



**Operating Guidelines for
Suppliers and Third Parties**



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Crimppi Oy's and its subsidiaries' suppliers, partners and other third parties are committed to following all laws and regulations concerning business operations as well as these Guidelines. They are also obliged to inform Crimppi if they cannot comply to the instructions in these Guidelines.

Humans and human rights

Crimppi's supplier/third party commit to

- following the directives of UN Declaration of Human Rights, the treaties of International Labour Association and the Ten Principles of the UN Global Compact. (<https://www.unglobalcompact.org/what-is-gc/mission/principles>)
- respect general human rights, such as freedom of thought, opinion, expression, religion or peaceful gatherings, and make sure that no one is to be discriminated due to for instance race, age, nationality, gender or sexual orientation
- respect ILO treaties and local legislation of working hours and pay as well as to ensure that no supplier/third party use forced or child labourers in their work places or operations and that they have no employees under the age of 15. If forced or child labourers are detected, the supplier or third party has to inform Crimppi about this immediately and correct the issue according to principles approved by Crimppi
- take care of the health of their employees, visitors and other people affected by their operations
- follow Crimppi's safety demands when working or visiting Crimppi.



Environment

Crimppi's supplier/third party commits to

- environmental protection as well as prevention of environmental pollution and adverse effects on the environment
- handle all waste according to the law and the manufacturer's guidelines (dangerous waste), that derive from the supplier's or third party's own business operations, products or from the customer's property
- confirm that conflict minerals (gold, tin, tantalum, wolfram and none of their derivatives such as cassiterite, coltan, wolframite) from DRC area have not been used in producing delivered materials/goods, unless they are certified as conflict free
- supply Crimppi with RoHS and Reach information in the tender phase. The supplied statement must include The RoHS version including eventual exemptions, Reach system number (SVHC number) and DRC status.

Corruption

Crimppi has an absolute zero tolerance of corruption and bribery. We do not offer, or pay, bribes in any circumstances, and we never ask for nor accept bribes. Crimppi's supplier/third party commits to

- never under any circumstances directly or indirectly pay, give or offer bribes
- avoid all such activities that could even give the impression of bribery, corruption or any other illegal operations
- maintain sufficient codes of conduct to prevent corruption or bribery in their operations
- inform Crimppi immediately if they see Crimppi personnel interacting in corruption or bribery in any shape or form.



Property and information protection

Crimppi's supplier/third party commits to

- handle Crimppi's property with care and to protect Crimppi's confidential information from unauthorized use and disclosure
 - the supplier is to handle all Crimppi and Crimppi's customers' information with confidentiality.
- not to make public any announcements, press releases or other public communications without the written consent of Crimppi.
- respect other's immaterial rights
- avoid all conflicts of interest with Crimppi and to inform Crimppi immediately if something comes up.

Supply chain

Crimppi's supplier/third party commits to

- knowing and choosing its business partners carefully and identifying and preventing risks of involving in illegal business operations or not complying to these Guidelines
- keep up complete and correct information about all business transactions
- promote obedience of these Guidelines' demands in their own supply chain
- responsible acquisitions as well as to obey applicable laws. Supplier/third party is also committed to obey the demands mentioned in these Guidelines and promote them in their own supply chains
- deliver ordered materials/services to Crimppi according to agreed terms (price, terms of delivery, time of delivery)
- pack materials in commonly approved way for the industry, so that there is enough packing material to protect the materials during transport and short term storing
- care for necessary documentation and markings on the shipment for Crimppi to identify the delivery
- invoice according to pricing agreed upon in advance, either in the contract or in a price list of delivered products/services. The invoices are primarily to be delivered as online invoice



- the invoice needs to fulfil applicable legislation demands and generally approved accounting principles. The invoice must include the following information:
 - purchase order number, dispatch note number, prices and currency of delivered goods/services, HS code, country of origin, name of supplier and other information, bank contact information and agreed terms of payment
 - obey all applicable laws, regulations and rules concerning imports and exports.
 - inform Crimppi about critical supply delays of products/materials/ services
- the supplier must inform Crimppi about all delays immediately by phone and e-mail in order to agree on appropriate actions. The supplier must minimize the impact of the delay by for instance express cargo at their expense, if the delay is caused by the supplier
- supply Crimppi with an extensive root cause analysis in 7 days after a materials quality tolerance deviation has been sent from Crimppi to the supplier's attention
- replace/correct faulty materials without delay and to pay the damages according to the contract.

Complying the Guidelines

Crimppi's supplier/third party

- allow Crimppi to conduct audits, when either internal or external inspectors ensure that the Guidelines are followed at the place of business
- respond to Crimppi's queries in time according to agreed/given time schedule
- understand that Crimppi sees breaking the law, not following the Guidelines or if deficiencies are not corrected as a breach of contract. This might justify Crimppi to end the business relationship with the supplier or third party
- give their employees a possibility to anonymously notify of operations that go against the rules, to suggest improvements or to give general feedback.

