

## NEOT Supplier Expectations

We commit ourselves to respect all internationally recognized human rights as discussed in our Human Rights Policy. We promote their realization in our own activities as well as in our supply chain. Therefore, it is crucial that our partners are aware of the expectations we have.

The Supplier shall have processes in place for verifying that the supply chain, including raw material production, complies with the respective country's laws and collective labour agreements as well as the International Bill of Human Rights and the ILO Declaration of Fundamental Principles and Rights at Work. The expectations have further been informed by the United Nations Guiding Principles on Business and Human Rights (UNGP).

The Supplier shall ensure that the following rights and principles are respected and promoted in its own operations as well as in its supply chain.

### Human and labour rights

Employees are entitled to form associations and to engage in collective bargaining. Employees must be informed about collective bargaining in their spoken language before work is conducted.

NEOT has a zero-tolerance for child labour. The Supplier shall have effective practices to prevent child labour in its operations, and the enterprise does not hire workers below the legal minimum age<sup>1</sup>. The company provides special protection for young workers.

NEOT has a zero-tolerance for forced labour, including any forms of modern slavery and human trafficking in its supply chain. The employment relationship must always be voluntary. Employees cannot be required to provide collateral or other security in exchange for the employment relationship.

Employees must be treated equally, and all discrimination in respect of employment and occupation has been eliminated. Harassment in any form is not tolerated.

Employees must be paid a fair remuneration of an amount at least at the level required by law.

Employees must be provided a safe and healthy working environment. All risks to health and safety must be eliminated or reduced.

Employees are guaranteed just and favourable working hours accordingly to the national legislation. Employees must be free to leave the work place at the end of their work shift. Overtime must be paid for at least at the level required by national legislation.

Precarious employment is forbidden, and all workers are hired based on documented contracts according to the law. All the employees have appropriate work permits.

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<sup>1</sup> If the national or regional minimum age is different than 15 years, set in the ILO Core Convention on the abolition of child labour, the supplier shall respect whichever is higher.

## **Ethical Business Conduct**

The business behaviour must be ethical and neither corruption nor bribes are tolerated.

## **Environment**

Suppliers must fulfil all environmental requirements defined in relevant laws, regulations and environmental permits as well as minimize any adverse environmental impacts of its operations.

## **Traceability**

Upon a request by NEOT, the Supplier must be able to provide information on the origin of the product and its raw materials as well as on the entire supply chain.

## **Privacy**

Suppliers must respect the right to privacy of everyone directly or indirectly involved in their operations.

## **Managing compliance with Supplier Expectations**

Supplier should have policies and procedures to ensure that above expectations are respected and implemented. Supplier should also be able to demonstrate how these procedures work in practice.

NEOT has the right to have a third-party audit or contact the Supplier and its subcontractor's employees to obtain information about the Supplier's compliance regarding the Supplier Expectations.

If requested, the Supplier must provide NEOT with copies of the certificates and auditing reports reported when the contract is made.

The Supplier agrees that NEOT may conduct internal assessments on the supply chain in order to assess the compliance with the rights and principles discussed above.

## **Reporting misconducts**

If you have any concerns about illegal or improper conduct directly or indirectly linked to NEOT's operations, please contact your contact person at NEOT or communicate the issue anonymously through a 3rd party service (SpeakUp) via online form or by calling a free number. Web-form and country-specific free phone numbers are available at [www.speakupfeedback.eu/web/neot](http://www.speakupfeedback.eu/web/neot).