

Supplier Code of Conduct

Introduction

INGLI SWEDEN is the leading wholesaler of pens on the Swedish market. INGLI SWEDEN find it important to acknowledge the ethical, social, and environmental conditions under which our products are produced.

This Code of Conduct is an agreement between INGLI SWEDEN and our suppliers and sub-suppliers.

The agreement contains demands regarding human rights, child labour, forced labour, human rights, working conditions, working environment, health & safety, anti-corruption and environmental conditions.

Suppliers of INGLI SWEDEN must accept and follow this Code of Conduct. Suppliers shall also ensure that sub-suppliers accept and follow this Code of Conduct.

National and international legislation must always be applied.

Suppliers are obliged to reveal where a product is manufactured if required by INGLI SWEDEN.

When signing this agreement, the supplier allows representatives from, or agents working for, INGLI SWEDEN to audit the production chain. These visits can be planned or unplanned.

If the sub-suppliers of INGLI SWEDEN's suppliers are unable to live up to the code, the supplier is obligated to act. It is also essential that INGLI SWEDEN is informed immediately.

If a supplier or sub-supplier do not follow this Code of Conduct, INGLI SWEDEN reserves the right to cancel all orders and business relations unless supplier solve and improve the issues in a timely manner.

1. Child labour

Child labour may not occur, as per ILO Convention No.138 on Minimum Age.

A child (according to article 1 of the United Nations Convention on the Rights of the Child) is a person younger than 18 years.

A child between the ages of 15-18 may be hired to do simpler tasks if the child has completed the mandatory schooling. The child cannot participate in the production line, heavy industry or work that can have a negative impact on the child's health.

If children are found to be working directly or indirectly for the supplier, the latter shall seek a sensitive and satisfactory solution that puts the best interest of the child first.

2. Forced labour

There cannot be any forced, bonded, or involuntary prison labour.

Workers cannot be required to lodge "deposits" or their identity papers with their employer.

Workers are free to leave their employer after reasonable notice.

3. Human rights

We do not accept any form of discrimination and we are committed to enduring equality, diversity, and equal opportunities for all, regardless of ethical background, nationality, age,

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marital status, gender, disability, caste, sexual orientation, trade union, political views or religion.

Production and extraction of raw materials for production shall not contribute to the destruction of the resources and income base for marginalized populations, such as in claiming large land areas or other natural resources on which these populations are dependent.

4. Working conditions

All employees must have the right to join or form trade unions and to bargain collectively.

All employees must adopt an open attitude towards the activities of trade unions and their organizational activities.

All workers must have a contract setting out working hours and wages. Wages and benefits paid for a standard working week must meet, at a minimum, national legal standards or industry benchmark standards. In any event wages should always be enough to meet basic needs and to provide some discretionary income.

All workers shall be provided with written and easily understood information about their employment conditions in respect to wages before they enter employment, and about the particulars of their wages for the pay period concerned each time they are paid.

Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.

Working hours and agreements must comply with national laws and benchmark industry standards, whichever affords greater protection.

In any event, workers shall not on a regular basis be required to work more than 48 hours per week and shall be provided with at least one day off for every 7-day period on average. Overtime shall be voluntary, shall not exceed 12 hours per week, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

5. Working environment

The supplier shall provide a clean and safe working environment, which is bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury caused by the working environment. The supplier shall designate a manager who is responsible for the working environment including appropriate temperature, fresh air, good lighting, and acceptable sanitary conditions.

Supplier shall establish written disciplinary procedures and explain them in clear and understandable terms to workers.

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited. Suppliers shall treat all workers with respect and dignity.

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6. Worker health and safety

Appropriate health and safety information and training must be provided to employees. Safety includes e.g. clearly marked and unblocked exits, emergency exits and evacuation plans on each floor, regularly tested fire alarm and evacuation drills, first aid equipment, safe and correct handling, marking and labelling of chemicals, machinery and work process. No dangerous equipment or unsafe buildings are accepted.

All workers should have the appropriate equipment for protection against injuries or toxic exposure of any kind.

Unlimited access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided free of charge.

Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.

7. Environmental principles

We will abide by all relevant environmental acts and regulations in the countries where we are pursuing corporate activities.

The principle of caution is to be practiced so that any risks to the environment be minimized. Preventive measures are to be taken with a view to limiting polluting emissions and due considerations should be paid to natural cultural values.

Chemical substitutions are to be practiced so that products used are acceptable from the point of view of environmental and health protection and follows the chemicals legislation within REACH.

Suppliers must be able to present specification on the material, production terms and details of the raw material used to produce the products supplied to INGLI SWEDEN. Material Safety Data Sheets shall be available for all chemicals used in production.

Disposal of dangerous and hazardous material must be done in a safe and legal way.

8. Anticorruption

No form of extortion and bribery, including improper offers for payments to or from employees, or organizations, is tolerated.

Supplier must refrain from proposing to an employee any sum of money, gifts, loans, rebates, valuable objects, except for presents or promotional gifts of reasonable value which follow all applicable laws, rules, and regulations.

Company Name:

Name:

Position: Date: