

Supplier Code of Conduct

The National Museum of Science and Technology

1. Introduction

The National Museum of Science and Technology's (Tekniska) goal is to have a positive impact on the environment, people and society by balancing economic growth with environmental protection, as well as promoting decent working conditions. Our suppliers are a fundamental part in achieving this ambition. Tekniska Muséet has aligned its business with the UN Sustainable Development Goals, and we see favourably on our suppliers doing the same.

2. Basis

This SCoC defines the minimum standards that The National Museum of Science and Technology, Sweden asks suppliers to respect when conducting business with Tekniska. The SCoC covers the following areas of sustainability; human rights, labour rights, environment and anti-corruption, and is based on relevant legislation (national, regional and other relevant) and the ten principles of the UN Global Compact and its underlying conventions and declarations. If this SCoC is in direct conflict with relevant legislation, the legislation shall always prevail, however if the SCoC sets out stricter requirements than the legislation, this SCoC shall prevail.

3. Scope

This SCoC applies to suppliers with whom Tekniska conducts business, including subsidiaries and sub-suppliers ("the Supplier"). The SCoC also applies to all of the Suppliers' employees, whether permanent or temporary or hired through manpower agencies ("workers/employees"). The supplier is responsible for ensuring that its suppliers and sub-suppliers adhere to the responsibilities set out in this SCoC. The supplier is also obliged to disclose their suppliers to Tekniska upon request, including name of company, contact details to company representative (name, e-mail and phone number).

4. Responsibilities

4.1 Human rights

Fair and Equal Treatment

The Supplier shall treat all employees with respect and dignity and protect workers' right to integrity and privacy. The Supplier shall not discriminate

on grounds such as ethnicity, gender, sexual orientation, marital, social or parental status, religion, political grounds, nationality, disability, medical status, age or union affiliation. Any form of psychological, physical, sexual, or verbal abuse, intimidation, threat or harassment must not be tolerated.

Privacy rights and secrecy

The supplier shall ensure the employees right to privacy and integrity and take appropriate technical and organisational measures to protect personal information of employees.

4.2 Labour rights

Child labour & Young workers

The use of child labour is strictly prohibited. In the case that the Supplier employs young workers below the age of 18 the Supplier must demonstrate that the young worker does not carry out hazardous work, heavy work, work night shifts or over time. Workers need to be at least 15 years of age, or the minimum working age regulated in national legislation, whichever is highest.

Forced labour

All work must be voluntary, and workers shall be free to leave work or terminate their employment upon reasonable notice, i.e. according to established rules.

Employment terms

All employees are entitled to written employment contracts, in a language they understand, specifying their terms of employment and termination. Employer responsibilities shall not be avoided by the Supplier through manpower agencies or subcontracting workers, use of home workers, apprenticeships or by organising other arrangements.

Freedom of association and Collective Bargaining

All employees shall be free to form, join or not to join a trade union or employee organisation of their choice. Employees shall also have the right to bargain collectively without fear of reprisals.

Working hours

The Supplier shall always respect and comply with applicable laws, international conventions, and collective bargaining agreements, if applicable, on working and resting hours, including overtime working hours, as well as annual, sick and parental leave and any other applicable leave regulations. A regular work week shall however never exceed 48 hours and overtime shall never exceed a maximum of 12 hours. A worker shall always be given a minimum of one day off every six days.

Wages

The employees have the right to equal pay for equal work. The Suppliers shall ensure that all employees are paid a fair wage, i.e. according to the industry standard alternatively according to collective bargaining agreement if applicable or at least the minimum wage according to national legislation. The Supplier shall compensate overtime at a premium rate and provide all employees with adequate insurance and benefits.

