

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 based on the UN Global Compact, the UN Declaration on Human Rights and the International Labor Organization's core conventions (ILO). It is both an agreement and a cooperation between INGLI SWEDEN and our suppliers and sub-suppliers.

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

Suppliers of INGLI SWEDEN shall be committed to follow this Code of Conduct as well as 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 agrees to follow our values and furthermore 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 inform INGLI SWEDEN in order to find a solution.

We strive to achieve the goals set out in the code of conduct, within the whole supply chain. If a supplier or sub-supplier does not follow this Code of Conduct, and is not willing to make necessary improvements, INGLI SWEDEN reserves the right to cancel all orders and business relations. Our goal is however to solve and improve 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.

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

Employees with the same qualifications, experience and performance receive equal wage for work of equal value compared to others who perform the same work under similar working conditions.

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.

Whistle-blower channel
Make sure that there is a whistle-blower channel in place at office and in factory, to handle any incidents of discrimination, health and safety or violations of human rights.

4. Working conditions

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

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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 should bear in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injuries 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.

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Suppliers shall treat all workers with respect and dignity.

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 access to appropriate equipment for protection against injuries or toxic exposure of any kind, free of charge.

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.

Vulnerable individuals such as young workers, new and expecting mothers and persons with disabilities, shall receive special protection.

7. Environmental principles

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

Finite resources are to be used responsibly and with caution. Working methods that reduce every environmental impact associated with our business are favored and systematic environmental work must be conducted, including compliance with applicable legislation.

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.

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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 the REACH regulation.

Products supplied to JI may only exceptionally contain substances included in the Candidate List at levels above 0,1 % by weight at component level.

If substances included in the Candidate List are included in a product, the supplier must tell JI no later than when the article is delivered.

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.

We encourage initiatives to strengthen greater environmental awareness and development of environmentally friendly materials and technologies.

Resource efficiency and energy consumption

Supplier shall monitor, track and document its consumption of natural resources such as water and raw materials, as well as sources of energy in order to be able to identify aspects that supplier can control and can influence fostering opportunities for improvement and minimized consumption. Consumption shall be monitored, tracked and documented on corporate level and provided upon request.

Emissions and waste management

Supplier shall monitor, track and document its emissions to air, water and soil from its facilities and transports as well as the wastewater and solid waste generated by its operations in order to be able to identify aspects that supplier can control and influence fostering opportunities for improvement and minimized emission. All output shall be monitored, tracked and documented.

Suppliers should conduct annual environmental risk assessments any place its facilities are present to exclude possible risks of environmental pollution and degradation. Based on risk assessments, suppliers should take measures to minimize risks where possible.

The supplier is expected to continuously improve its environmental performance in the value chain by means of operational control and monitoring and by focus on awareness and training. Supplier shall seek continual improvement of environmental performance on the basis of sound science and technical and economic feasibility.

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8. Business ethics

Anti-corruption

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

Suppliers must refrain from offering 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.

Prohibition of direct or indirect recruitment fees payable by migrant workers.

Intellectual property

Suppliers must respect intellectual property rights, including patents, trademarks, copyrights and process designs, and confidential and proprietary information. Any transfer or sharing of technology or know-how must be done in a manner that protects intellectual property rights.

Conflict of interest

Suppliers shall do business in an open and transparent way in order to demonstrate that they are an honest and reliable partner.

The supplier shall comply with applicable export controls and economic or trade sanctions and refrain from having trading partners operating in countries that have been boycotted by the UN.