

# ETHICAL GUIDELINES AND MINIMUM RESPONSIBILITY OBLIGATIONS OF THE PARTNERS OF HONKARAKENNE

Honkarakenne requires its partners to act in accordance with the United Nations Guiding Principles on Business and Human Rights.

## Ethical guidelines

### 1. Compliance with the law

- Partners must comply with the national legislation in force in the country where the goods and services are produced.

### 2. Respect for human rights

- The partner is obliged to respect and promote human rights both in its own operations and in its supply chain.
- The partner will ensure that it does not contribute, directly or indirectly, to undermining of human rights. The partner will not allow human rights to be undermined or benefited from, even if it is a company in its supply chain.

### 3. Obligations relating to terms and conditions of employment and working conditions

- Child labour is prohibited.
- Forced labour is prohibited. All employment relationships must be voluntary, and the employee must always have the right to terminate the employment contract with reasonable notice. A written employment contract must be concluded with the employee in a language that the employee understands.
- All forms of discrimination, harassment and bullying are prohibited. Discrimination refers to any different treatment of people, such as segregation, exclusion or favouritism, which is not based on the requirements or quality of the job but refers to unequal treatment based on prejudice. Harassment and bullying refer to inhumane treatment of workers, including sexual harassment and abuse, corporal punishment, mental or physical coercion and harassment as well as threats of such treatment. The partner must support the acceptance of diversity and equal opportunities for employees.
- The partner respects the right of workers to organise, to join or not to join organisations of their choice, and the right of workers to bargain collectively. The employer respects, within

the context of local legislation, the right and freedom of workers to organise and bargain collectively.

- The salary must be paid directly to the employee in full at the agreed time. No deductions from salary and other benefits may be made for disciplinary purposes. Under no circumstances may the remuneration paid to workers be lower than the minimum wage applicable in the country of employment for the sector concerned or the minimum wage laid down in the applicable collective agreement.
- The working environment, including construction sites, must be healthy and safe for workers. The machinery and equipment used to carry out the work must be equipped with appropriate safety devices, scaffolding and guards. The premises must be equipped with smoke detectors or an equivalent fire alarm system. Emergency escape routes must be clearly marked and must not be blocked or obstructed. Workers must be provided with appropriate protective equipment and training to operate machinery and equipment and to work on construction sites.

#### **4. Environmental protection**

- The production of goods and services must comply with national environmental legislation. The supplier shall ensure that the goods and services it sells are produced in an environmentally responsible manner. The partner measures and monitors the environmental impact of its operations and supply chain and continuously strives to improve the environmental performance of its operations and reduce material use and waste generation. The partner aims to carry out a full life-cycle environmental impact assessment of the goods and services it produces and sets environmental performance requirements for its supply chain.

#### **5. Fight against corruption**

- The partner does not directly or indirectly offer any payment or other consideration to anyone in order to obtain or retain business or to obtain an unearned benefit from its activities. The partner does not directly or indirectly solicit or accept payment or other consideration from a third party in a way that may affect the objectivity of the partner's business decisions.