

## SUPPLIER CODE OF CONDUCT

### 供應商行為準則

Please note that the text above in Chinese is an unofficial translation and is only a guide towards understanding the English text. In case of any divergence between the two texts, the English text has preferential right over the Chinese translation.

請注意以上中文譯本只作參考，如中英文之文義有差別，應以英原文為準。

### INTRODUCTION

Contera/Bygghmax Group is a customer-oriented retailing company, without own manufacturing operations. The corporate culture of the company emphasises a common sense approach to working, competence and commitment as a way of building confidence. We strive to be a good employer and responsible of society. Our goal is to find reliable, good-value products without compromising on products quality and function, responsibility for safe and healthy working conditions, or the environment.

Contera/Bygghmax Group supports the UN's Global Compact and OECD's guidelines for multinational enterprises. We acknowledge that we have a duty to safeguard the human rights of those involved in our enterprise as well as contributing to a sustainable development.

The code of conduct applies to our own business operations and to all our dealing with suppliers of products and services. The code is an integral part of our business and reflects our regard for working conditions, working environments and the environment in general.

Contera/Bygghmax Group requires its suppliers to respect the principles of the Supplier Code of Conduct in their business operations and to comply with it in their business practice. Suppliers of Contera/Bygghmax Group products are responsible for ensuring that their manufacturers fulfil our Supplier Code of Conduct. Suppliers shall provide details of the manufacturers they use upon Contera/Bygghmax Group's request.

If any breach of the supplier Code of Conduct should occur, we encourage our employees and suppliers' employees to report any such breach without risk of reprisal or other negative consequence. Such a report can be made anonymously.

### 簡介

Contera/Bygghmax Group 是一家以顧客為導向的零售公司，沒有自己的製造部門。公司的企業文化強調對工作、能力及承諾的常識方法，以此作為增強信心的方式。

我們致力於成為良好的雇主和社會成員。我們的目標是找到可靠的優質產品，同時保證產品品質和功能，並負責確保安全、健康的工作條件或環境。

Contera/Bygghmax Group 支持《聯合國的全球契約》和《經合組織的多國企業指導方針》。我們認為，我們有責任去維護那些與我們企業相關以及對永續發展有貢獻的人士的人權。

此《行為準則》適用於我們自己的業務運作以及所有我們與產品和服務供應商的交易。此準則是我們業務推行不可分割的一部分，並反映了我們對於工作條件、工作環境和總體環境的注重。

Contera/Bygghmax Group 要求其供應商在業務經營中尊重《供應商行為準則》的精神，並在實務運作上遵行這些原則。

Contera/Bygghmax Group 產品的供應商有責任確保他們的製造商履行我們的《供應商行為準則》。

如果 Contera/Bygghmax Group 提出要求，則供應商必須提供其使用製造商的詳細情況。若有任何違反供應商行為準則的事情發生，我們鼓勵我們的雇員和供應商的雇員能在無報復風險和其他負面後果的情形下舉報任何此種違約行為。此報告可以匿名。

## 1. LEGAL REQUIREMENTS

We expect our suppliers to be aware of the national legislation regarding their business operations in those countries where they operate, and to follow this legislation as a minimum requirement. However, the requirements of the code are not limited to laws, regulations, conventions and guidelines. The requirements of the Supplier Code of Conduct are to be observed in addition to national legislation.

### 1. 法律要求

我們期望我們的供應商必須知道其業務所在國的國家法令，並且以這些法令作為最低遵行標準。

然而，此準則的要求不受限於法律，法規，協約和準則。此《供應商行為準則》的要求是除國家法令外亦必須遵守的。

### 1.1 EU Timber Regulation

The supplier must give access to information describing the timber and timber products, country of harvest, species, quantity, details of the supplier and information on compliance with national legislation.

The supplier must avoid the placement of illegally harvested timber and products derived from such timber on the EU market.

#### 1.1 欧盟木材法规

供应商必须提供描述木材和木材产品、采伐国、树种、数量、供应商详细信息以及遵守国家法规的信息。

供应商必须避免将非法采伐的木材和此类木材衍生的产品投放到欧盟市场。

## 2. WORKING ENVIRONMENT

Employees shall be provided a safe and healthy workplace.

### 2. 工作環境 提供雇員安全、健康的工作場所。

#### 2.1 Health and safety

The supplier must meet the minimum laws and requirements pertaining to working conditions and the working environment. We also require our suppliers to prioritise the health and safety of their employees.

We expect appropriate working protection to be used, equipment and premises to be safe and hazardous substances and waste to be handled in a safe way.

#### 2.1 健康與安全

供應商必須符合與工作條件和工作環境有關的最低法定要求。我們並要求供應商優先考慮雇員的健康和安全。

所以，我們期望他們採用適當的工作保護措施、安全的設備和廠房，並安全地處理危險物質和廢料。

#### 2.2 Housing facilities

If the supplier provides employee housing facilities, these shall be safe and hygienic, and shall provide satisfactory personal privacy and space.

