

Apotek Produktion & Laboratorier AB

# Code of Conduct



# Apotek Produktion & Laboratorier AB's Code of Conduct

Apotek Produktion & Laboratorier AB (APL) believes that we have an important role to play in the development of a sustainable society. Suppliers are required to work in cooperation with APL to ensure our business operations are respected and to ensure we reach our sustainability goals.

APL supports the ten principles of the Global Compact on human rights, labour, environment and anti-corruption, and express our intent to implement those principles.

We have, therefore, developed a Code of Conduct for our suppliers. By signing this Code of Conduct the supplier commits to working proactively to meet these requirements within its operations and supply chain.

The requirements are based on the UN's conventions on Human Rights, including Children's Rights, the UN Convention against Corruption 55/61 of 4 December 2000, The UN Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), OECD's Guidelines for Multi-national Enterprises, relevant ILO conventions and recommendations, and The Rio Declaration on Environment and Development, as well as APL's own work with these issues.

We expect our suppliers to follow the requirements that are outlined in the Code of Conduct and work actively to ensure that it is implemented in their organization. Suppliers who fail to ensure that the conditions and requirements outlined in this document are complied with will find that their cooperation with APL is affected.

Repeated or severe violation of this Code of Conduct will damage future cooperation with APL.



## 1. Legal requirements

All suppliers, and their subcontractors, must follow all applicable laws, regulations and standards in the countries in which they operate.

## 2. Child labour

APL does not accept child labour. A child is defined as a person younger than 15 years of age, or as an exception, 14 years of age in countries referred to in article 2.4 of ILO's convention no. 138.

2.1 Young employees (between 15-18 years old) may only be employed in non-hazardous work, if they are above the country's legal age for working and have completed compulsory education.

2.2 The supplier should establish and implement a child labour policy including instructions and routines, ensuring that no child labour is employed.



## 3. Workers' rights

All employees must be treated with dignity and respect.

### 3.1 Basic Rights

3.1.1 APL does not accept forced, bonded or prison labour as defined in ILO convention no 29 and 105.

3.1.2 APL does not accept discrimination, disciplinary measures or given notice on the basis of gender, race, religion, ethnicity, social origin, disability, political opinion, maternity, sickness, marital status, age, sexual orientation or union membership.

3.1.3 Migrant workers should be treated fairly and on an equal basis with local workers.

3.1.4 Special compulsory health tests such as genetic mapping, HIV and pregnancy tests are not allowed prior to or during employment (unless the work can pose serious health risks for an employee who is pregnant or HIV positive) and any results from voluntary tests may in no way constitute grounds for dismissal.

3.1.5 Corporal punishment or the threat thereof, unreasonable disciplinary measures, mental or physical coercion, verbal abuse, sexual or other harassment and violations of an employee are completely unacceptable.

3.1.6 All employees must be able to enjoy their legal right to form or join a trade union and participate in collective bargaining without threat of reprisal, intimidation or harassment.

3.1.7 Employees must have the right to carry out demonstrations pertaining to working conditions and the consequences of the company's operations without risking punishment.

3.1.8 In countries where freedom of association and demonstrations are restricted, the company must endeavour to create an environment where company management and employees can discuss salaries and working conditions in a non-threatening manner.

3.1.9 All employees are entitled to a written labour contract in accordance with the law. This contract must include as a minimum: working hours, salary and benefits. Working hours, salary and benefits must be logged properly.

### 3.2 Reasonable wages

3.2.1 Wages must be paid regularly, directly to the employee at the agreed time and in full.

3.2.2 Wages must be above the legal minimum level or prevailing industry standard. The statutory minimum wage is the lowest acceptable, but not the recommended wage level.

3.2.3 All overtime hours should be compensated according to the law.

3.2.4 All employees should be entitled to a payslip clearly stating all wages, including overtime compensation, hours worked, benefits, legal deductions, bonuses and other relevant posts in a comprehensible manner.

3.2.5 To make unfair or illegal deductions from the wage, or remove benefits as a disciplinary measure, is not permitted.

### 3.3 Reasonable working hours

3.3.1 Ordinary working hours may not exceed the legal limit and should not exceed 48 hours per week.

3.3.2 Each employee must be informed at the time of hiring if mandatory overtime is a condition of employment. Overtime should not be requested on a regular basis.

