



# Sinituote oy

## Supplier code of conduct

Sinituote Oy (later Sinituote) is a Finnish family-owned company and the leading manufacturer of cleaning equipment in the Nordic countries. The main product categories are household cleaning tools and clothes care products as well as KUNGS car care accessories and SINI Pro professional cleaning products. Our vision is to be a leader in our industry by seamlessly integrating environmental sustainability into every aspect of our operations. We strive to create a positive impact on the planet, leaving a legacy of a healthy and thriving environment for future generations. Our three basic principles consist of not manufacturing unnecessary products but instead long-lasting products and to produce everything possible in Finland.

We believe that success in sustainability is a team effort. By joining forces with responsible businesses, we can all become the preferred choice for those seeking a sustainable future.

Sinituote is committed to the highest ethical standards in our business conduct. We expect our suppliers to uphold similar standards and to conduct their businesses in a responsible manner. This Supplier Code of Conduct (later the Code) outlines the principles that we expect our suppliers to adhere to. Each supplier and its relevant group companies are expected to comply with Sinituote's Code and any additional requirements agreed in the supply agreements.

## Supplier code of conduct

The Code applies to the operations of Sinituote in all parts of the world and to all suppliers who supply goods and services to Sinituote, work for Sinituote, or are otherwise engaged in business with Sinituote.

The Code of Sinituote outlines the essential sustainability practices expected from its business partners. Aligned with the principles of the United Nations Global Compact, the document covers four key areas: business principles, human rights, fair labor standards and environmental protection.

To ensure compliance with our Code of Conduct, Sinituote's suppliers must:

- Regularly document their adherence to the Code.
- Provide Sinituote with any requested information regarding their compliance.
- Allow Sinituote or an independent auditor acting on our behalf to conduct on-site inspections.

Failure to comply with these requirements, such as a serious violation of the Code or a persistent refusal to provide information, may result in Sinituote terminating its business cooperation with the supplier.

## Business principles

The supplier is required to comply with all applicable laws and regulations in the countries they conduct business

### **Anti-corruption, anti-bribery and anti-money laundering**

Sinituote conducts its business with integrity and fairness in all dealings with partners, customers and suppliers. We expect the same commitment from our suppliers, and we have zero tolerance for extortion, bribery or corruption in any form, including any improper offers of payments to or from employees or organizations. Suppliers shall establish and maintain policies and procedures designed to prevent bribery and corruption.

Suppliers shall not offer any gifts or hospitality, which may create an impression of trying to influence in the decision making, to Sinituote representatives. No gifts or hospitality are allowed during a tendering or other decision-making process.

To prevent money laundering, suppliers must have safeguards in place and avoid any activities that could be linked to it.

### **Fair competition**

Suppliers are expected to participate in the market honestly and ethically. This means avoiding cartels and other anti-competitive practices, and ensuring compliance with all competition laws.

### **Confidentiality**

Sinituote expects its suppliers to keep all confidential business information secure. This information should only be used for the specific purposes agreed upon by the parties, and should only be disclosed to those who absolutely need it to fulfill their role in our collaboration

### **Avoiding conflicts of interest**

Any potential conflict of interest to Sinituote shall be raised by the supplier at all times when becoming aware of them

### **Trade compliance**

All applicable laws and regulations regarding export control and export restrictions, as well as economic sanctions imposed by the EU, US, UK or UN shall be complied by the supplier.

### **Plagiarism and Intellectual Property**

Supplier shall conduct compliance with copyright and ethical standards. It is forbidden to copy other people's works and present them as your own.

It is prohibited to infringe, copy or misuse of intellectual property rights, such as patents, copyrights and trademarks. All materials used shall be legal and used properly.

## Human and labor rights

Sinituote is committed to upholding the fundamental rights outlined in the Universal Declaration of Human Rights and the core principles established by the International Labor Organization's eight fundamental conventions. These principles form the foundation of Sinituote's Human Rights Commitment. We expect our suppliers to share this commitment and adhere to the following minimum standards.

### **Elimination of Forced Labor**

Sinituote prohibits all forms of forced labor, including modern slavery, human trafficking, and bonded labor. This commitment extends to ensuring that our suppliers treat workers fairly. Employees must be paid their full wages on time and have unrestricted access to their identification documents as well as have the right to move freely within the workplace and their residence (unless there are

legitimate safety concerns). Furthermore, recruitment fees are not permitted, and workers must be recruited ethically without threats or intimidation.

