

Supplier Code of Conduct

Dimex Oy wants to be an attractive business partner and enable customers to place their trust in them. Dimex Oy is committed to ensuring that its procurement practices are transparent, fair and responsible and uphold high standards of integrity. Dimex Oy expects its suppliers (the "Supplier") to conform to the requirements of Dimex Oy's Supplier Code of Conduct in providing goods and services to Dimex Oy, as well as in dealings with their own employees, suppliers and other third parties.

While Dimex Oy recognizes that there are different legal and cultural environments in which its suppliers and their supply chain operate throughout the world, this Supplier Code of Conduct sets forth the basic requirements that all the Supplier/s must meet in order to do business with Dimex Oy. The Supplier Code of Conduct aligns with the International Bill of Human Rights, United Nations Global Compact and The International Labour Organization's declaration of Fundamental Principles and Rights at Work.

1. Laws and Regulations

The Supplier shall comply with all the local laws applicable to its operations. In case a requirement in this Supplier Code of Conduct and national laws or regulations are in contradiction, the Supplier shall comply with whichever is more stringent.

2. Ethical Business Practices

— Corruption and bribery

The Supplier shall not engage in any form of corruption or bribery. In particular, the supplier must not offer services, gifts or any other benefits to Dimex Oy's employees with an intention to affect their behavior in their position held at Dimex Oy.

— Fair competition

The Supplier shall compete fairly and in compliance with all applicable competition and anti-trust laws and regulations.

3. Human and Labor Rights

— Working hours, leave and rest

Employees should not be required to work for over 48 hours per week and should be offered at least one day off per week. Worktime records shall be kept. Working overtime should be explicitly recognized and may not under any conditions create harmful circumstances or outpace a maximal number of 12 hours weekly. Overtime shall be compensated in accordance with national legislation.

— Employment status and wages

Employment terms, including employee rights and obligations, working hours, compensation and payment terms, should be clarified before entering an employment relationship. All employees shall be provided with written employment contract, granting employees with economic and social guarantee. Employment contracts shall be in conformity with local legislation or international working standards, whichever gives better safety to the employee. Employment contracts should be prepared in a language which the employee understands and should enclose restrictively matters related to employee data.

Remuneration shall at a minimum be in accordance with legal or industry minimum standards. Dimex strongly urges its suppliers to provide a living wage to its employees.

Deduction from salaries shall not be used as a punishing method under any conditions. Employees should be sufficiently notified in a language they understand concerning the details of their salaries, among other things salary rates and payment cycle.

— Child labour and age of employees

Child labour is forbidden under any conditions. The minimum age of entering to employment is 15 years, or the age of completion of compulsory schooling, or the minimum age for employment in the country of the supplier, whichever is the highest. To ensure compliance, partners should establish a robust age verification process.

Young employees in the age of 15-17 should not perform tasks or work under conditions, which are likely to harm their health, safety, morals or development.

— Forced labour

Employment should be voluntary and no form of forced or compulsory labour will be tolerated. Employees must be free to discontinue employment and leave work after a reasonable notice to the employer, without financial punishment.

— Freedom of Association

Employees shall be free to join or form trade unions or associate and bargain collectively with no discrimination or threat of discrimination.

— Fair treatment, non-discrimination and equal rights at work

Human rights shall be respected under all conditions and employees shall be treated correspondingly. Principles of equal opportunities form the basis for all aspects of employment relationships. Current or considered new employees should not be discriminated based on age, gender, religion, sexuality, nationality, pregnancy, disability, disease, union membership, political affiliation, or any other condition that could cause discrimination.

Dimex will not tolerate any form or threat of physical, sexual, psychological or verbal harassment or inhuman treatment of employees. Disciplinary procedures shall be fair, clear and communicated to all employees in a language they understand.

4. Occupational Health and Safety

We expect our suppliers to comply with the requirements governing occupational health and safety at an ambitious level. The supplier shall observe occupational health and safety regulations and detect, assess, avoid and respond to health and safety threats. Protective gear shall be provided for free and accident records shall be kept. Emergency exits shall be clearly marked and easily accessible. Employees shall be clearly instructed in a language they understand to evacuate the premises immediately in case of suspected or detected emergency. First aid equipment shall be easily accessible at the premises.

Suppliers shall provide decent working conditions. Suppliers shall provide employees with drinking water, clean toilets, adequate ventilation, proper lighting and rest areas.

5. Environment and climate

The supplier shall comply with all laws, regulations and standards concerning the environment and shall have valid environmental permits for their operations. Dimex urges its suppliers to assess their environmental impacts, develop efficient systems and establish and implement procedures to minimize any adverse impacts of its operations on the environment. The Supplier is encouraged to demonstrate continuous improvements related to environmental responsibility.

The supplier is requested to supply Dimex with verified copies of valid environmental and quality certificates.

No form of animal cruelty shall be tolerated.

— Resource efficiency, circularity and emissions

Suppliers should strive to actively improve their material efficiency, minimize packaging materials and seek to circulate them, and reduce emissions, use of water and chemicals and generation of waste in their operations. The identification and implementation of processes for circulating used clothes is encouraged. The adoption of environmentally friendly technologies is encouraged.

— Chemicals

Chemicals shall be handled and stored in a way that is stated in national legislation. Safe handling, storage and disposal shall be assured in order to protect employees and the environment. The supplier shall provide updated material safety data sheets, when applicable, and any other relevant information that Dimex requests.

6. Grievance mechanisms

The Supplier shall establish or participate in effective grievance mechanism for individuals and communities which may be adversely impacted by its operations.

A grievance mechanism is a formal complaint process through which grievances, or complaints, can be raised and remedied.

7. Compliance with the Supplier Code of Conduct

Suppliers are expected to promptly remedy any noncompliance with the Supplier Code of Conduct with appropriate corrective actions. In all detected or suspected cases of noncompliance with the Supplier Code of Conduct, suppliers and their employees can report their concerns confidentially to [please fill in].

Dimex Oy may request the Supplier to provide information regarding topics covered by this Supplier Code of Conduct and reserves the right to audit the Supplier's activities relevant for this Supplier Code of Conduct, either by itself or by a professional third-party auditor, as well as review and verify implementation of corrective action throughout the supply chain. Dimex Oy reserves the right to terminate any business relationship, where the partner does not comply with the Supplier Code of Conduct.

Leppävirta, 27.1.2021



Riitta Krogerus
Dimex Oy
CEO

Dimex Oy reserves the right to make reasonable changes to the requirements of this Supplier Code of Conduct in case Dimex Oy's own compliance policy is revised. Dimex Oy will notify the supplier of such changes and expects the supplier to accept such reasonable changes.