3.3.3 Overtime should not exceed legal restrictions or a maximum of 12 hours per week.

3.3.4 All employees have the right to at least one whole day off every week.

3.3.5 Employees must have the right to a statutory holiday period and legally stipulated leaves, including sick leave and maternity leave, without any negative consequences.

## 4 Basic health and safety at work

All employees should be provided with a safe and healthy work environment. The supplier should establish written health and safety policies and implement a system to ensure occupational health and safety.

4.1 All employees should receive regular and documented training in health and safety issues. New employees must be offered this training as part of their introduction course at the workplace.

4.2 All work premises should be planned and established from a fire safety perspective. They must also be regularly checked in order to maintain fire safety on a day to day basis, by, for example, maintaining marked emergency exits and functioning fire escape routes which facilitate complete evacuation of the premises.

4.3 Employees must be provided with personal protection equipment and should be protected from over exposure to chemical, biological or physical hazards. Special consideration should be given to protecting pregnant women in this respect.

4.4 Safety information relating to hazardous materials must be available to educate, train, and protect employees from hazards.

4.5 All employees should be provided with free access to clean drinking water and hygienic toilets.

4.6 The work premises should be well lit, adequately ventilated and kept at a tolerable temperature.

4.7 Suppliers in developing countries are encouraged to provide free or subsidised meals for their employees.

4.8 If a supplier provides accommodation for its personnel, each employee should have the right to his/her own bed. Separate sleeping areas, toilets and showers must be provided for men and women. Employees must have the right to leave their accommodation and workplace freely during their leisure time. All requirements under 4.2 should also be met for accommodation.



## 5 Corruption

APL does not accept any form of corruption – a fact applicable to all our business dealings and transactions in all countries in which we operate.

We expect our suppliers to conduct all their business in fair competition and in compliance with applicable law.

5.1 The supplier may not pay or accept bribes.

5.2 The supplier should maintain the same high standard of business ethics in all its business and government relationships.

5.3 The supplier should establish and implement an anti-corruption policy.

5.4 All forms of inappropriate influence must have disciplinary repercussions.

## 6 Environment

We require that our suppliers comply with current environmental legislation in all aspects of their business operations and obtain all legally required permits, licenses and registrations applicable for their business.

6.1 The supplier should introduce and maintain a suitable environmental management system or equivalent in order to minimize environmental risks, and continuously improve the company's environmental performance.

6.2 Any waste, wastewater or emissions with the potential to adversely impact human or environmental health shall be appropriately stored, managed, controlled, disposed of and treated prior to release into the environment.

6.3 The supplier should develop an environmental emergency plan with systems in place to prevent accidental discharge or release, or any other environmental emergency, and to notify local community authorities in case of the same.

6.4 Chemicals must be handled according to a routine protecting humans and the environment from danger.

## 7 Animal welfare

Animal testing should not be used unless alternatives are not scientifically valid or accepted by regulators. If animal testing is carried out, animals should be treated humanely with pain and stress minimized. Animal testing should only be performed after giving consideration to replacing animals, reducing the numbers of animals used, and refining procedures to minimize distress.

## 8 Management system

The supplier is expected to strive towards continuous improvement in its work with the Code of Conduct. The supplier should implement the Code of Conduct into an existing management system, Quality Regulatory Systems, Environmental Systems, or to introduce a management system in the workplace. Clearly communicated roles and responsibilities, implemented policies and routines, along with functioning control systems, provide the foundation for successful implementation of the Code of Conduct.

## 9 Compliance

APL expects its suppliers to respect the Code of Conduct and to do their utmost to achieve its requirements both in their own organisation and their supply chain. This should be carried out by cooperating in a transparent manner with APL, for example, by granting APL access to relevant documentation and premises.

APL reserves the right to carry out announced audits at any premises producing our goods, either by APL or by an independent third party of our choice.

Agents are responsible for ensuring their sub-contractors implement the Code of Conduct and remain in compliance.

APL understands that working with multiple code of conduct agreements may be problematic for some suppliers. Therefore, APL may be willing to accept the supplier's own code of conduct, or similar document, as an alternative after careful reviewing.

