



Code of Conduct

Code of Conduct for Suppliers to DPJ Workspace AB.

About Us

We are experts in office interiors and strive to create environments where people enjoy being and want to stay. With extensive experience and a dedicated focus on quality, functionality, ergonomics, and design, we deliver interior solutions to customers in Sweden and several other European countries.

Our History and Business Model

DPJ Workspace was founded in 1995 with the vision of simplifying the purchasing process of office interiors.

By collaborating with designers, brands, and manufacturers, we have streamlined and simplified the buying process for companies undergoing change. Today, we are a comprehensive supplier offering everything from drawing and planning to delivery and installation. Our goal is to make the interior design process smooth and hassle-free for our customers.

Our Offer

We help companies create inspiring work environments through our wide range of products and our innovative approach. By combining digital tools with personal assistance and advice, our goal is to exceed our customers' expectations and build long-term relationships.

Our core values – Easy, Fast, Inspiring, Accessible, Affordable, and Reliable – permeate everything we do and drive us to be the obvious choice for interior design needs.

The Vision

With a constant pursuit of innovation and improvement, we aim to become the leading provider of interior design in Europe. Our primary target group is companies in urban environments, and we work purposefully to exceed their expectations and create an inspiring workplace where people thrive and want to be.

Our mission

Our mission is to create environments where people thrive and want to be. Sustainability efforts will increasingly characterize DPJ Workspace's work and development, and DPJ Workspace is committed to responsible practices throughout the entire value chain. DPJ Workspace seeks to collaborate with suppliers and other business partners who take significant responsibility for their operations, goods, and services, adhere to ethical business principles,

respect and maintain good working conditions, have robust environmental practices, and systematically work to uphold high standards regarding ethics, environment, and working conditions, while ensuring that equivalent standards are required and monitored among their respective business partners. This Code of Conduct is based on international frameworks¹. All suppliers to DPJ Workspace, as well as subsidiaries, are expected to comply with this Code of Conduct.

Definitions

Supplier – A supplier of goods and services, including subcontractors, agents, freight forwarders & carriers, consultants, representatives, and intermediaries.

Employee – Full-time and part-time employees, seasonal workers, trainees, and contract workers.

General Requirements

The supplier must comply with national and regional legislation in the countries where they operate. The supplier shall act in accordance with international conventions and declarations (see footnote) and meet the requirements of this Code of Conduct.

Management system

The supplier shall implement a management system within their operations to systematically ensure processes and follow-ups over time, continuously improve their environmental performance, and ensure good working conditions. Suppliers and other business partners are recommended to have certified management systems to ensure continuous improvement in their operations. It is the supplier's responsibility to impose equivalent requirements, in accordance with this Code of Conduct, on their own suppliers and subcontractors. No later than the date of entry into force of the EU Corporate Sustainability Due Diligence Directive (CSDDD), business partners—particularly DPJ Workspace's product suppliers—must operate in accordance with the directive to minimize risks in their supply chain, i.e., identify, assess, prevent, monitor, communicate, report, and follow up on risks. If a risk is identified, it must be managed to cease or be mitigated. The supplier is recommended to implement their own Code of Conduct along with a whistleblower function.

1. I The International Bill of Human Rights, including the UN Declaration of Human Rights, the UN Sustainable Development Goals, the ILO Core Conventions on Labour Rights, the OECD Guidelines for Multinational Enterprises, the UN Guiding Principles on Business and Human Rights (UNGPs), and the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions and its related recommendations.

Business Ethics and Business Principles

The supplier is responsible for preventing all forms of financial crime, including fraud, corruption, money laundering, conflicts of interest, and for ensuring fair competition. The supplier is recommended to establish guidelines for handling conflicts of interest.

Competition

The supplier must comply with applicable laws and regulations regarding competition and antitrust.

Money Laundering

The supplier must comply with applicable anti-money laundering laws and must not tolerate, facilitate, or support money laundering.

