

Supplier code of conduct

Municipality Finance Group

1 Purpose of the principles of corporate social responsibility

Sustainability is a central part of MuniFin's operations. Sustainability and ethical way of acting are core values of MuniFin and part of company's strategy. Sustainability includes aspects of environmental and social responsibility and strong corporate governance. We want to reflect our commitment to social responsibility and sustainable business practices including our company values of customer centricity, responsibility and transparency in relationship with our suppliers.

A Supplier is any third party, firm or individual that provides a product or service to MuniFin. The following persons, entities, and organizations (collectively referred to as Suppliers) are covered by the Supplier Code and thereby subject to its provisions:

- Suppliers, vendors, consultants, agents, contractors, temporary workers, and third parties working on behalf of the firm; and
- The owners, officers, directors, employees, consultants, affiliates, contractors and sub-contractors of these organizations and entities.

The Supplier is expected to comply with this Supplier Code of Conduct. Suppliers have a duty to demonstrate the highest standards of ethical business conduct, integrity, and adherence to the law, official norms, generally accepted industry procedures, contracts and promises at all times.

It is the responsibility of Suppliers to know the requirements of this Supplier Code of Conduct and operate in accordance with its principles and have policies and procedures designed to ensure compliance with it. Suppliers must also make reasonable efforts to train, monitor, and ensure that their own supply chain is compliant with the Supplier Code and all contractual obligations and when requested provide evidence of these measures to MuniFin.

The bidding process for suppliers carried out by MuniFin may include more specific and procurement-specific responsibility requirements outside of this document. These requirements are agreed upon separately together with the supplier. However, suppliers must always comply with the minimum level of standards defined in this Supplier Code of Conduct.

MuniFin requires prompt, accurate, and transparent reporting of any conduct concern or actual or suspected violation of any law or regulation related to firm business or the Supplier Code of Conduct. Any violations considered significant may result in the termination of the Supplier relationship and applicable agreements.

2 Responsibility for the environment

Suppliers must be aware of the impacts their actions have for the environment. MuniFin expects its suppliers to be committed developing their practices so that the company's own operations would reduce negative environmental impacts. Environmental sustainability must be considered across supplier's own operations and supply chain. That includes setting environmental targets, preventing, mitigating, or ending adverse impacts, and reporting on progress.

3 Responsibility for people

Suppliers must take all necessary steps to ensure human rights are respected in supplier's own operations and supply chain. In addition, the firm expects suppliers to adhere to human rights laws.

Suppliers must commit to promoting the well-being of its personnel, providing opportunities for training and development at work as well as enabling balance between work and leisure. Suppliers must be able to show that no-one is discriminated based on gender, age, religion, nationality, ethnicity, race, disability or any other factor. Gender equality must be promoted and suppliers must make sure that any kind of harassment and bullying is intervened. There has to be zero tolerance for harassment and bullying.

Suppliers must observe the International Labour Organization Conventions that relate to their operations. Working environment must be safe and the salary paid to the employees must be appropriate. Suppliers must respect freedom of association and the freedom of employees to form or join labour unions. Exploiting child labour or forced labour is absolutely forbidden and there must be no signs of human trafficking.

4 Strong corporate governance

MuniFin requires good management of finances and anticipation and management of economic risks from its supplier. Suppliers must comply with all legislation and other provisions and regulations regarding book-keeping and taxation. Suppliers must publish information required by legislation and their payment practices must be ethical and comply with local legislation.

Suppliers must ensure safety of information systems and networks. Safety of personal data and privacy must be ensured so that information is kept safe and used only in appropriate purposes.

Suppliers must actively identify potential conflicts of interest that might affect the relationship with MuniFin. All conflicts of interest must be reported immediately to MuniFin.

Suppliers must work actively to prevent corruption in all its forms. Suppliers can't allow their employees to give or receive direct or indirect gifts or other benefits that can be considered as bribes or corruption, and hence an attempt to influence decision-making or operations. Suppliers must ensure ethical procedures in all their operations. Suppliers must have procedures which pursue preventing corruption and improve on ethical procedures. Suppliers must comply with regulation concerning money laundering and financial sanctions.

MuniFin expects that its suppliers enable reporting potential internal and external misconduct. Suppliers must ensure that all potential misconducts are investigated appropriately.