

A background image showing a close-up of two hands shaking in a firm grip, symbolizing a business agreement or partnership. The hands are wearing white and dark blue sleeves. The background is slightly blurred, showing other people in business attire.

Code of Conduct for Business Partners

The code of conduct defines the common set of principles that all business partners shall follow in their daily work. Automotive Components Floby AB prefers to work with suppliers and customers that share the principles outlined in this code of conduct.

GENERAL RESPONSIBILITIES

Comply with laws and regulations in all countries where the business partner operates. Apply responsible business practices that are reflected and supported in guidelines, decisions and documentation. Integrate the principles of this policy into critical processes.

ECONOMIC AND ORGANISATIONAL RESPONSIBILITIES

ACCOUNTING AND REPORTING

Financial transactions must always be accounted for in accordance with generally accepted accounting principles, and the accounting records must show the nature of all transactions in a correct and non-misleading manner.

TAXATION

In all countries where a business partners conducts operation, the tax laws and regulations of each country must be followed. Where the tax legislation does not provide clear guidance, prudence and transparency must be the guiding principles.

WORK ENVIRONMENT

The necessary conditions for a safe and healthy work environment shall be provided for all employees. Workplace safety is a priority within ACF. Relevant measures for preventing accidents and injuries must be taken. These include minimising inherent risks and providing adequate safety equipment.

MONEY LAUNDERING

Business partners shall not accept, facilitate or support money laundering.

FAIR COMPETITION

Business partners shall neither exchange information nor enter into contracts or agreements with competitors, customers or suppliers in a way that may improperly influence the market or the outcome of a bidding procedure.

Business partners shall use only legitimate methods to gather information about its competitors.

MARKETING AND SALES

Business partners shall present its products and services in a correct manner and comply with applicable regulatory and legal requirements.

Business partners shall not make false statements or provide misleading information about its products or their performance; for instance, with regard to the safety or environmental characteristics of these products.

CUSTOMER OFFERING

Business partners shall ensure that company products meet all applicable regulatory and legislative requirements.

Business partners shall design its products with a focus on the core values of quality, safety and regard for the environment.

DISCRIMINATION

All employees within business partners shall have the same opportunities based on their competence, experience and performance, regardless of gender, religion, age, disability, sexual orientation, nationality, political opinion, union affiliation, social background or ethnic origin.

All employees within business partners shall be treated with respect. Neither discrimination nor illegal threats nor physical or verbal harassment will be tolerated.

ANTI-CORRUPTION

Business partners shall neither participate in nor endorse any form of corrupt practices.

Representatives of business partners shall not offer customers, potential customers, suppliers, consultants, governments, authorities or representatives of such agencies any rewards or benefits contrary to applicable law (or to accepted business practices that are stricter than applicable laws) in order to obtain or retain business or gain any other improper advantage.

Business partners employees shall not accept payments, gifts or other kinds of reimbursement from a third party that could affect or appear to affect their objectivity in making business decisions.

CHILD LABOUR

Child labour will not be tolerated. The minimum age of employment is the age reached upon completion of compulsory schooling, but never less than 18 years.

FREEDOM OF ASSOCIATION

Business partners respects the right of all its staff members to join a trade union in order to represent their interests as employees, to form any kind of organisation, and to negotiate salaries, whether collectively or individually. Business partners shall respect the recognised unions. An employee's right to refrain from joining a union shall be equally respected.

Business partners shall notify trade union representatives and relevant authorities of any major changes in the business in accordance with applicable law.

WORKING HOURS AND SALARIES

Business partners shall comply with applicable laws, agreements and industry standards regarding working hours, salaries and holidays.

POLITICAL INVOLVEMENT

Business partners shall adopt a neutral position with regard to political parties and candidates for public administration. Neither the names nor assets of business partners companies may be used to support the interests of political parties or candidates for public administration.

SOCIAL RESPONSIBILITIES

HUMAN RIGHTS

Business partners shall support and respect the protection of internationally proclaimed human rights and ensure that the company is not complicit in the abuse of human rights.

COMPULSORY LABOUR

Business partners shall neither engage in nor support compulsory labour, bondage or slavery. Nor shall business partners require any form of deposit from its employees or confiscate their ID documents.

All employees are free to leave their employment once reasonable notice has been given as required by law and contract.

ENVIRONMENTAL RESPONSIBILITIES

RESOURCE EFFICIENCY

Business partners' products and processes must be designed in such a way that energy, natural resources and raw materials are used efficiently, and waste and residual products minimised.

THE PRECAUTIONARY PRINCIPLE

Business partners shall avoid using materials and methods posing environmental or health risks where suitable alternatives are available. Special emphasis should be placed on evaluating any risks that existing or future substances and processes could bring in order to minimise the negative environmental impact.

RESPONSIBILITY FOR COMPLIANCE

Business partner managers are responsible for implementation and for informing employees about their rights, obligations and areas of responsibility, as well as for conveying the content and spirit of this document throughout the organisation. In introducing this document, managers are responsible for directing information as appropriate to ensure that it is received by all employees.

Floby, Date: 01/03/17

Adopted by the ACF management team