



Code of conduct

Supply chain issues in the area of corporate social responsibility are of increasing global importance, and also play an increasingly important role in a company's competitiveness, profitability and ultimately owner value.

In order to ensure responsible corporate governance in the areas of basic human rights, labour standards, environmental management and anticorruption in the workplace, Matting AB's Code of Conduct was established in Feb 2009.

Matting AB has based its Code of Conduct on the United Nations Global Compact, an international initiative which is supported by corporations around the world to ensure accountability in the areas noted above.

Article 1. - Purpose

For the purpose of protecting Human Rights, promoting fair employment conditions, safe working conditions, responsible management of environmental issues and high ethical standards, this Code of Conduct shall be applied in the production, supply and support of Matting AB's products and services worldwide.

Article 2. - Directive

In addition to compliance with all relevant laws, regulations and standards in all of the countries in which they operate, all Matting AB's units, companies and employees shall comply with the Code of Conduct even if it stipulates a higher standard than required by national laws or regulations.

Matting AB requires suppliers and their subcontractors to comply with the Code of Conduct or similar standards and to verify compliance by providing information and allowing access to their premises.

Matting AB supports the United Nations Global Compact initiative. In order to make this commitment clear to employees, suppliers, customers and other stakeholders, the Code of Conduct is based on the Global Compact's ten principles and shall be publicly available.

Article 3. - Legal Requirements

All of our suppliers must, in all activities, obey national and regional statutory requirements in the countries in which they are operating. Should any of the requirements stated in this document be in violation of the law in any country or territory, the local law should always take precedence. In such case, a supplier must immediately inform Matting AB. It is, however, important to understand that Matting AB's requirements are not limited to the requirements of national laws.



Article 4. - Workers' Rights

4.1 Basic Human Rights

Anyone who works directly or indirectly for Matting AB should be entitled to his or hers basic human rights.

Matting AB does not accept the use of bonded workers, forced labour, prisoners or illegal workers. If foreign workers are employed on a contract basis, they should never be required to remain in employment against their will. The employer shall cover all commissions and recruitment agency fees.

Matting AB does not accept that workers are subject to corporal punishment, mental or physical disciplinary action, or harassment. Dismissal of female workers due to pregnancy is not acceptable. We recommend that all workers are free to peacefully and lawfully join associations of their own choosing, and have the right to bargain collectively.

No worker should be discriminated against because of age, race, gender, religion, sexual orientation, marital or maternity status, political opinion or ethnic background. Matting AB recommends that all workers with the same experience and qualifications receive equal pay for equal work.

4.2 Wages and Working Hours

All workers should know the basic terms and conditions of their employment. Legislated minimum wages should be a minimum, rather than a recommended level.

Wages should be paid regularly and on time. A normal workweek must not exceed the legal hourly limit, and all overtime work should be properly compensated.

Workers should be granted stipulated annual leave, sick leave and maternity/paternity leave without any form of repercussions.

Article 5. - Safety

5.1 Building and Fire Safety

Matting AB requires that worker safety always is a priority concern. Buildings must have clearly marked exits, and emergency exits on all floors. We recommend that all exit doors should be open outwards. Exits should not be locked, and should be visible. All workers shall be informed of the safety arrangements. An evacuation plan should be displayed on every floor of a building and the fire alarm should be tested regularly. Regular evacuation drills are recommended.

5.2 First Aid

First aid equipment must be available in a building, and at least one person in each department should be trained in basic first aid. It is recommended that a doctor or nurse is available on short notice in the event of an accident on the premises. The employer should cover the costs (not covered by social security) of medical care for injuries incurred on their premises.



Article 6. - Workplace Conditions

It is important for all workers' well being, that chemicals are handled in a safe and correct way. All chemicals shall be marked, and labelled in a correct way. Training and instructions for handling chemicals must be performed and workers must have adequate body protection.

The temperature and noise level of the work environment should be tolerable. Ventilation should be adequate. Lighting should be sufficient for the work performed.

The workplace should have an adequate number of clean sanitary facilities, which are preferably separated for men and women. Workers should have access to these facilities without unreasonable restrictions.

Article 7. - Housing Conditions

Where staff's housing facilities are provided, Matting AB requires that workers' safety is a priority concern. The recommended safety and workplace conditions described above are applicable to these housing facilities. All workers should be provided with their own individual bed, and the living space per worker must meet the minimum legal requirement.

