

## SUPPLIER REQUIREMENTS – HUMAN RIGHTS CHECK LIST

YES-EU AS (YES-EU) is committed to the highest ethical standards in business. YES-EU strives to ensure that its suppliers, sub-suppliers and business partners adhere to the same high ethical standards, as this is further set out in YES-EU Code of Conduct and YES-EU Compliance Procedure.

This includes that suppliers, sub-suppliers and business partners (hereinafter collectively: "suppliers") shall support and respect the protection of human rights and decent working conditions within their business operations and supply and value chain, as set forth in the UN Guiding Principles on Business and Human Rights (UNGP) and the OECD Guidelines for Multinational Enterprises.

This means that suppliers *inter alia* shall follow these requirements:

- **Forced labour:** No form of forced or compulsory labour shall occur. Workers shall be free to end their employment, and workers' identity papers, etc. shall never be deprived.
- **Child labour:** Minimum age of workers shall not be less than 15 years (or below any higher minimum age set out by local law). Children under 18 years must not perform any form of hazardous work.
- **Right to organise:** Workers shall have the right to establish and join trade unions and organisations of their own choice and to bargain collectively. If such rights are limited by law, suppliers shall facilitate and not hinder alternative mechanisms for free organising and negotiations.
- **Discrimination:** There shall be no discrimination regarding employment, remuneration, promotion, rewards etc., based on ethnicity, caste, religion, age, disability, gender, marital status, sexual orientation, political affiliation, union membership, pregnancy, etc.
- **Treatment and personal freedom:** No form of inhumane or degrading treatment or corporal punishment shall occur. No form of use of violence, harassment or sexual harassment shall be tolerated. Employers shall ensure the respect for personal dignity and personal freedoms, such as freedom of movement, property, religion, speech, private and family life.
- **Health and safety:** A safe and healthy working environment shall be ensured, and measures shall be taken to prevent and minimise hazards, accidents and injuries. This includes ensuring proper safety equipment for workers and machinery, sufficient fire protection, and safe, clean and acceptable facilities.
- **Remuneration:** Workers shall be compensated fairly and timely at a rate equal or greater to the local minimum wage or industry standard, and local wage regulation shall be followed, including on compensating overtime. Monetary penalties and deduction in salary as a disciplinary action is not accepted.
- **Working hours:** Daily and weekly working hours shall not exceed applicable legal requirements, including when it comes to overtime, and workers shall have at least one full day off per week, and daily rest time. Normal work hours per week shall normally not exceed 48 hours.
- **Regular employment:** Legal requirements for regular employment shall not be avoided through use of short time commitments, e.g. contract workers. Wage conditions shall be agreed in writing before start of employment. Workers are entitled to an employment contract in a language they understand.
- **Local population:** The rights of the local population, including the rights of marginalised and indigenous peoples, shall be respected; including when it comes to use of land areas, water and natural resources.

- **Guidelines and routines:** The supplier shall have guidelines, routines and training in place to ensure the above requirements. The guidelines shall be communicated effectively. Workers shall be encouraged to raise concerns and issues without fear of retaliation.
- **Supply chain risk:** Suppliers shall use their best efforts and influence towards ensuring that their own suppliers and business partners respect human and labour rights and comply with the above requirements. Suppliers shall have routines to evaluate and control risk in its supply chain and its own business operations.

*Reporting:* Suppliers shall immediately notify YES-EU of any suspected or known breaches, and provide relevant information upon the request of YES-EU, including information on sub-suppliers and supply chain risk. YES-EU has the right to conduct announced and unannounced audits, inspections, etc.

*Corrections:* In case of breaches, suppliers shall take necessary corrective actions in a timely manner and, when requested, submit an action plan for when and how breaches are to be corrected.

*Consequences:* Significant or repeated breaches or failing to take corrective actions, may lead to sanctions, including termination of the supplier agreement(s) and fines.

*Further specifications:* The above if further specified in YES-EU Compliance Procedure and YES-EU Code of Conduct, which also set out requirements for the supplier on environmental protection, fair trade and competition, anti-corruption, money laundering and conflicts of interests.

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As a supplier or sub-supplier of YES-EU, we hereby declare that our company has read, understand and fulfil the requirements set out and referred to above.

Company name:

Reg. no.:

Date:

Place:

Signature: \_\_\_\_\_

Name:

Job title:

**Appendices:**

*YES-EU Code of Conduct 20220325.pdf*

*YES-EU Compliance Procedure 20220325.pdf*