Data Protection

The supplier must comply with applicable data protection laws.

Anti-Corruption

The supplier must not engage in or tolerate any form of corruption, bribery, or extortion, either directly or indirectly. Therefore, the supplier must not grant, promise, or offer any improper gifts or benefits to employees of DPJ Workspace or other parties. Gifts or benefits may include, for example, cash, gift cards or cash equivalents, job offers, services, travel, entertainment, promises to pay off debts, or loans.

Trade Restrictions

The supplier is expected to comply with applicable trade restrictions, sanctions, and regulations issued by the UN, the EU, or national authorities in the countries where the supplier operates.

The supplier is recommended to have processes in place to ensure compliance with trade restrictions.

Human Rights and Working Conditions

The supplier shall respect human rights and ensure good health and safety in the workplace.

Health and Safety

The supplier shall ensure that the work environment, including associated facilities (e.g., toilets, lunchrooms), is safe, healthy, and hygienic. A good working environment must be maintained with regard to noise, lighting, and ventilation, and workplaces, machinery, and equipment must be safe and free from risks after appropriate protective measures have been implemented. Risks in the work environment shall be prevented, avoided, and addressed. Necessary protective clothing and equipment shall be provided free of charge to employees where needed. Employees shall receive adequate training in health and safety as well as in managing emergencies and accidents in the workplace.

Other workplace facilities such as toilets and lunchrooms must be hygienic, and drinking water must be available. If the supplier provides accommodation, it must meet a good standard and allow reasonable privacy, rest, and personal hygiene.

Employees and their trade unions shall be consulted on matters related to work environment and safety.

The supplier is recommended to implement a certified occupational health and safety management system and/or third-party audits according to an established risk management system such as Sedex or Amfori BSCI.

The supplier is also recommended to conduct due diligence audits concerning human rights.

Discrimination, Inclusion, and Diversity

Employees shall have equal conditions and equal pay for equal work. DPJ Workspace's suppliers and business partners shall respect equal opportunities and fair treatment for all in the workplace without discrimination, exclusion, or preference based on race, skin color, nationality, political opinion or social origin, gender, gender identity or expression, ethnicity, religion or other beliefs, disability, sexual orientation, or age.

The supplier is encouraged to actively promote diversity and inclusion.

Employment Security

Employees shall have written contracts in a language they can easily understand. The supplier shall ensure that employment terms are known to the employees. Notice periods for employees shall be at least the same length as the supplier's notice period.

Compensation

The supplier shall offer fair and reasonable wages and conditions that comply with legislation, industry standards, and at minimum meet the statutory minimum wage. Wages shall be paid promptly and directly to the employee.

The supplier is recommended to offer a so-called living wage based on the conditions in the country where the supplier operates.

Working Hours

Working hours shall not exceed the maximum permitted working time according to national legislation. National laws regarding paid leave and holidays shall be followed. Overtime must be voluntary and compensated according to applicable legal requirements. All employees shall have at least 24 consecutive hours of rest per week.

Involuntary Labor and Forced Labor

The supplier must under no circumstances allow or be involved in modern slavery such as human trafficking, forced labor, or work linked to any form of threat or punishment. Work not performed voluntarily shall not occur. Employees must be free to leave the workplace after completing their shift and have the right to terminate their employment according to their contract.

It is prohibited to withhold wages, benefits, or documents such as ID cards or passports in order to force work. Employees must not be forced to deposit valuables, identity papers, or similar with their employer.

Disciplinary Punishment

Disciplinary punishment is not allowed in any form and must not occur.

Trade Union Activities and Collective Bargaining

Employees shall have the freedom to independently ex-



→ exercise their right to organize and join trade unions. The supplier shall also allow collective bargaining and negotiations about employment terms with trade unions. If national legislation does not allow trade unions, the supplier shall find alternative ways to consider employees' views and their opportunity to negotiate. Employees must be able to exercise these rights without obstruction, fear of punishment, threats, or reprisals. Discrimination against trade union representatives and employees who are union members shall not occur.

