

Metsähallitus Supplier Code of Conduct



Purpose of the Code of Conduct

This document sets out the **minimum level of ethical and responsible conduct** Metsähallitus requires of our suppliers. Terms and conditions stricter than this minimum level may be imposed in the contract between Metsähallitus and the supplier as the contracting party.

The **supplier is responsible** for fulfilling all requirements set out in this document on their behalf and on behalf of their employees, subcontracting chain and subcontracting chain workers.

Metsähallitus' mission is to use, manage and protect the state-owned land and water assets sustainably.

The objective of Metsähallitus' work is to develop nature values and our shared wealth responsibly across generations. This is why we also require ethical and sustainable conduct of our suppliers.

Metsähallitus complies with legislation, our Code of Conduct and the principles of good governance in everything we do.

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1. General obligations applicable to the supplier

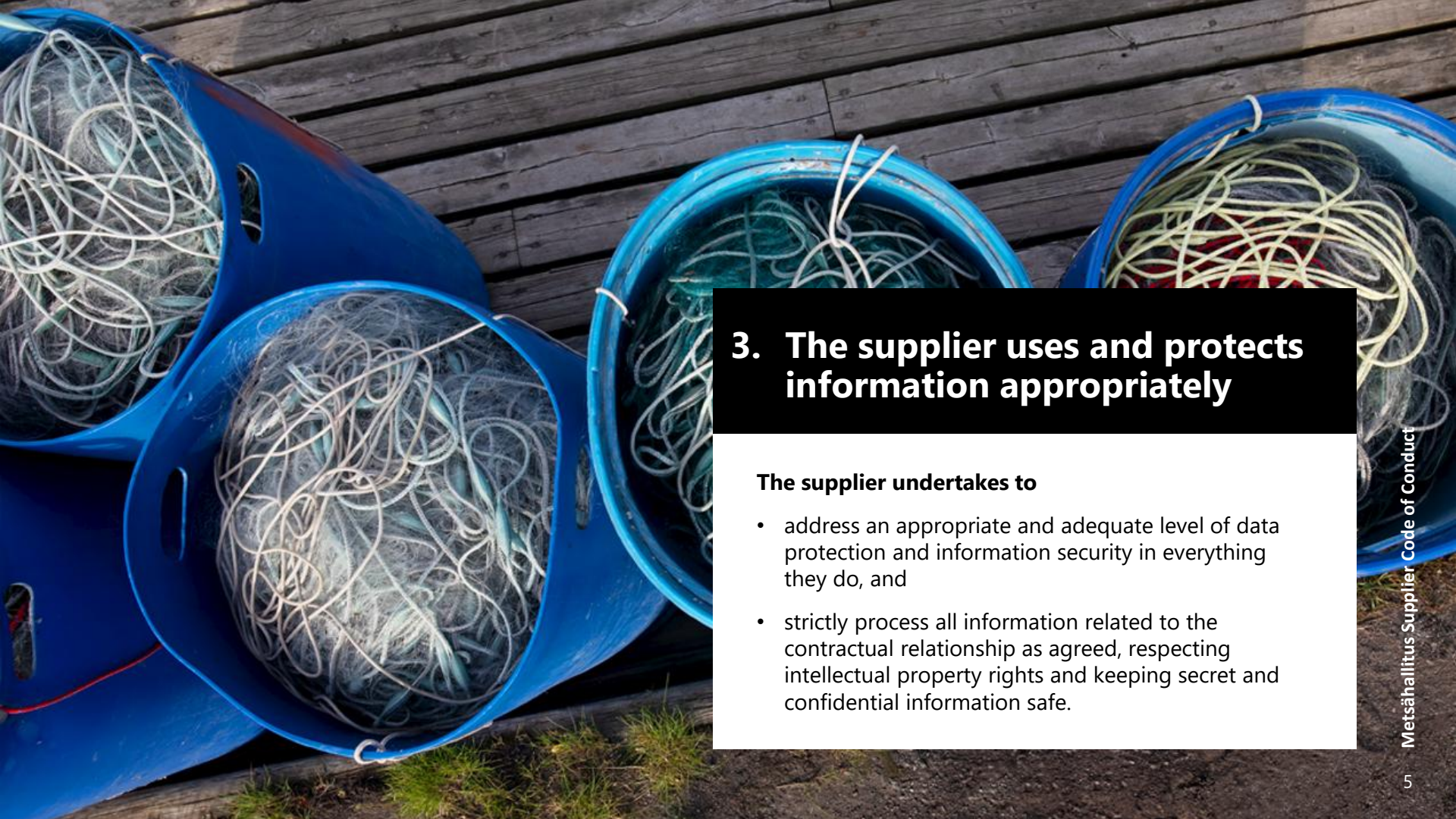
The supplier undertakes to

- comply with the terms and conditions of the contract, the Code of Conduct and all regulations applicable to their activities, and
- verify and ensure that all subcontractors they may use to fulfil their contractual obligations are aware of this Code of Conduct and comply with it.

2. The supplier acknowledges their responsibility for the environment

The supplier undertakes to

- report to Metsähallitus without delay any environmental damage and violations they have observed and any immediate risk of environmental damage.
- draw up and maintain an operating model for identifying, preventing, correcting and monitoring any negative environmental impacts and risks caused by their operation and their subcontracting chain. This operating model must address such impacts on for example soil, air and water pollution, biodiversity and the climate that are essential considering the supplier's operation. The operating model and its measures must be proportionate to the scope and nature of the supplier's activities.
- ensure that their employees and subcontracting chain are provided with adequate information, training and resources relating to the operating model.



3. The supplier uses and protects information appropriately

The supplier undertakes to

- address an appropriate and adequate level of data protection and information security in everything they do, and
- strictly process all information related to the contractual relationship as agreed, respecting intellectual property rights and keeping secret and confidential information safe.

A close-up photograph of a person's hands pouring coffee from a silver thermos into a white cup. The person is wearing a red jacket. The background is slightly blurred, showing other people and what appears to be a work environment.

4. The supplier respects human rights and labour rights

4.1 Procedure

