



# Code of Conduct

FOR SUPPLIERS AND PARTNERS





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# Introduction

## ABOUT CAFÉ BAR

At Café Bar, we have a simple ambition: to make the workday a little better – one cup at a time. With our complete solutions for coffee, water, and food at work, we help create functional, pleasant, and sustainable workplaces. Our promise to our customers: the perfect cup – every time, no matter where in Sweden you are. We are present in 28 locations, from Luleå in the north to Malmö in the south.

We see coffee as more than just a beverage. “Coffee” is an opportunity to pause, meet, and foster a sense of community. It’s during the small breaks that big ideas are often born. A natural meeting place, a moment that provides energy and inspiration. That’s why we put great emphasis on quality, personal service, and care in everything we do.

Our business is built on three core values: joy, competence, and profitability. They reflect how we work internally and how we want to collaborate with others. We want to work together with those who share our care for people, quality, and sustainable development. Together, we can create workplaces where it’s easy to thrive – where every meeting point counts.

We strive for long-term and responsible collaborations where quality, respect, and sustainability are in focus. This Code of Conduct clarifies the requirements and principles that apply to our suppliers and partners and provides practical examples of working methods and decision-making bases for a sustainable future.

## PURPOSE AND SCOPE

This Code of Conduct is directed at our suppliers and business partners. Its purpose is to clarify our fundamental requirements and expectations in the areas of business ethics, human rights, working conditions, health and safety, and environmental responsibility.

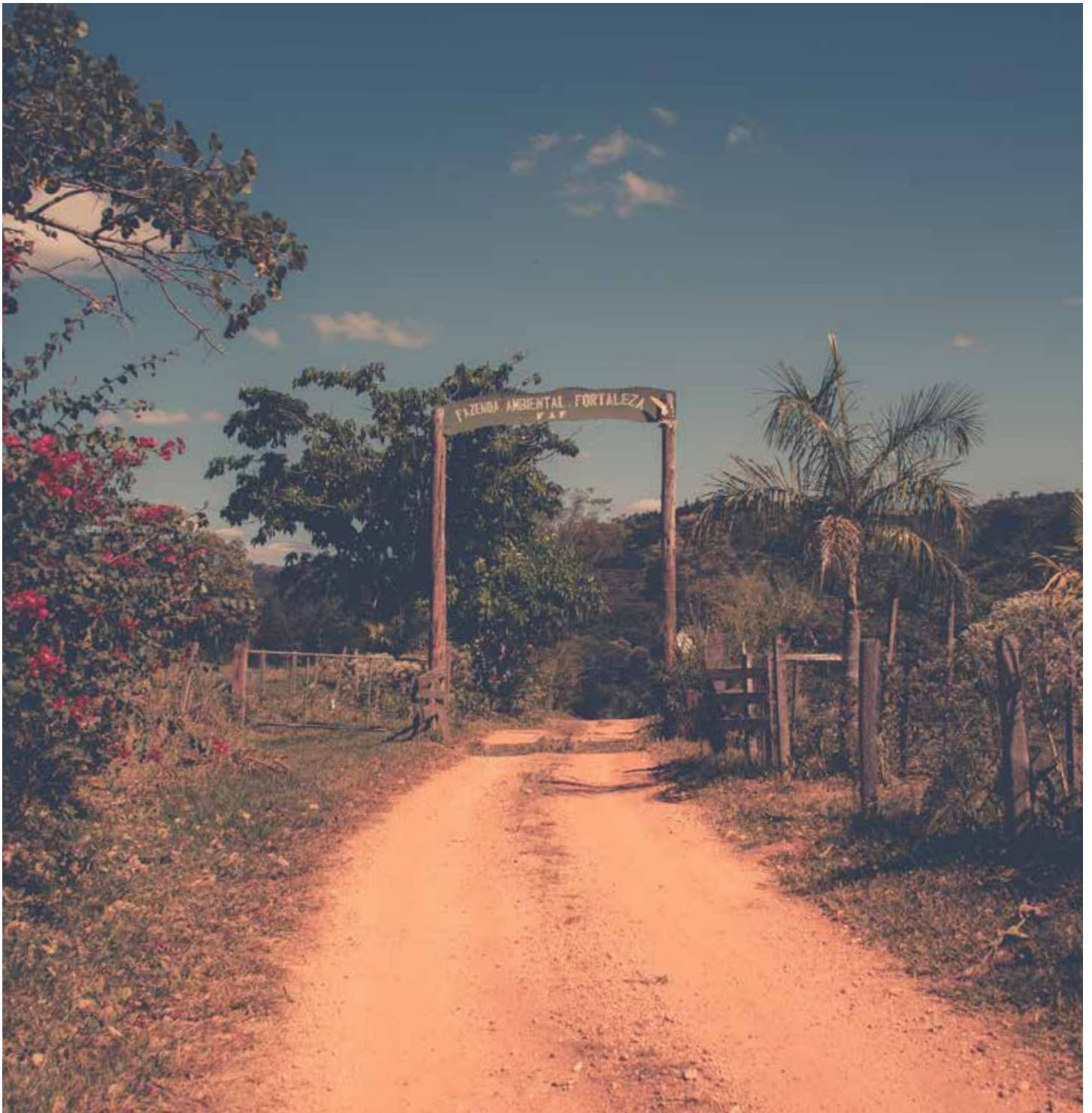
We expect you, as a supplier, to adhere to the Code of Conduct and actively work to meet its requirements, both within your own operations and throughout the supply chain. This should be done through open dialogue, transparency, and cooperation – something that benefits both parties. You must appoint a responsible person at management level who holds the overall responsibility for compliance with this Code.