Health and safety

The Supplier shall provide employees with a safe and healthy working environment by ensuring a systematic work with health and safety. Risk assessments shall be conducted regularly to identify occupational hazards followed by implementation of preventive measures. The Supplier shall for example ensure that there is sufficient fire protection in the work facility, that machinery is equipped with safeguards and that personal protective equipment is provided to employees at company cost. All facilities must be constructed and maintained in a safe manner and be equipped with adequate lighting, a pleasant temperature and well-functioning ventilation systems. Regular training in health and safety shall be provided to employees. Work related accidents must be documented, reported, investigated and preventive measures must be introduced.

4.3 Environment**Precautionary principle and environmentally friendly technologies**

The Supplier shall apply a precautionary principle towards environmental and climate challenges. The use and development of environmentally friendly technology shall be promoted, and business conducted with as low impact on the environment as possible. The Supplier shall always undertake environmental risk assessments in preparation of new projects.

Energy and greenhouse gas emissions

Energy shall be used responsibly, and the Supplier shall strive towards reducing the consumption and regularly monitor energy use. The Supplier shall prioritise the use of renewable energy sources when possible. The Supplier shall strive to minimise greenhouse gas emissions, by identifying, monitoring, controlling, and managing greenhouse gas emissions from their operations. This also includes, when possible, choosing means of transportation that has the least negative environmental impact.

Air emissions, effluents, waste, and water

The Supplier shall identify, monitor, control and manage emissions to air, water and soil as well as waste generated from its operations.

Waste shall be reduced, recycled, or reused to the furthest extent possible. Any hazardous waste shall be managed according to the highest environmental and safety standards.

Water shall be used responsibly, and the Supplier shall strive towards reducing the consumption. The Supplier shall ensure that water from the operations is treated accordingly and reused when possible.

Chemicals and hazardous substances

Chemicals and hazardous substances shall be eliminated when possible or kept to an absolute minimum. When using chemical or hazardous substances, the Supplier shall ensure safe handling, storage, and disposal of the substances. All substances should be properly marked and substances that have been restricted or regulated by the European Union regulation REACH and directive RoHS are to be respected.

4.4 Anti-corruption

Business integrity

Corruption in all its forms including but not limited to bribery, facilitation payments, kickbacks and nepotism is strictly prohibited. Suppliers shall be committed to preventing, detecting, and remedying financial crime, including but not limited to extortion, money laundering, terrorist financing and fraud.

Bribery and gifts

It is never allowed for Suppliers directly, or indirectly through intermediaries, to demand, offer, ask for, promise, give or accept a gift or undue advantage in exchange of a business or other advantage from any party. Monetary gifts, gift cards, cash or other gifts that could be considered cash equivalents, are always considered improper.

Conflict of interests

Business decisions shall not be motivated or influenced by personal relationships or interests. The Supplier shall not enter into a financial or any other relationship with a party that creates or gives the appearance of a conflict of interest. The Supplier shall identify where conflict of interest could arise, document such situations as well as measures for handling

identified situations. In the case of a conflict of interest, the Supplier must take precautionary action and inform Tekniska about the situation.

Fair competition

The Supplier shall respect free market regulations, meaning it is strictly forbidden to take part in cartels for price adjustments, market distortion or beneficiary services. The Supplier shall ensure that all taxes are paid in all local countries of operation, and that transfer pricing manipulation or abusive transfer pricing do not occur.

5. Implementation and compliance

Tekniska reserves the right to request the Supplier to participate in a self-assessment questionnaire, in which the Supplier shall cooperate. Tekniska also reserves the right to collect sustainability data from the Supplier, as well as conduct audits and perform site visits to observe the Suppliers' operations and sustainability performance. The Supplier shall ensure these rights at sub-suppliers.

If the Supplier discovers breaches against the principles stated in this SCoC, within the company or amongst its Suppliers, the Supplier shall immediately inform Tekniska, without any delay.

In case of identified deviations towards the SCoC, the Supplier will be asked to provide a corrective action plan for Tekniska to approve.

In the case of material breaches of this SCoC, Tekniska reserves the right to terminate a contract with the Supplier.