

# NNIT Responsible Sourcing Standards

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The Purpose of NNIT's Responsible Sourcing Standards is to outline the minimum standards that NNIT expects its suppliers to adhere to when doing business with NNIT.

NNIT views these standards as an integral part of NNIT's business relationship with its suppliers and NNIT expects its suppliers to share the fundamental principles expressed herein.

NNIT is a signatory to the United Nations Global Compact and requires of its suppliers and subcontractors that they comply with and meet the requirements of United Nations Global Compact.

## General compliance with laws and regulations

NNIT's suppliers must comply with all applicable laws and regulations in all countries where they conduct business as well as to the standards specified in this document.

This also includes the following laws and regulations:

- Competition Law

NNIT's suppliers must comply with and adhere to international and local competition law and regulation. NNIT does not accept to neither directly or indirectly support violation or circumvention of competition law, and requires that NNIT's supplier's does not accept it either.

- Export Control

NNIT's suppliers must adhere to and comply with any export control restrictions and regulations.

- Privacy

NNIT requires its suppliers to comply with international and local law regarding the processing and handling of personal data that pertains to NNIT or NNIT's deliveries and/or services.

## Environment

NNIT's suppliers must ensure that their operations minimise adverse impacts on the environment.

Specifically, NNIT requires its suppliers to comply with all applicable environmental laws and regulations in the country of operation, and in so doing obtain and maintain the necessary registrations, permits and licences.

## Health & Safety

NNIT's suppliers must provide their employees with a safe, healthy and hygienic workplace and accommodation, where this is provided by the company.

NNIT requires its suppliers to implement effective programmes and to take appropriate precautionary measures for ensuring the safety of workers by minimising work-related accidents and illnesses.

NNIT's suppliers must identify and assess emergency situations, implement emergency plans and response procedures in the workplace and in any accommodation provided by the company, and provide sufficient fire exits, escape routes and firefighting equipment.

## Labour practices

Suppliers of NNIT shall respect the human rights of workers and treat employees with dignity and respect. Specifically, NNIT requires its suppliers to adhere to the following requirements on labour practices:

- Wages and benefits

Suppliers shall pay employees at least the minimum wage required by law or the prevailing industry standard in the country, and shall provide all legally mandated benefits, including medical insurance, social insurance and pensions, in full and on time.

- Working hours and holiday

Suppliers shall not breach local regulations on working hours and shall remunerate overtime in accordance with local laws and regulations as a minimum. Employees, including those on temporary contracts, shall not be required to work more than 60 hours a week, including overtime, on a regular basis (or the maximum legal working hours if this is less than 60). Employees shall be entitled to at least one day off in every seven-day period and shall receive paid annual leave and holidays in accordance with local laws.

Wage deductions as a disciplinary measure shall not be permitted, nor shall any wage deductions not provided for by national law be permitted without the express permission of the worker concerned. All disciplinary measures shall be recorded.

- Child labour

Suppliers shall not recruit or employ child labour. The minimum age of workers shall be 15 years or the minimum age set by the national laws in the country of manufacturing, whichever is higher. Young workers, i.e. those above the minimum age and below the age of 18, may only be employed for non-hazardous work.

- Freely chosen employment

Suppliers shall not use forced or involuntary labour (e.g. forced, bonded, indentured or involuntary prison labour). Employers shall not retain workers' identity papers or hold deposits from workers. Workers shall have a copy of the written employment contract setting out the terms and conditions of their employment.

- Freedom of association and collective bargaining

Suppliers shall respect the rights of employees established in local law to join or not join labour unions, seek representation and join worker organisations. Workers shall be able to bargain collectively, and worker representatives shall not be discriminated against.

- Non-discrimination

Suppliers shall not discriminate in their hiring or employment practices on grounds of race, caste, national origin, religion, age, disability, gender, marital status, pregnancy, sexual orientation, union membership or political affiliation.

Workers shall not be subjected to medical tests that can be used in a discriminatory way.

- Treatment of employees

Suppliers shall treat their employees with respect and dignity, and shall not subject them to any kind of cruel, inhuman or degrading punishment, physical, verbal or sexual abuse, or threat of abuse or harassment.

## Ethics

NNIT's suppliers shall act with integrity while conducting business.

- Business integrity

Suppliers shall comply with all laws and regulations on bribery, fraud, corruption and prohibited business practices applicable in the specific country. Suppliers shall not engage in any form of bribery, facilitation payments, corruption, extortion or embezzlement. Suppliers shall not give or receive bribes – including indirect bribes made through intermediaries and third parties - to obtain undue or improper advantage.

Suppliers shall also refrain from offering donations, grants, expensive gifts and extravagant entertainment to NNIT's employees or other counterparts in NNIT in an attempt to influence business decisions.

- Minerals from conflict-affected and high-risk areas

Suppliers that supply products or parts hereof that contain metals or minerals (Minerals) must comply with OECD's "Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas".

## Sub-suppliers

NNIT requires its suppliers to inform their own suppliers of products and services to NNIT of the above mentioned standards and to ensure that the sub-suppliers comply with these standards.

On request, suppliers shall inform NNIT of all sub-suppliers that are used in deliveries of products and services to NNIT.

## Documentation

NNIT's suppliers must, upon request, provide NNIT with information and documentation regarding their compliance with NNIT's Responsible Sourcing Standards.

## Change log

Effective date	Version	Change description	Author
2019-01-09	1.3	Update approver to CTJH, JAFB, JPBM CR 3644	SSHQ
2018-06-19	1.2	Criticality updated from Base to Critical; Owner updated from JPBM to CKTH; Author updated to TRCK; Approver updated to JPBM, CKTH CR 3426	QIGZ
2016-08-23	1.1	Updated wording to NNIT being a signatory to the United Nations Global Compact.	CSML
2016-03-30	1	New Document	CSML

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