

## Sanoma Supplier Code of Conduct

Sanoma is committed to ethical and responsible conduct in all of its operations and expects the same commitment from all of its suppliers.

This Supplier Code of Conduct sets out the ethical standards and responsible business principles which suppliers are required to comply with in their dealings with Sanoma business units. Suppliers must apply these standards and principles to their employees, affiliates and own suppliers. Sanoma reserves the right to cancel outstanding orders, suspend future orders and/or terminate its contract with suppliers in the event of a material breach of this Supplier Code of Conduct.

This document is based on recognized international standards, principles and best practices. It is not a substitute for, nor should it be considered to override, applicable laws and regulations. Where local industry standards are higher than applicable legal requirements, we expect suppliers to meet the higher standards.

### Responsible business

Suppliers are required to:

- Act in compliance with all applicable anti-corruption laws. Suppliers must not offer, demand, promise or accept bribes, facilitation payments, excessive gifts or hospitality, or anything of value, for the purpose of improperly obtaining or retaining business, or obtaining or providing any improper benefit or advantage. In particular, suppliers must not offer any incentive to Sanoma employees or their family or friends in order to obtain or retain any business, and should not extend business courtesies to Sanoma employees other than basic corporate hospitality and small gifts in line with ordinary local business customs;
- Comply with all applicable laws and international treaties on intellectual property and refrain from infringing either Sanoma's or any third party's intellectual property right;
- Conduct their business in compliance with all applicable antitrust and fair competition laws;
- Comply with all applicable confidentiality or non-disclosure agreements;
- Avoid any interaction with a Sanoma employee that may conflict with that employee's duty to act in the best interests of Sanoma;
- Accurately record and report all business information (including employment data) and comply with applicable laws regarding their completion, accuracy, retention and disposal.
- Ensure that they do not conduct business activities with parties on sanctions lists.
- Comply with all applicable privacy, data protection and information security laws.

### Environment

Suppliers are required to:

- Comply with all applicable environmental laws and regulations regarding the manufacture, storage, disposal and release to the environment of any waste, hazardous materials, air emissions, or related material;
- Obtain and maintain all required environmental permits and registrations, and follow the operational and reporting requirements associated with such permits;
- Monitor, control and appropriately treat wastewater and solid waste generated from operations;

- Reduce or eliminate waste of all types, including water and energy, either at source or by practices such as modifying production, maintenance and facility processes, efficient material use, recycling and re-using materials;
- Identify and manage chemical and other materials posing a hazard if released to the environment in order to ensure their safe handling, movement, storage, recycling or reuse, and disposal.
- Comply with material restrictions and product safety requirements set by applicable laws & regulations, and continuously maintain records of full raw material content data.

## Labour

Suppliers are required to:

- Uphold the human rights of their workers, treat workers with dignity and respect, and ensure that they are able to work in a harassment-free environment. This means that suppliers must not engage in or tolerate sexual harassment, sexual, physical or verbal abuse, physical punishment, mental or physical coercion or any threat of such treatment against workers;
- Not engage in unlawful discrimination (whether on the basis of race or ethnic background, age, gender, sexual orientation, disability, pregnancy, religion, political affiliation, union membership, marital status or other criteria) in the hiring, promotion, compensation, training or other treatment of their workers;
- Not use child labour (meaning the employment of any person under the age of 15 (or 14 in certain developing countries) or the minimum age according to national legislation, whichever is higher (in line with ILO Convention 138 on child labour). Workers under the age of 18 must not perform hazardous work;
- Not use forced, bonded or indentured labour. Workers must be free to leave upon reasonable notice. Workers must not be required to hand over government issued identification, passports or work permits as a condition of employment;
- Ensure that compensation paid to workers complies with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits;
- Ensure that work weeks do not to exceed the maximum number of hours set by local law. A work week should not be more than 60 hours per week, including overtime, except in emergency or unusual situations. Workers shall be allowed at least one day off per seven day week;
- Respect the rights of workers to associate freely, join or not join labor unions, seek representation, or join workers' councils in accordance with local laws;
- Ensure that workers are able to communicate openly with management regarding working conditions without fear of reprisal, intimidation or harassment.

## Health & Safety

Suppliers are required to:

- Maintain a healthy and safe work environment for all employees, in compliance with all applicable health and safety laws and regulations;
- Identify, evaluate and control worker exposure to chemical, biological and physical agents and to other potential safety hazards (including electrical and other energy sources, fire, vehicles and fall hazards) through proper design, engineering, administrative controls, preventative maintenance and safe work procedures. Where hazards cannot be adequately controlled by these means, workers must be provided with appropriate personal protective equipment;
- Identify and assess emergency situations and events, and minimize their impact by implementing emergency plans and response procedures;

- Communicate and make available emergency guidelines to all employees and visitors to sites and periodically reinforce such guidelines by means of communication, awareness campaigns, or participation in planned exercises and drills;
- Provide workers with reasonable access to potable water and adequate sanitary facilities, lighting and ventilation, including at any housing provided for workers;
- Ensure that workers are not disciplined for raising safety concerns.

### **Compliance with this Supplier Code of Conduct**

Suppliers are required to:

- Implement a systematic process to
  - monitor, apply and communicate to relevant employees, affiliates and suppliers all applicable laws, regulations and contractual terms applicable to their business dealings with Sanoma, and
  - identify, monitor and control the environmental, health and safety, labour and responsible business practice risks associated with the supplier's operations;
- Maintain on site all documentation that may be needed to demonstrate compliance with this Supplier Code of Conduct;
- Report to Sanoma [procurement@sanoma.com](mailto:procurement@sanoma.com) any possible infringement (including by actions of supplier's employees, affiliates and its own suppliers) of this Supplier Code of Conduct;
- Implement improvements to achieve compliance in the event of any infringement and submit to Sanoma a report specifying the actions taken and progress made in achieving compliance;
- Permit Sanoma (or a third party engaged by Sanoma and reasonably acceptable to Supplier) to audit Supplier's compliance with this Supplier Code of Conduct, including by means of an inspection of Supplier's facilities, the auditing of books and records relating to employment matters, and private interviews with employees. In case deficiencies are identified during audit, assessments or inspections, the supplier starts a process to correct them and reports back to Sanoma.