### **Freedom of Association and Collective Bargaining**

Suppliers cannot interfere with workers' right to form or join trade unions and bargain collectively for better wages and working conditions.

### **Non-discrimination and Equal Opportunities**

Sinituote prohibits discrimination in employment based on race, gender, religion, belief, sexual orientation, pregnancy, nationality, or any other factor not based on the requirements of the work. We believe in treating everyone with dignity and respect. Threats, intimidation, or any form of unlawful harassment will not be tolerated. All workers deserve equal opportunities and treatment.

### **Whistleblowing and protection against retaliation**

We endorse whistleblowing and provide protection against reprisals. We recognize the pivotal role whistleblowers play in uncovering misconduct, thus ensuring legal support, anonymity, and safeguarding against retaliatory actions. These measures bolster our integrity and cultivate an open culture of accountability within our organization.

### **Fair Wages and Working Hours**

Workers must be paid fair wages that meet at least the minimum legal requirements, and be paid on time and in full. Working hours must be reasonable and comply with legal limitations. To ensure transparency and empower workers, our suppliers must provide a signed employment contract in a language their employees understand.

### **Elimination of Child Labor**

Sinituote prohibits the employment of children below the minimum legal age. Children should not be engaged in work that is hazardous, interferes with their education or jeopardizes their health, safety or development.

## **Health and safety**

Sinituote is committed to partnering with suppliers who prioritize the well-being of their employees. This means ensuring a safe and healthy work environment that meets all relevant legal requirements. Suppliers are expected to provide their employees and subcontractors with comprehensive health and safety training, information, and protective equipment. Basic amenities such as clean drinking water, toilets, proper ventilation, temperature control, emergency exits, adequate lighting, and access to first-aid supplies must also be readily available. Additionally,

any accommodation provided by the supplier should uphold the same health and safety standards.

### **Prevention of Alcohol and Drug Use in the Workplace**

Sinituote prioritizes a safe and healthy work environment, free from alcohol and drugs. This policy applies to everyone on our premises, including employees of our suppliers and their subcontractors. Our suppliers are expected to take proactive measures to prevent alcohol and drug abuse among their workforce. In some locations, and only where permitted by law, occasional testing may be conducted on supplier employees.

## **Environmental protection**

Sinituote is committed to environmental responsibility throughout our supply chain. We partner with suppliers who share our values and actively work to minimize their environmental impact.

Suppliers are expected to comply with relevant environmental regulations and standards in their operating locations. We encourage continuous improvement in environmental performance, including reducing resource consumption (raw materials, water, energy), protecting biodiversity, and practicing responsible land management as well as to set ambitious goals for reducing greenhouse gas emissions. Suppliers are encouraged to implement an environmental management system, such as ISO 14001 or an equivalent, membership of BCSI/BEPI, to effectively manage their environmental impact.

### **Greenhouse gas emissions**

Suppliers are expected to integrate climate considerations into their business practices, and reducing greenhouse gas emissions should be a priority for suppliers. By implementing sustainable practices, environmental impacts can be minimized.

### **Renewable Energy**

Suppliers are encouraged to prioritize renewable and carbon neutral energy sources whenever feasible. We value honesty and transparency in energy procurement processes and promote sustainable energy solutions through collaboration.

### **Responsible Chemical Management**

Safe and sustainable approach to chemicals is prioritized. Chemical management practices of ourselves and our business partners must be reviewed on a regular basis. We proactively identify potential risks from chemical use and implement strong controls to minimize their impact

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on health and the environment. Whenever possible, we encourage the use of safer alternatives to reduce our overall chemical footprint.

### **Biodiversity**

Suppliers are expected to identify, monitor and control negative impacts on biodiversity. Where possible, actions that have a positive impact on biodiversity are encouraged.

### **Noise emissions**

The applicable legal requirements regarding noise emissions are expected to be met. Suppliers are expected to commit to curbing and reducing noise emissions as much as possible. It is encouraged that best practices and technologies are used to control noise emissions.

### **Soil quality**

All applicable laws and regulations regarding soil protection should be observed. It is assumed that one bears responsibility for preventing and, if necessary, remediating soil pollution. Furthermore, it is important for us to use sustainable practices to respect the soil and preserve its fertility.

### **Land, Forest and Water Rights**

Suppliers shall conduct responsible stewardship of land, forests, and water resources. We believe in open and transparent communication in managing these vital resources. Protecting the environment and biodiversity is a core value, and we actively support the rights of indigenous peoples and local communities to access and manage these resources.