The supplier respects labour rights and other fundamental and human rights and ensures that they are not involved in human rights violations. The supplier identifies and manages any negative impacts on labour and human rights in their operation and subcontracting chain. The supplier is obliged to take corrective action and report to Metsähallitus on it without delay. The supplier is obliged to comply with the principles set out in sections 4.2-4.8 and to ensure compliance with them in their subcontracting chain.

4.2 Equality

The supplier will not tolerate discrimination based on age, gender, origin, language, belief, religion, opinion, disability, health, sexual orientation or any other grounds relating to the person in their work organisation or subcontracting chain.



4.3 Occupational health and safety

The supplier meets statutory occupational health and safety requirements in their business transactions and subcontracting chain.

The supplier ensures that their employees and subcontractors' workers have the competence required by the tasks and receive induction training that is adequate both for the tasks and in terms of occupational safety.

The induction training must be documented. The supplier ensures that their employees and their subcontractors' workers complete any training related to the work and occupational safety organised and required by Metsähallitus.

4.4 Pay and working hours

The supplier ensures that the following requirements are met for persons performing the work:

- they have written employment contracts and understand its content;
- the workers are paid at least the wages and remunerations laid down in the law and any applicable collective agreement;
- provisions on working time, rest periods and overtime are complied with;
- wages, remuneration and overtime pay are paid regularly and directly to the person performing the work; and
- working time documents, including working time records and shift schedules, are kept up to date.

4.5 Freedom of association

Workers' right to join and participate collectively in trade unions must be recognised and respected. Open communication between workers and their representatives must be allowed without fear of retaliation or harassment.

4.6 Children and young people

The supplier undertakes not to employ workers aged under 15, and to ensure that such workers are not employed in the subcontracting chain. The supplier undertakes to ensure that any work performed by persons aged under 18 does not put their education, safety or mental development at risk.

4.7 Modern slavery

The supplier and their subcontracting chain must not use, benefit from or be party to any form of modern slavery, including forced labour, human trafficking or debt slavery. All hiring decisions must be based on workers' free choice, and all workers must be free to leave the employment within a reasonable period of time. No demands must be made to keep workers' identity cards, passports, permits or other personal documents in the employer's possession.

