

Code of Conduct

Introduction

NOTE is pledging itself to the pursuance of a responsible and sustainable business. The ideals of NOTE also demand corporate responsibility in all links of its supply chain.

Therefore, NOTE has issued this Code of Conduct to which Suppliers, as well as their subcontractors, need to comply.

The purpose of this Code of Conduct is to call for a standard of corporate responsibility in the fields of human rights protection, fair employment, safe working conditions, environmental care and anti-corruption.

The Code of Conduct is inspired by the United Nations Global Compact Initiative.

Demands

NOTE expects each and every Supplier to comply with this Code of Conduct, as amended from time to time, even though it may set a higher standard than national or international law.

It is the responsibility of all Suppliers to ensure that their employees as well as subcontractors are informed about, and comply with, this Code of Conduct.

In case NOTE requests, any Supplier should provide NOTE with information and access to its premises in this manner enabling NOTE to verify that the Supplier and its subcontractors comply with the Code of Conduct. Such a request may be made without previous notice.

NOTE and its Suppliers hereby stipulate the under mentioned statements to be our mutual Code of Conduct.

Human rights

We (NOTE and Suppliers), support and respect the protection of human rights and freedoms, as being proclaimed in the Universal Declaration of Human Rights.

We also support and respect other human rights declarations, such as the European Convention for the Protection of Human Rights and Fundamental Freedoms. We pledge ourselves to ensure that we are not going to be involved in any complicity, concerning human rights abuses. Physical, verbal or other abuses, such as harassments, threats and intimidations will not be tolerated, irrespective of being aimed at persons inside or outside our business framework.

There is to be no harsh and inhumane treatment, including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of workers: nor is there to be the threat of any such treatment.

We reject all discriminations, based on reasons such as race, colour, sex, religion, political opinion, national or social origin, as well as other discriminations based on prejudice and partiality.

Labour

We (NOTE and Suppliers), support and respect the right of association for all our employees. Employees may freely choose to join, or not to join, any trade-union or similar external organization.

We affirm that our employees have the right to healthy and safe working conditions.

We affirm that our employees, maintaining good faith, will have the right to make collective bargaining.

Workers shall not be disciplined for raising safety concerns.

We reject all kind of forced labour. Employees must not be requested or demanded to deposit any amounts of money or any identity papers with their employer.

Workweeks are not to exceed the maximum set by local law.

Compensation paid to workers shall comply with all applicable wage laws, including those relating to minimum wages.

Employment of children

NOTE does not accept employment of children.

We (NOTE and Suppliers) pledge ourselves to ensure that adequate and verifiable mechanisms for age verification are used in the recruitment procedures. We will not employ any person when such an employment could be in conflict with the proper completion of compulsory education. In no cases, whatsoever, are we going to employ a person below the age of 15 (or 14 where the law of the country permits),

Workers under the age of 18 shall never perform hazardous work.

Environment

By making environmental risk-assessments in our business operations, we (NOTE and Suppliers), agree to maintain a precautionary approach to questions concerning the environment.

We endeavour to maintain a production as clean as possible, by sharing effective resource-use technology as well as recycling and responsible disposal technology.

Ethics

We (NOTE and Suppliers), reject all kind of corruption, extortion bribery and suchlike things.

We will not tolerate any kind of improper payments, neither to, nor from any member of the management or person being on the staff.

Standards of fair business, advertising and competition are to be upheld. Means to safeguard customer information should be available.

References

United Nations Global Compact Initiative:
<http://www.unglobalcompact.org/>

Universal Declaration of Human Rights:
<http://www.un.org/Overview/rights.html>

Convention for the Protection of Human Rights and Fundamental Freedoms:
<http://conventions.coe.int/Treaty/en/Treaties/Html/005.htm>

NOTE Environmental System:
<http://note.se/en/About-Note/Miljo>