

# **MINIMUM SUSTAINA- BILITY REQUIRE- MENTS FOR SUPPLIERS OF ERILLISVERKOT**

Supplier Code of Conduct

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## 1. General

Erillisverkot is a wholly state-owned special-purpose company. We are committed to responsible operating practices and their development. The Erillisverkot Code of Conduct applies to all of our employees. The Code of Conduct has been drawn up in observance of the UN Global Compact initiative, the UN Guiding Principles on Business and Human Rights as well as the OECD Guidelines for Multinational Enterprises.

Erillisverkot and its customers support sustainable development and social responsibility. We want to ensure that the products, services and solutions we purchase are produced in a socially responsible and environmentally sustainable manner.

Our network of service providers and suppliers and good cooperation are important elements of our operating model. We want the contractual partners who supply Erillisverkot with goods and services to recognise Erillisverkot's socially responsible mission and commit to a high standard of responsibility with regard to the economic, social and environmental impacts of their operations. Operations and collaboration between Erillisverkot and its customers must be open, transparent and dialogue-driven.

## 2. Regulatory compliance and good business practices

When supplying Erillisverkot with products, services, solutions and goods, suppliers shall comply with applicable regulations, minimum requirements specified by Erillisverkot or separately agreed corporate responsibility requirements. Suppliers shall ensure and monitor the regulatory compliance of their respective suppliers and the responsibility requirements pertaining to deliveries made to Erillisverkot.

The UN Convention against Corruption constitutes the starting point for good business practices. Suppliers shall not directly or indirectly offer payment or other consideration to any party for the purpose of obtaining or retaining business or to achieve unmerited gains in their operations. Suppliers shall not directly or indirectly request or receive payment or other compensation from a third party that could influence the supplier's business decisions. Suppliers shall

- reject all forms of corruption, including extortion and bribery. Suppliers shall not offer, promise or give any gifts or hospitality that may lead to dependency or the expectation of a favour in return.
- reject money laundering in all of its forms.
- ensure and monitor that there are no individuals subject to a business prohibition amongst the members of their governing bodies, the governing bodies of their suppliers/subcontractors or people having a decision making role in any of these companies the parties that exercise control over the entity.
- be committed to fair and ethical competition.
- ensure the non-disclosure of confidential information pertaining to business operations.
- maintain accurate and appropriate financial and other information concerning their business in the relevant registers maintained by the authorities.
- appropriately manage their business-related payment obligations and other obligations, including obligations to their suppliers/subcontractors.

To prevent the negative impacts associated with minerals from high-risk regions, suppliers shall implement a conflict area operating policy in accordance with the OECD guidelines or other corresponding standards. Suppliers shall require and monitor compliance with the operating policy in their supply chain.

### 3. Human rights and work

Everyone's contribution at work shall be respected and the occupational well-being of employees shall be appropriately looked after. Suppliers shall observe the internationally recognised human rights, the international human rights commitments of their operating countries and the applicable national laws and regulations. Suppliers shall:

- avoid causing or contributing to adverse human rights impacts in their operations and, where necessary, undertake corrective measures and provide information on human rights.
- look for ways to prevent or mitigate adverse human rights impacts that are directly related to the products, services and solutions sold by the company or the company's operations or services through a business relationship, even where the company does not contribute to the adverse impacts in question.
- support the acceptance of diversity and equal opportunities for employees.

The suppliers' business partners and subcontractors shall also respect human rights. Suppliers shall ensure the responsibility of their operations concerning human rights by implementing the necessary operating practices as well as monitoring and control mechanisms. Suppliers shall:

- recognise the right of employees to organise and to join – or not join – organisations as they choose. Employees shall have the right to collective bargaining.
- prohibit the use of child labour. If child labour is observed, the supplier shall take action in response. The age of starting to work shall be the same as the age at which compulsory education ends, or 15 years at a minimum. Children under 18 years of age shall only be employed in duties whose nature or circumstances are such that they do not have adverse impacts on a child's health, safety or morals. Employees under 18 years of age shall not be used for night work or overtime work.
- prohibit the use of forced labour. Forced labour can be identified by means of the ILO Indicators of Forced Labour.
- treat their employees with dignity and respect and prohibit all forms of discrimination against employees. Discrimination is defined as any unequal treatment of people (segregation, ostracism or favouritism) that is not based on the requirements or quality of the job. Groups that are discriminated against must be supported by positive special treatment where necessary.
- prohibit the harassment of employees. Harassment refers to the inhumane treatment of employees, including sexual harassment and exploitation, corporal punishment, mental or physical coercion and harassment and the threat of such treatment.
- provide the terms of employment in a language understood by the employees.
- pay wages for normal working hours and overtime that, at a minimum, correspond to the national regulations or general industry practices. Legal tender shall be used for the payment of wages. Wages shall be paid directly to the employee, at the agreed time, in their entirety. When employees are paid their wages, they shall be provided with a written pay slip or other itemisation to enable them to verify that the wages are correct. Working over-time shall be voluntary.
- comply with the applicable national legislation concerning working hours. Working hours shall not be unreasonably long and employees must be provided with sufficient periods of rest. As a rule, employees shall have at least one day off in each period of seven days.