The supplier must ensure that workers are not required to pay recruitment fees or others charges related to recruitment to the supplier or their subcontractors.

4.8 Local communities and indigenous peoples

Any negative impacts on local communities and indigenous peoples must be prevented and minimised.

5. The supplier undertakes to engage in responsible cooperation and contractual activities

The supplier undertakes to

- engage in constructive and productive cooperation;
- engage in open and regular interaction with Metsähallitus;
- comply with all applicable acts on the prevention of money laundering and terrorist financing as well as provisions on sanctions;
- ensure that any contracts between the supplier and their subcontracting chain are financially and operationally sustainable and enable compliance with this Code of Conduct in the subcontractor's activities;
- refrain from having contractual obligations fulfilled on terms that are unreasonable, unrealistic or otherwise liable to jeopardise the quality of work, reliability of deliveries, workers' rights or responsible conduct of business; and
- for their part, prevent and refrain from participating in prohibited restrictions on competition.



6. The supplier does not tolerate corruption, illegal transactions or bribery

The supplier does not engage in inappropriate influence, including corruption or other inappropriate or illegal transactions, such as undue influence, favouritism, extortion, embezzlement or fraud, and seeks to prevent and deter such activity in their operations.

The supplier undertakes to ensure

- that the supplier, their management, employees or subcontracting chain do not directly or indirectly pay, give or offer a bribe to a representative of Metsähallitus or a third party, and
- that they they do not accept or ask for bribes.



7. The supplier reports deviations and provides information about the whistleblowing channel

- The supplier must immediately notify Metsähallitus in writing if they know or suspect that the supplier themselves, their subcontractor or a third party, or an employee of one of these parties, fails to comply with some part of this Code of Conduct.
- Metsähallitus uses a whistleblowing channel on which anyone can report abuses or suspected abuses related to Metsähallitus' activities. The supplier must inform and, upon request prove that they have informed, their employees of this channel and ensure that all workers in their subcontracting chain have the corresponding information.
- The supplier refrains from subjecting to any negative consequences those who report suspected abuses to Metsähallitus in good faith.
- The supplier must inform Metsähallitus without delay if they observe risks, shortcomings or damages in activities relating to a procurement contract that require urgent correction.



METSÄHALLITUS
FORSTSTYRELSEN
MEÄHCIRÄDDEHUS

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8. The supplier corrects their actions and acknowledges the risk of consequences

If Metsähallitus notices that the supplier fails to comply with this Code of Conduct or the contractual terms and conditions that add detail to it, Metsähallitus will notify the supplier of any issues that need to be corrected.

The supplier must have an operating method in place for making the required corrections, monitoring their implementation and reporting on them to Metsähallitus.

If the supplier fails to prove that they have corrected their actions without delay or within a jointly agreed deadline, Metsähallitus may cancel any orders it has placed and/or suspend future orders and/or payments until the corrections required by Metsähallitus have been carried out acceptably.

If the supplier fails to make these corrections, or if the violation of the Code of Conduct is so material that it cannot reasonably be rectified, Metsähallitus may cancel the procurement contract with the supplier.

Metsähallitus will also have the right to resort to any other legal remedies arising from a breach of contract terms.



9. Metsähallitus verifies compliance with this Code of Conduct

Metsähallitus may evaluate, by means of various inspections, audits, reports, dialogue or requiring self-evaluations, whether the supplier and any subcontractors engaged to fulfil their contractual obligations comply with this Code of Conduct.

Evaluations may be conducted by Metsähallitus or an independent third party authorised by Metsähallitus, which undertakes to keep the evaluation data confidential, unless otherwise agreed in the procurement contract. Metsähallitus will pay the costs of such third party.

In such evaluations, the supplier may be required to describe how they have organised their activities in order to fulfil the requirements of this Code of Conduct. Upon request, the supplier must provide the information and documentation necessary for the evaluation and carry out any self-evaluation requested of them.

Audits concern issues that are essential and necessary in terms of this Code of Conduct or the procurement contract, including working methods and procedures and, for example, the supplier's facilities, work sites and branches, documents, tools and software as well as the conditions of employees and persons working at Metsähallitus sites.

The right to audit also extends to the supplier's subcontracting chain.