

## **CODE OF CONDUCT OF A COOPERATION PARTNER ON ENVIRONMENTAL AND SOCIAL MATTERS**

Eco Baltia group consists of a group of socially responsible companies, which operates under the principles of good governance and sustainable development, as well as improves internal processes in this area.

By promoting environmental development and following socially responsible entrepreneurship practice, Eco Baltia group has developed basic principles of operation of cooperation partner of the group companies (Code), which must be followed during the operation by the Eco Baltia group's cooperation partners, employees and sub-contractors.

### **PRINCIPLES**

#### **COMPLIANCE OF OPERATION WITH REGULATORY ENACTMENTS**

Cooperation partners operate in full compliance with all the regulatory enactments and requirements applicable at the place of performance of commercial activity, including – on environmental matters, in labour law, labour safety and other areas.

#### **COMPLIANCE WITH HUMAN RIGHTS AND LABOUR LAW**

Cooperation partners shall comply with the basic conventions defined by the International Labour Organisation (ILO). Cooperation partner shall not use child labour or forced labour in any of its operations or activities, and has implemented as system to ensure compliance with this requirement.

Cooperation partner shall comply with the human rights defined in the UN Universal Declaration of Human Rights. Cooperation partner shall be obliged to comply with the norms of human rights, identify and reduce, to the extent possible, impact on human rights, as well as to ensure performance of proper corrective activities in any case of violation of human rights.

Cooperation partner shall be prohibited from discrimination of any kind, threatening with violence, any illegal offensive action.

Cooperation partner shall be prohibited from employing a person, who is not entitled to reside in the Republic of Latvia.

Cooperation partner shall be obliged to pay the employees at least the official minimum salary or the official minimum salary in the sector, as stipulated in the general agreement (if entered into). Cooperation partner shall ensure that salary and provisions thereof for the employees are understandable and fair, as well as compliant with the laws.

Cooperation partner shall ensure that number of working hours conforms to the one officially stipulated in accordance with the laws and regulations.

Cooperation partner shall ensure effective procedure for the adjudication of the employees' complaints for the employees and organisations thereof, if such exist, for effective and fair resolution of the problems, which have arisen in relation to labour relations.

## **LABOUR PROTECTION, OCCUPATIONAL HEALTH AND LABOUR SAFETY**

Cooperation Partner shall be obliged to ensure the employees with safe and harmless working environment according to the regulatory enactments. If Cooperation Partner employs young people, who have reached the minimum age of employment, but are younger than 18 years, the Cooperation Partner shall ensure that health and safety of these young people is not put at risk, as well as that the young people are not employed in dangerous working conditions or works, which may harm education of the young people.

Cooperation Partner shall ensure that its employees and suppliers are informed on the requirements of health and labour safety, as well as ensure proper employee training and equipment.

Cooperation Partner shall be obliged to ensure and control compliance of the employees' qualification and equipment with the applicable regulatory enactments by conducting inspections at the places of execution of works and to ensure reasonably the required corrective activities.

Cooperation Partner shall comply with the provisions of the laws and standards of the European Union Labour safety and health protection.

Cooperation Partner shall ensure that the employees of the Cooperation Partner use the required means labour protection in the execution of services or manufacture of goods.

## **ENVIRONMENTAL IMPACT**

Cooperation Partner shall mitigate any negative impact of its activity on the environment and demonstrate permanent improvements in mitigation of such impact.

Cooperation Partner shall ensure that its employees have knowledge and understanding in the requirements of the environmental protection, and that proper equipment is available for efficient execution of the environmental obligations.

Cooperation Partner shall systematically identify processes, which have potential impact on the environment, including storage and handling of dangerous substances, assess alternative approaches and determine adequate corrective actions, and inform employees thereon.

Cooperation Partner shall ensure compliance with the precautionary measures in the fire-hazardous period. Cooperation Partner shall ensure that employees are able to react adequately in emergency situations.

Cooperation Partner shall cooperate only with the waste managers, which hold all the required permits. When performing the works, Cooperation partner shall use only such equipment/materials, which comply with the requirements of the regulatory enactments.

Eco Baltia Vide encourages the Cooperation partner to use as environment-friendly technologies and materials as possible.

### **ETHICS OF COMMERCIAL ACTIVITY**

Cooperation Partner shall conduct its commercial activity in ethical and responsible manner.

Cooperation Partner has available labour force and material technical resources, which ensure provision of service or delivery of goods in the planned scope.

Cooperation Partner shall comply with the laws related to accounting and payment of taxes and the payments equivalent thereto, and confirms it is not involved in activities, which may be recognised as tax evasion.

Cooperation Partner has at its disposal all the necessary licenses, permits and similar documents required to provide services or deliver/manufacture goods according to the requirements of the regulatory enactments.

Cooperation Partner shall not perform activities, which may be recognised as infringements of competition law.

Cooperation Partner shall confirm that it is not involved in activities, which may be related to possible corruption, fraud or laundering of the proceeds of crime.

Cooperation Partner shall ensure introduction of sufficient procedures for the resolution of possible resolution of conflict situations.

### **STANDARDS**

Cooperation Partner shall confirm that it's activity is compliant with the ISO 9001 or/and ISO 14001 certification standards or equivalent standards, which attest conformity to the safety and quality standards.

### **COMPLIANCE WITH THE REQUIREMENTS BY THE SUB-SUPPLIERS**

Cooperation Partner shall verify that its sub-suppliers/sub-contractors have introduced and comply with the requirements, which conform to or exceed the requirements defined in the Code.

## REPORTING NON-COMPLIANCES AND CONSULTING

Cooperation Partner shall notify Eco Baltia group of any actual or possible non-compliances with the code.

Cooperation Partner shall be obliged to inform Eco Baltia group on emergency situations and established illegal activities in relation to the execution of the contracted works.

Cooperation Partner shall not tolerate repressions of any kind towards any person, who applies in good faith for a consultation or reports violation or possible violation.

In case of any uncertainties on the requirements of the Code or if you wish to report a violation or possible violation of the Code, please write to: [info@ecobaltia.lv](mailto:info@ecobaltia.lv).

Eco Baltia will assess every case, when information on violation of requirements of the Code committed by a Cooperation Partner will be received from third parties.

Cooperation Partner confirms that it has familiarised itself with the Code and confirms its conformity thereto, as well as undertakes to comply therewith in the future and to ensure that the Code is complied with also by its employees and sub-contractors related to the execution of the contract.

Cooperation Partner  
signature

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