



Supplier and Partner Code of Conduct



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Visma Draftit's mission is to empower people by simplifying and automating complex processes in the private and public sector. We are committed to building a better society by being a trusted partner to our customers, business partners, owners, and employees. To achieve this, we will always act in an ethical and responsible manner and comply with applicable laws. Visma Draftit expects our suppliers and partners to conduct their businesses on a fair and ethical basis and in compliance with our core principles of sustainability. This includes providing correct and consistent information to stakeholders in a timely manner. If the requirements set out in this Supplier Code of Conduct are breached, the supplier shall notify Visma Draftit and rectify the situation within a reasonable amount of time.

Our core principles of sustainability

The below core principles on sustainability must be implemented by our suppliers and partners, and Visma Draftit expects the suppliers' and partners' subcontractors to comply with these principles as well. Visma Draftit will regularly assess – and may audit – suppliers and partners to verify that they live by these principles. This can be done using this Code of Conduct as a benchmark or by using the supplier's and partners own Code of Conduct covering corresponding principles.

- **Compliance with laws and regulations**

The Supplier or Partner shall comply with all applicable laws and regulations in the countries and jurisdictions in which they operate. This applies to any locations or activities that are part of the supply chain.

- **Non-discrimination and diversity**

Visma Draftit will not accept unlawful discrimination of any kind in working relations. The Supplier or Partner shall treat its employees equally and with respect, and we expect diversity and inclusion to be promoted throughout the supply chain.

- **Fair wages and equal pay for equal work**

The Supplier or Partner shall commit to paying fair wages to all its employees. This means that the wages are paid on time, and in accordance with legal requirements. Workers shall receive equal pay for equal work. In all circumstances, a living wage must be paid minimum on a monthly basis and in the name of the individual performing the work.

- **Employee wellbeing and development**

The Supplier or Partner must ensure that its workers work in compliance with all applicable laws and mandatory industry standards pertaining to regular working hours/days, and overtime hours, including breaks, rest periods, holidays, and maternity and paternity leaves.

- **Health & safety**

The Supplier or Partner shall ensure that its employees are provided with a working environment that is physically, psychologically and socially safe.

- **Human rights**

The Supplier or Partner shall respect and support the protection of internationally proclaimed human rights. Visma Draftit will not tolerate any violations of human rights among our suppliers, partners, customers, or other stakeholders. Visma Draftit expects all business partners to map their supply chains to assess product-related or geographical risks of adverse human rights impacts, including risks related to forced labour and modern slavery, child labour and the freedom of association and the right to collective bargaining among workers.

- a. Forced Labour and modern slavery**

The Supplier or Partner must not use forced, bonded or compulsory labour, and all workers shall be employed on a voluntary basis, free from any threat of violence, threat of criminal penalty, and restriction on freedom of movement. Employees must not be required to lodge deposits, money or personal papers with their employer, and all employees shall have the right to leave their employment after reasonable notice.

- b. Child labour**

The Supplier or Partner shall ensure that workers under the minimum age for work or mandatory schooling, as specified by the local law, are not employed. When young workers are employed they must not do work that is mentally, physically, socially or morally dangerous or harmful. The work shall not interfere with their opportunity to attend school and receive development opportunities. In the case of hazardous work, the minimum age is 18.

- c. Freedom of association and the right to collective bargaining**

Collective bargaining, as a way for workers and employers to reach agreement on issues affecting the world of work, can be a powerful tool for engagement between employers' and workers' organisations to address economic and social concerns. It builds on the freedom of association and the right of workers and employers to form and join organisations of their own choosing.

- **Data Protection and Security**

Visma Draftit continuously strives to safeguard our customers' privacy. It is more important than ever to understand the rights and obligations of individuals and organisations with respect to personal information and customer data. The Supplier or Partner shall follow relevant legislations and ensure the privacy and security of all data concerning Visma Draftit, our customers and business partners.

- a. Data Protection: In line with the General Data Protection Regulation (GDPR), suppliers and partners must ensure the protection of personal data, guaranteeing privacy and security in its processing, storage, and transfer.
- b. Information Security: Suppliers and partners must implement and maintain robust information security measures to protect against unauthorised access, disclosure, alteration, or destruction of data and systems.

- **Confidentiality and intellectual property**

The Supplier or Partner shall take appropriate steps to safeguard and maintain confidential and proprietary information or trade secrets of Visma Draftit, our customers, other suppliers and individuals. Such information may only be used for the purposes authorised for use by Visma Draftit, and in accordance with applicable laws.



- **Prevention of Bribery and Corruption**

Visma Draftit will not tolerate any form of corruption in any of our own business activities or among business partners, including suppliers, distributors, agents and joint venture partners. The Supplier or Partner is expected to exert reasonable due diligence to prevent and detect corruption in all business arrangements.

- **Environmental management**

At Visma Draftit we are actively working on understanding our environmental impacts and risks, and to reduce our adverse impacts on the environment, the climate and the natural world. Visma Draftit expects all suppliers and partners to take a precautionary approach to environmental challenges and undertake initiatives to promote greater environmental sustainability, including to the extent possible:

- Setting targets to reduce emissions
- Identifying and mitigating climate risks brought by their business
- Shifting to renewable energy sources to the extent possible
- Minimising waste and implementing circular thinking into business models

