

CODE OF CONDUCT FOR SUPPLIERS OF HELSINKI DEACONESS INSTITUTE

Background and purpose

Helsinki Deaconess Institute (Helsingin Diakonissalaitoksen säätiö sr) is a public utility foundation and a multifaceted social enterprise group with several subsidiaries. The group provides wide-ranging social welfare, health care and education services.

Social responsibility is a part of all practices in Helsinki Deaconess Institute. The fundamental values of the institute are the basis for all terms of activity. It is therefore obliged, that all suppliers and associates of Helsinki Deaconess Foundation and its subsidiaries follow the same or equivalent terms of ethically sustainable conduct. It is obliged, that suppliers require the same level of principals from their subcontractors and that Helsinki Deaconess Institute is permitted to audit any affiliated subcontractors.

The Procurement Department of Helsinki Deaconess Institute will answer any further inquiries.

Abiding by laws and regulations

The Suppliers shall follow laws and regulations which are in effect in the given location in which they are conducting business. The Suppliers shall pay their tax and other fees according to local and EU/ETA legislation, and they shall report their financial records and other duties in a transparent and legal manner. If local legislation, regulations or general culture differ from the Code of Conduct, the stricter set of terms is followed.

Code of good business principles

In addition to the given legislation and regulations, the Suppliers are also obliged to act in a manner of good business principles. The Suppliers shall practice business in a fair and sustainable manner while following utmost sincerity.

The Suppliers are obliged to withhold from using illegal, unethical and other unlawful ways of doing business and bargaining which are against official laws and regulations.

Bribes, kickbacks and other forms of illegal inducements are absolutely forbidden from being offered to any Helsinki Deaconess Institute employees, officials, customers or other stakeholders in any circumstances. It is forbidden to give or take any gifts or favors which exceed levels of common hospitality and could be considered unreasonable.

Human rights

The Suppliers shall respect and promote internationally recognized universal human rights through their activity. The Suppliers are obliged to guarantee they are not complicit to any infringements on human rights.

The Suppliers must treat their employees and subcontractor's employees, and customers with respect and dignity. It is forbidden to take part in:

- any forms of discrimination, which is based on any bias or prejudice, such as race, color of skin, gender, sexual orientation, marital status, pregnancy, state of health, family relations, religion or anything of kind; and
- any threats of violence, physical punishment, physical or verbal violations or other unlawful harassment.

Labour rights

The Suppliers must acknowledge their employees' freedom of association and their right to choose their own representatives. The Suppliers must acknowledge their employees' right to take collective action.

Prohibiting involuntary labour

The Suppliers are forbidden to use forced labour at any levels of their business. The employees have the right to end their contracts in accordance to local labour legislature or after the reasonable notice stated in their contract of employment. The employees cannot be forced to give in payments or their personal identification documents to the employer.

Terms of employment

The employees of the Suppliers understand the terms of their employment. The wage and terms of employment are fair and reasonable, and they follow at least the local legislature or the practices of the trade, of which the stricter set of terms is applied. Working hours are established according to national legislature. The employees must have at least one rest day in seven consecutive working days.

Prohibiting child labour

The Suppliers are forbidden under any circumstances to employ children, who are under the minimum age of legal employment. If this age limit is not defined, the minimum age of employment is the age in which compulsory education has been completed. Children who have passed the age of compulsory education cannot be employed to dangerous jobs or other jobs which might be harmful to the development of a child.

Working conditions

The Suppliers must offer their employees with safe and healthy working conditions according to all legislature and regulations. The employees are informed on occupational health and safety and they are trained and equipped accordingly. The Suppliers are obliged to follow any safety regulations defined in the terms of contract. The Suppliers must provide their employees with

drinking water, clean sanitation facilities, reasonable ventilation, emergency exits, lighting, first-aid kits and other relevant first-aid resources.

Prohibiting substance abuse at the work place

The employees of neither Helsinki Deaconess Institute nor its Suppliers are allowed to work while intoxicated. The Suppliers are obliged to have planned measures in place for the prevention of substance abuse.

When working on the premises of Helsinki Deaconess Institute, the employees of the Suppliers are obliged to consent to occasional substance abuse tests when it is allowed according to national (or local) legislature.

Environmental sustainability

Helsinki Deaconess Institute is committed to recognizing and reducing any harmful environmental impact caused by its activities. The Suppliers have a central role in promoting environmental sustainability. The Suppliers must be ready to take initiative in promoting environmental sustainability.

The minimum demand, is that the Suppliers must follow the local environmental legislature and regulations of the country of activity.

Updated and approved by the Board of Helsinki Deaconess Institute, 7th of February 2017