory schooling, or not less than 15 years. All company's suppliers must also follow the legal limitations on the employment of persons below the age 18. Where young workers are employed, business partners should ensure that the kind of work is not harmful to their health or safety.

**No Discrimination**

Joutsen Finland Oy does not accept any discrimination. Suppliers shall not discriminate employee because of gender, age, religion, race, caste, pregnancy, disability, social background, sexual orientation, political opinions, diseases or any other condition that could give rise to discrimination. Workers shall not be harassed or disciplined on any of the grounds listed above. Threats of violence, corporal punishment, physical or verbal abuse, or other unlawful harassment are strictly prohibited.

**Health and Safety**

All Joutsen Finland Oy's suppliers shall ensure a safe and healthy work environment for all employees. The premises must be regularly maintained and cleaned and must provide a healthy working environment in compliance with all applicable laws and regulations. Suppliers shall ensure that there are systems in place to detect, assess, avoid and respond to potential threats to the health and safety of workers.

**ENVIRONMENT**

All Joutsen Finland Oy's suppliers must respect the environment and comply with all environmental laws in the countries in which they operate. Suppliers must have the relevant environmental permits for their operations. Suppliers shall work to improve resource efficiency and reduce waste during their production. All waste must be taken care of in responsible manner and in accordance with local laws.

**Chemicals**

All Joutsen Finland Oy's suppliers shall identify hazardous materials, chemicals and substances, and ensure their safe handling, movement, storage, recycling, reuse and disposal. Suppliers shall follow the current European Chemical regulation REACH. Chemicals shall be handled and stored according to the local legislation. Suppliers shall also ensure that key employees are aware of and trained in product safety practices.

**Animal Welfare**

Joutsen Finland Oy does not accept any harm or cruelty to animals during production. All suppliers shall scrupulously treat animals according to the animal welfare laws and international recommendations. All Joutsen Finland Oy's down suppliers shall use down that is guaranteed to come from responsible sources. The down supply chains are tightly controlled and traceable. Suppliers shall ensure that all down/feathers are derived from dead animals originate from regions free from any notifiable animal diseases. Suppliers shall also ensure that down is not taken from force-fed or live-plucked geese or ducks. On-site inspections and audits at the duck and goose farms are essential to implement regularly. Documents that prove the origin of the down/feathers must be always available.

## COMMITMENT TO THE SUPPLIER CODE OF CONDUCT

Signing up the supplier commit to comply with Joutsen Finland Oy's Supplier Code of Conduct and take the responsibility to inform all subcontractors about it to secure their possibility to comply.

Please submit the signed Supplier Code of Conduct to Joutsen Finland Oy.

\_\_\_\_\_  
Place and date

\_\_\_\_\_  
Company name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title