## 2.2 住房設施

如果供應商為雇員提供住房設施，則這些設施必須是安全及衛生的，且應提供適當的個人隱私和空間。

## 3. WORKING CONDITIONS

Contera/Byggmax Group requires its suppliers to respect basic human rights and requires that employees be treated in accordance with the ILO Declaration on Fundamental Principles and Rights at Work (1998).

### 3. 工作條件

Contera/Byggmax Group 要求供應商尊重基本人權，並按國際勞工組織 1998 年發佈的《勞動基本原則與權利宣言》規定對待雇員。

#### 3.1 Discrimination

Contera/Byggmax Group values and respects different cultural backgrounds and traditions. Employees shall be appraised and treated on the basis of their own ability and qualifications to carry out their work, not on the basis of personal characteristics or convictions.

#### 3.1 差別待遇

Contera/Byggmax Group 重視並尊重不同的文化背景和傳統。評估和對待雇員的基礎為雇員的能力和資格，而不是其個人性格或信念。

#### 3.2 Forced labour

No form of forced labour or involuntary or uncompensated work will be accepted. This includes all forms of compulsory agreements and illegal labour. No person may be detained at work against his or her will for any period of time.

#### 3.2 強迫勞動

我們不接受任何形式的強迫勞動、非自願或無補償的工作，包括所有形式的強迫協議和非法勞工。任何時候，任何人都不能在違背其意願的情況下被迫工作。

#### 3.3 Disciplinary practises

Employees shall be treated with respect and dignity. Under no circumstances may any employee be subject to corporal punishment or other forms of physical, sexual or psychological punishment, harassment or coercion. Pay deductions may not be made for disciplinary reasons, unless this is regulated by collective agreement or permitted by law.

#### 3.3 懲戒做法

雇員須受到尊重並擁有尊嚴。在任何情況下，雇員都不能受到體罰，或任何其他形式的身體、性或心理懲罰、騷擾或強迫。除非是集體協議的規定或法律允許，否則不能出於懲戒原因減扣工資。

#### 3.4 Child labour

The UN Convention on the Rights of the Child (1989), the ILO Convention on Minimum Age for Employment (no. 138, 1973) and the ILO Convention concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour (no. 182, 1999) are guidelines for all activities, which take place in the company's name.

No person may be employed below the age for having completed compulsory schooling or under the age of 15 years (or 14 years in those countries referred to in article 2.4 of ILO convention no. 138). If a child is found to be working for a supplier manufacturing Contera/Byggmax Group products, we request that measures are taken to rectify the problem without worsening the child's social situation. If corrective action is not implemented after this situation is brought to our attention, Contera/Byggmax Group will replace the supplier.

### 3.4 童工

《聯合國兒童權利公約》（1989 年），國際勞工組織的《最低就業年齡公約》（第 138 號，1973 年），以及國際勞工組織發佈的《禁止和立即行動消除最惡劣形式的童工勞動公約》（第 182 號，1999 年），是所有以公司名義從事的活動的指導原則。不得雇用年齡低於完成義務教育所需年齡或 15 歲（如果是國際勞工組織第 138 號公約第 2.4 條提到的國家，則為 14 歲）的任何人。

如果發現有兒童為 Contera/Byggmax Group 產品的供應商工作，我們要求採取措施予以糾正，而且不能使該兒童的社會狀況惡化。如果在我們注意到此情況後供應商沒有執行糾正措施，Contera/Byggmax Group 將更換供應商。

### 3.5 Wages and working hours

Suppliers shall stipulate working hours and pay wages and overtime pay as a minimum in accordance with national laws and agreements, or in accordance with local industry standards. Employees are entitled to a contract of employment.

### 3.5 工資和工作時間

供應商須以國家法律和協議或地方產業標準，作為規定工作時間、最低工資及加班報酬的最低標準。雇員有權簽訂雇用合同。

### 3.6 Freedom of association and the right to collective bargaining

Employees shall be free to exercise their legal rights to join, form or work for organisations which represent their interests as employees. Suppliers must not threaten or penalize workers, or in any other way restrict or interfere with employees' legal and peaceful exercise of their rights. Suppliers shall respect employees' rights to collective bargaining.

### 3.6 勞工組織組成自由和勞資集體談判權利

雇員應能自由行使加入或組建代表雇員利益的組織，或為前述組織工作的法定權利。供應商不能威脅或懲罰工人，不能以任何其他方式限制或干涉雇員的法定權利，也不能以任何其他方式限制或干涉雇員以和平方式行使權利。供應商須尊重雇員的勞資集體談判權利。

### 3.7 Alcohol and unlawful drugs

The workplace must be free from alcohol and unlawful drugs in order to provide a good and safe working environment. Suppliers shall ensure that alcohol and unlawful drugs are not used during working hours.

