

01/01/2017

SUPPLIER CODE OF CONDUCT

Background and purpose

Posti is your first choice for postal, logistics and e-commerce services. We manage the flow of commerce and everyday life in 10 countries.

Posti is a reliable and open bearer of responsibility. Posti realizes its responsibility towards society, environment and all of its stakeholder groups. The principles of the UN Global Compact, the UN Guiding Principles on Business and Human Rights and the UN Sustainable Development Goals (SDGs) have been taken into account in the alignment of Posti's corporate responsibility.

The UN Global Compact contains principles on human rights, environment and corruption. The UN Guiding Principles on Business and Human Rights outline the corporate responsibility to respect human rights. The UN Sustainable Development Goals include principles to secure sustainable development.

We require the suppliers and other partners of Posti Group and its companies and their subcontractors ("the Supplier") to comply with the above mentioned principles which have been taken into account in the alignment of Posti Group's corporate responsibility. The Suppliers shall allow possible audits by Posti Group or its representative at the Supplier's premises.

Posti encourages Suppliers to develop their own corporate responsibility and compliance programs.

If you have any questions, please do not hesitate to contact Posti Sourcing unit.

Social Responsibility

Suppliers shall comply with responsible business practices in all of their activities and conduct their business in a fair and ethically sustainable manner and with absolute integrity.

Suppliers shall commit to complying with the laws and regulations in effect in the countries and regions where they conduct business. If local customs, regulations or customs depart from this Code of Conduct, the stricter of these shall be complied with.

In addition to complying with the laws and regulations in effect, Suppliers are expected to act in accordance with good business principles. Suppliers shall commit to not employing illegal, irregular or unethical commercial practices or procedures.

Bribes may not be paid or any other unlawful financial benefits given to any authorities, customers, or other parties under any circumstances. In particular, it is prohibited to give or receive bribes, gifts or services that exceed normal and conventional hospitality.

Human Rights

In all their operations, Suppliers are expected to promote and respect internationally proclaimed human rights.

Suppliers shall make sure that they are not engaged in violation of human rights and interfere in all negative human rights effects of their actions.

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For example, the following, in all their forms, are strictly prohibited:

- discrimination based on partiality or prejudice, such as race, color, gender, sexual orientation, marital status, pregnancy, family relations, religion, or other similar factors,
- threats of violence, corporal punishment, physical or verbal abuse or other unlawful harassment.

Personnel Responsibility

Freedom of association

Suppliers shall recognize and respect their employees' freedom of association and their right to freely choose their representatives. Suppliers shall also recognize employees' right to collective bargaining.

Forced labor

It is prohibited for Suppliers to use forced labor in their business operations. Employees are free to leave their employment after reasonable notice as required by national law or contract. Employees may not be required to lodge deposits of money or identity papers with their employer.

Employment conditions

The Supplier's employees understand their employment conditions. Pay and employment conditions are fair and reasonable and comply at a minimum with the national legislation or industry standards, whichever are higher.

Working hours are agreed upon in compliance with the national legislation. Employees must have at least one day off each seven-day week.

Child labor

It is prohibited for Suppliers, under any condition, to employ children who are below the minimum legal age for employment. If this legal age has not been determined, the minimum age is the age of completion of statutory schooling.

Children over minimum age cannot be employed for any hazardous work or work that could be harmful to the child's personal development.

Working conditions

Suppliers shall provide their employees with a safe and healthy workplace in compliance with all laws and regulations. Appropriate health and safety information, training and equipment shall be provided to employees.

Suppliers shall also comply with any safety requirements agreed in any contract documents. At a minimum, Suppliers shall at least provide their employees with drinking water, clean toilet facilities, adequate ventilation, emergency exits, proper lighting and access to first aid supplies or other provisions for emergency care.

Alcohol and drug use at work

Posti is an alcohol- and drug-free workplace. Suppliers shall have a policy or guidelines in order to take precautionary action regarding alcohol and drug abuse.

Suppliers' employees may not work at Posti's sites under the influence of alcohol or drugs. Occasional drug tests can be performed on Suppliers' employees when they are working at Posti's sites if it is allowed in national (or local) legislation.

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Environmental Responsibility

Posti is committed to reducing the environmental impact of its operations. Suppliers play a key role in the promotion of this commitment. In practice, environmental responsibility translates into an awareness and reduction of the environmental impact of one's own activities. The Supplier shall show initiative in promoting environmental responsibility.

The minimum requirement is that Suppliers shall comply with the environmental laws and regulations in force in each of their countries of operation. In order to enable Suppliers to respond to these requirements, Posti encourages Suppliers to develop their own environmental management systems.