Social Security

Where legislation is lacking or insufficient, the supplier shall ensure that all employees have appropriate insurance that provides adequate protection and benefits regarding disability, injury, and pensions. Employees injured at work shall be compensated for lost income.

Child Labor

The supplier shall ensure that harmful child labor or other forms of child exploitation do not occur under any circum-

stances and shall take measures to prevent this. A child is defined as a person under 18 years old. The statutory minimum age for employment must be observed. Children under 18 must not perform tasks that are harmful to their health, safety, or social and psychological development. Work must not interfere with or negatively impact children's schooling. For young workers under 18, the supplier must unconditionally comply with applicable regulations, legislation, and rules regarding working conditions, hours, tasks, and other aspects of employment. If the supplier discovers child labor within its own operations or among subcontractors, immediate action must be taken and DPJ Workspace must be informed.

Environmental

Increasing demands from customers and legislation require reduced environmental and climate impact. DPJ Workspace aims to meet the requirements of customers and authorities, which necessitates information and actions throughout the entire value chain regarding climate and environmental work as well as the development of more circular business models.

The supplier is recommended to be certified according to a recognized environmental management system, such as ISO 14001.

Emissions to air, soil, and water

The supplier must ensure that emissions to air, soil, and water are minimized and continuously reduced. Local requirements must be unconditionally met. There must be routines and processes in place to prevent emissions in the event of a crisis or emergency situation.

Reducing climate impact & climate adaptation

The supplier shall actively reduce its climate impact primarily by reducing energy consumption and phasing out fossil energy sources, preferably in line with the UN's established goals. The supplier is recommended to calculate its emissions of greenhouse gases in accordance with the GHG Protocol, especially for Scope 1 and 2, but also preferably for Scope 3, and share this information with DPJ Workspace.

The supplier shall conduct risk analyses, take preventive measures, and ensure that the business—including people, buildings, and equipment—is prepared for future climate changes such as increased risks of drought, flooding, and storms.

Circularity and waste

The supplier shall work to optimize its material flows to minimize the use of materials and energy. Waste generated during production should primarily be recycled as material and secondarily as energy.

The supplier shall actively promote the use of recycled materials in products and packaging, provided quality requirements are met. When recycled raw materials are used, DPJ Workspace wishes to receive third-party verification regarding the recycled material to communicate this added value. The supplier shall handle, store, and dispose of hazardous waste in an environmentally safe manner and, as a minimum, comply with national legislation.

Chemicals

The supplier shall apply the precautionary principle, which means continuously evaluating whether chemicals with lower environmental and health impacts can replace those used in products and production. As a minimum, chemicals used in production and products shall comply with REACH, RoHS, and DPJ Workspace's Restricted Substances List (RSL).

Compliance and Monitoring

It is expected that the supplier complies with this Code of Conduct and shall unconditionally notify DPJ Workspace of any major deviations related to this code within their own operations or, to the best of their knowledge, among their suppliers and subcontractors.

The supplier must have good knowledge of their supply chain and, upon request, inform DPJ Workspace about the parties involved.

The supplier shall have a routine or formal whistleblower function implemented within their operations that is known to the employees.

The supplier shall handle any complaints with integrity, and no reprisals shall be taken against persons who report deficiencies or deviations.

DPJ Workspace personnel regularly visit factories and reserve the right to conduct unannounced visits, either with their own staff or a designated party, to ensure compliance with this Code of Conduct.

If the Code of Conduct is not followed, DPJ Workspace may terminate the cooperation.

Contact for questions regarding this Code of Conduct or to report deviations: peter.johansson@dpj.se

This Code of Conduct is reviewed annually and approved by the Board of Directors of DPJ Workspace. April 2024.

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