You are also expected to pass on requirements corresponding to this Code of Conduct to your subcontractors and ensure their compliance through regular follow-ups.

### The Code of Conduct is based on:

- The UN Universal Declaration of Human Rights (1948)
- The UN Convention on the Rights of the Child, Article 32
- Core conventions of the International Labour Organization (ILO) regarding forced labour, child labour, non-discrimination, work environment, and freedom of association (No. 29, 87, 98, 100, 105, 111, 138, 155, 182, and 187)
- The UN Convention against Corruption
- Applicable national labour, occupational health and safety, and environmental legislation in the countries where operations are conducted
- The OECD Guidelines for Multinational Enterprises

In case of conflict between this Code and national legislation, the law takes precedence. Suppliers must comply with all relevant regulations where they operate.



# Business Ethics

**Ethical business conduct is key to building trust and fostering long-term, responsible business relationships. Café Bar values transparency, respect, and integrity in all partnerships and expects suppliers to adopt the same approach.**

## **Anti-Corruption**

Suppliers must actively prevent corruption, including through internal policies, approval routines, compliance checks, and anti-money laundering measures.

## **Ethical Practices**

Having clear structures and responsibilities around ethics helps ensure consistent decision-making. Appointing someone to oversee ethics can be beneficial.

## **Information Security**

Suppliers must protect confidential data, including trade secrets and personal data, and adopt strong information security practices.

## **Conflicts of Interest**

Avoid any situation that might compromise objectivity. Decline or avoid gifts, trips, or hospitality that might influence decisions.

## **Awareness**

We recommend regular training in ethics, anti-corruption, whistleblowing, and data protection.





# Employment Conditions

**Safe and fair working conditions are essential. Café Bar ensures this in its own operations and expects suppliers to do the same.**

## **Employment Terms and Work Environment**

Suppliers must comply with employment law, including rules on hours, overtime, rest, and collective agreements.

Written contracts should include salary, hours, overtime, leave, and rights. Disciplinary measures must comply with law.

## **Freedom of Association**

Employees must be free to organize and negotiate collectively.

## **Fair Compensation**

Wages must meet or exceed minimum wage laws and ideally reflect local living wages.





# Human rights

**Human rights are fundamental for dignity and sustainable development. Café Bar expects suppliers to uphold them.**

## **Child Labour**

No child under 15 may work. In countries where national law allows, 14-year-olds may work only if schooling is complete. Young workers must not be exposed to hazards or conditions affecting health or education.

## **Forced Labour**

Suppliers must ensure no forced labour, modern slavery, or restrictions on workers' freedom to leave.

## **Non-Discrimination**

Workplaces must be inclusive and equitable regardless of gender, ethnicity, religion, disability, sexual orientation, or age.

## **Communities**

Respect for affected communities is encouraged. Listen to local needs and avoid negative impact.

## **Monitoring**

Conduct regular risk assessments related to human rights across your business and supply chain.





## Environment and Climate Responsibility

**Environmental responsibility is essential. Suppliers must comply with environmental laws and minimize their impact.**

### **Improvement**

Set measurable goals to reduce environmental footprint, such as switching to renewable energy or using certified low-impact materials.

### **Conflict Minerals**

If your products contain tin, tantalum, tungsten, or gold (3TG), you must be transparent and work to minimize their use.

### **Material Use**

Opt for recyclable and sustainable materials wherever possible.

### **Biodiversity and Animal Welfare**

Avoid activities that threaten ecosystems. Follow animal welfare standards when handling animal products.

### **Chemicals**

Avoid harmful pesticides and toxic chemicals where safer options exist. Be transparent about the substances in your products.

## Health & Safety

**A safe and healthy workplace is a basic right. Suppliers must take proactive measures to prevent accidents and promote wellbeing.**

### **Protection**

Take sufficient actions to prevent illness and injury. This includes safety equipment, fire protection, first aid, evacuation routes, and clear procedures.

### **Insurance**

All employees must be insured for accidents and work-related injuries.

### **Facilities**

Provide access to clean drinking water, toilets, and hygiene areas separated from production zones.

## Respectful Conduct

Respectful interaction is a cornerstone of our culture. Whether in meetings, emails, or over coffee – treat everyone with courtesy, clarity, and responsibility.

This respectful tone also applies in interactions with customers, suppliers, and external partners.



# Compliance and Monitoring

Suppliers must follow this Code through structured and transparent practices, including adherence to applicable laws.

Café Bar reserves the right to conduct audits or inspections. If deviations are found, corrective actions should be taken jointly.

Failure to comply – especially repeated violations – may result in partial or complete contract termination.

## REPORTING VIOLATIONS

Suspected breaches should be reported to Café Bar to enable early action and prevention.

We also encourage suppliers to offer whistleblower functions that allow anonymous reporting.

Reports can be submitted via our whistleblower service or by email to: [inkop@cafebar.se](mailto:inkop@cafebar.se). All reports are handled confidentially.

**Report**

## Approval and Updates:

This Code has been approved by Café Bar's management and applies until further notice. Updates will be communicated and sent to suppliers for confirmation.





## Confirmation of Compliance

As a supplier to Café Bar, we hereby confirm that we have read and commit to complying with the requirements and guidelines in this Code of Conduct..

**Company name:** -----

**First and last name:** -----

**Title:** -----

**Date and location:** -----

**Signature:** -----