### 3.7 酒類和非法毒品

為了提供一個良好安全的工作環境，工作場所不能有任何酒精和非法毒品。供應商須確保上班期間不能飲酒和使用非法毒品。

## 4. ENVIRONMENT

Contera/Byggmax Group is actively working to continually reduce its direct and indirect environmental impact. Suppliers are expected to work in line with Contera/Byggmax Group's environmental policy. Suppliers shall therefore be well informed about and comply with requirements in accordance with national legislation, regulations and industry standards. This involves being aware of and monitoring their environmental impact, and constantly working to improve environmental performance in their operations.

As a minimum requirement, suppliers shall handle hazardous substances and waste in a safe way. Requirements restricting hazardous substances in those markets where Contera/Byggmax Group sells its products, as well as any additional requirements made by Byggmax Group, shall be met.

#### 4. 環境

Contera/Byggmax Group積極且持續地減少我們對環境直接和間接的影響。我們期望供應商能配合遵循 Contera/Byggmax Group的環保政策。所以，供應商必須非常瞭解並遵守國家法令、法規、和產業標準的要求。這涉及瞭解並監控其對環境的影響，並不斷改善其經營中的環境績效。供應商最少必須能安全地處理危險物質和廢料。供應商必須滿足 Contera/Byggmax Group銷售產品的市場對危險物質的限制要求以及任何 Contera/Byggmax Group的額外要求。

#### 5. APPLICATION AND MONITORING

Contera/Byggmax Group's management is responsible for ensuring that work relating to the code of conduct is an ongoing process, and for documenting and communicating how well we and our suppliers meet the requirements.

Contera/Byggmax Groups strives for long-term relationships and mutual development. We believe in active dialogue and cooperation with suppliers in order to agree on realistic action plans in every individual case of deviation from the code, without compromising our long-term goals.

#### 5. 應用和監督

Contera/Byggmax Group管理階層會負責確保能持續進行與行為準則相關的工作，並負責記錄和傳達我們及供應商在達到要求的表現。Contera/Byggmax Group致力於長期的關係和相互發展。我們相信透過與供應商積極的對話及合作，可以就偏離準則的每個單一個案採取務實的行動計畫，而且無損於我們的長期目標。

##### 5.1 Application

Employees responsible for purchasing products and services within Contera/Byggmax Group shall ensure that the relevant suppliers are well informed about the Supplier Code of Conduct. Suppliers shall ensure that a local language version of the code is available to employees involved in production for Byggmax Group. Managers shall be aware of this code, and responsible for its application within their area of responsibility. They shall also be aware of the relevant national laws and regulations,

##### 5.1 應用

Contera/Byggmax Group負責採購產品和服務的雇員須確保相關供應商清楚瞭解《供應商行為準則》。供應商要確保為 Contera/Byggmax Group生產產品的雇員能看到以當地語言寫成的此

《準則》。經理須瞭解本《準則》，並負責其職責範圍內的應用。他們也必須瞭解相關的國家法律和法規。

## 5.2 Monitoring

Our purchasing organisation is responsible for supporting and monitoring suppliers and manufacturers. Any non-compliance with the code must be reported, acted on and followed up. In order to ensure that the code of conduct is practised, Contera/Byggmax Group reserves the right to carry out unannounced inspections of suppliers and manufacturers. Inspections can also be made by an independent third party of our choice. The suppliers or manufacturers should on request provide a labour force register, records of hours worked and wages paid, work-related injuries and accidents, preventative action taken, fire protection measures implemented and evacuation drills carried out, as well as other appropriate information.

If a supplier or manufacturer fails to implement the agreed-upon improvements in accordance with the action plan and within the settled time frame, Contera/Byggmax Group will cease doing business with the supplier or manufacturer.

## 5.2 監督

我們的採購組織負責支援和監督供應商和製造商，並須對任何不遵守本《準則》的現象提出報告，採取相應措施並持續追蹤。為了確保本行為準則的實施，Contera/Byggmax Group有權事先不發通知即對供應商和製造商進行檢查。也可由我司選擇的獨立第三者進行檢查。供應商或製造商應按要求提供勞工登記表，上班時間記錄和所付工資，與工作相關的傷害和事故，採取的預防措施，實施的消防措施和疏散演習，以及其他適當資訊。如果供應商或製造商未能在設定的時間表內按行動計畫實施議定的改善措施，Contera/Byggmax Group將終止與該供應商或製造商的業務。

## 6. Sub-Contractor

All above paragraphs are to be applied for all sub-contractors.

**We hereby confirm that the Code of conduct is followed by us as a supplier, and we strive that our subcontractors also comply with it. We also confirm that we are compliant to EU Timber Regulation.**

**Place and Date:**

**Supplier:**

**Signature:**

**Company stamp:**