#### 4. Occupational safety and health

Safety is an integral aspect of operations at Erillisverkot. The working environment shall be safe, healthy and appropriately maintained for employees. The workplace shall not expose employees to conditions that may pose a hazard to physical or mental health. Suppliers shall:

- ensure that employees are appropriately protected against such exposures as well as occupational health risks caused by hazards that are not dependent on physical factors, such as risks related to fatigue and work-related stress.
- prevent, survey, monitor and report the incidence of work-related accidents, near misses, health hazards and illnesses.
- encourage employees to report accidents and illnesses, near misses, health hazards and potential risk factors.
- survey potential emergencies and prepare the necessary plans and guidelines for them (minimising negative impacts).
- take immediate corrective action when informed of any exposures and hazards.
- ensure that the machinery and tools used at work are equipped with the appropriate protective devices.
- provide employees with training and information on work-related procedures as well as risks and their prevention, including fire safety, hazardous tasks and first aid.
- provide employees with appropriate personal protective equipment as well as document and investigate accidents and hazards related to occupational safety and health.
- provide employees with appropriate occupational health services and ensure that employees have access to appropriate sanitary and break facilities.

In addition to what is described above, safety at Erillisverkot work sites is governed by Erillisverkot's separate safety guidelines and contract terms.

#### 5. The environment

Erillisverkot's critical communication and management services and solutions are developed and maintained under a long-term approach that takes environmental impacts into consideration. Services provided to Erillisverkot are subject to the applicable environmental laws and regulations. Goods and services sold to Erillisverkot shall be produced in an environmentally responsible manner. Waste shall be recycled and/or disposed of in accordance with applicable regulations.

The environmental aspects of Erillisverkot's construction contracts and service procurement are addressed in separate contract terms. Suppliers that deliver equipment and other goods to Erillisverkot shall ensure that valid permits necessary for their manufacture are in place and that the conditions of the permits are adhered to. Suppliers shall:

- observe the Vienna Convention and Montreal Protocol on substances that deplete the ozone layer.
- observe the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and Their Disposal.
- observe the Stockholm Convention on Persistent Organic Pollutants, the procedures outlined in the PIC convention and national environmental legislation.

- measure, monitor and evaluate the environmental impacts of their operations and supply chain as well as strive for the continuous improvement of the environmental friendliness of their operations and the reduction of material consumption and the generation of waste.
- strive to comprehensively assess the total life-cycle environmental impacts of the goods and services they produce and set environmental requirements for their supply chain.

Suppliers are encouraged to:

- use a certified environmental management system or a systematic approach to environmental management that is documented in writing.
- use and develop environmentally friendly solutions.

## 6. Compliance

In the event that a supplier observes an infringement of the minimum requirements documented in this Code of Conduct in their supplier/subcontractor network pertaining to the services, solutions or goods supplied to Erillisverkot, the supplier shall notify Erillisverkot without delay.

To ensure compliance, Erillisverkot shall monitor adherence to these provisions during the term of the contract, either directly or with the help of a third party. To this end, Erillisverkot shall have the right to require suppliers to present accounts and documents within a reasonable time, rectify observed deficiencies and present accounts of the implementation of corrective measures. Erillisverkot shall have the right to audit suppliers and/or their subcontractors in accordance with the terms of the main agreement. In the event that an audit is conducted, it shall be carried out in cooperation with the supplier in question. If the supplier fails to rectify an infringement or deficiency within the agreed time frame or fails to provide an appropriate account of the measures taken to rectify the situation, Erillisverkot shall have the right to cancel the order, suspend ongoing work or terminate the main agreement to which these corporate responsibility requirements are annexed. Infringements may also lead to the supplier in question not being selected in future competitive tendering processes.

Suppliers shall have the necessary agreements in place to ensure that the requirements stipulated by the contract terms and this Code of Conduct are satisfied in the supplier's own operations and in their supply chain. Suppliers shall provide Erillisverkot with an annual monitoring report on the items described in this document.

Reporting infringements: <https://www.erillisverkot.fi/vaarinkaytosepailyn-ilmoittaminen/> (in Finnish)



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