Dormitories, toilets and showers should be separated for men and women. There should be no restriction on workers' rights to leave the dormitory during off-hours.

Fire alarms, fire extinguishers, unobstructed emergency exits and evacuation drills are of particular importance in dormitory areas.

Article 8. - Environmental Issues

The environment is of increasing concern globally and Matting AB expects its suppliers to comply with applicable environmental laws and regulations and fulfil the terms of Matting AB's environmental requirements.

Article 9. - Child Labour

Matting AB does not accept Child Labour.

Matting AB supports the United Nations (U.N.) Convention on the Rights of the Child (1989). Matting AB's Child Labour Code of Conduct is based on this Convention, stipulated in:

Article 3; "All actions concerning the Child shall take full account of his or her best interests."

Article 32.1 "the right of the child to be protected from economic exploitation and from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development".



In addition, this Code of Conduct is based on the International Labour Organisation (ILO) Minimum Age Convention no. 138 (1973).

According to this convention, the word “Child” is defined as any person below fifteen (15) years of age, unless local minimum age law stipulates a higher age for work or mandatory schooling, in which case the higher age would apply. If, however, the local minimum working age is set at fourteen (14) years of age in accordance with exceptions for developing countries, the lower age will apply.

This Code of Conduct also incorporates the ILO Convention on the Worst Forms of Child Labour no. 182 (1999).

9.1 Implementation

All actions to avoid Child Labour shall be implemented taking the Child’s best interests into account.

Matting AB requires that all suppliers shall recognise the U.N. Convention on the Rights of the Child, and that the suppliers comply with all relevant national and international laws, regulations and provisions applicable in the country of production.

Suppliers are obliged to take the appropriate measures to ensure that no Child Labour occurs at suppliers’ and their sub-contractors’ places of production.

If Child Labour is found in any place of production, Matting AB will require the supplier to implement a corrective action plan. If corrective action is not implemented within the agreed time-frame, or if repeated violations occur, Matting AB will terminate all business with the supplier concerned.

A corrective action plan shall take the Child’s best interests into consideration, i.e., family and social situation and level of education. Care shall be taken not merely to move Child Labour from one supplier’s workplace to another, but to enable more viable and sustainable alternatives for the children.

The supplier shall effectively communicate to all its sub-contractors, as well as to its own co-workers, the content of the Matting AB’s Code of Conduct, and ensure that all measures required are implemented accordingly.

9.2 Young workers

Young workers of legal working age have, until the age of 18, the right to be protected from any type of employment or work which, by its nature or the circumstances in which it is carried out, is likely to jeopardise their health, safety or morals.

Matting AB therefore requires all its suppliers to ensure that young workers are treated accordingly; this includes measures to avoid employment during school hours. Limits for working hours and overtime should be set with special consideration to the workers’ low age.



9.3 Special Recommendations

Matting AB acknowledges that according to Article 1 of the UN Convention on the Rights of the Child, a person is a child until the age of 18. We therefore recommend that children in the age group 15-18 years be treated accordingly, i.e. by limiting the total number of working hours per day and implementing appropriate rules for over-time. Children in this age group are not allowed to perform hazardous work.

Article 10. - Labour force register

The supplier shall maintain documentation for every worker verifying the worker's date of birth. In countries where such official documents are not available, the supplier must use appropriate assessment methods as per local practice and law.

Article 11. - Monitoring and Enforcement

11.1 The Principle of Trust and Cooperation

Matting AB expects all its workers, suppliers and their subcontractors to respect this Code of Conduct and to actively do their utmost to achieve its standards. Matting AB is prepared to cooperate with our suppliers to achieve adequate solutions. We are also prepared to take cultural differences and other relevant factors into consideration, but we will not compromise on the fundamental requirements described in this document.

11.2 Monitoring

All suppliers are obliged to keep Matting AB informed about where each order is produced. Matting AB reserves the right to make unannounced visits to sites where people work directly or indirectly for Matting AB. We also reserve the right to let an independent third party make inspections.

Article 12. - Declaration

We, the undersigned, have read and hereby subscribe and support the principles and purposes herein set forth and agree fully to comply therewith.