

MARTELA'S SOCIAL REQUIREMENTS ON SUPPLIERS

Approved by Martela's Group Management Team on January 5th 2011

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Martela is committed to sustainability in all its operations. According to its Corporate Code of Conduct, Martela wants to actively engage with stakeholders to continuously improve its environmental, social and economic performance. Martela's service and goods providers and contractors play an important role in Martela's efforts towards sustainability.

In this document, we describe the social requirements placed on our suppliers and their subcontractors. These requirements are based on national labour laws and ILO conventions, and they are applied globally. Closer monitoring will be carried out whenever our risk assessment results require such information from a supplier and/or his subcontractor. (Later in the text the term "supplier" also covers subcontractors.)

If you have any questions, please do not hesitate to call your contact at Martela Purchasing Department.

HUMAN RIGHTS

Martela's suppliers shall support and respect internationally proclaimed human rights. Martela's suppliers shall make sure that they are not engaged in human rights abuses.

LABOUR STANDARDS

Freedom of association

Martela's suppliers shall recognise and respect employees' freedom of association and their right to freely choose their representatives. The suppliers shall also recognise employees' right to collective bargaining.

Forced labour

Martela's suppliers shall not use forced labour and employees are free to leave their employment after reasonable notice as required by national law or contract.

Child labour

Martela's suppliers shall not, under any condition, employ children who are below the minimum legal age for employment. In the event that children are found to be working, policies and written procedures for remediation of children shall be established and documented by the supplier company. Furthermore, the supplier company shall provide adequate financial and other support to enable such children to attend and remain in school until no longer a child.

Employment conditions

The employees of Martela's suppliers shall understand their employment conditions. Pay and terms are fair and reasonable and comply at a minimum with national laws or minimum industry standards, whichever are higher. Working hours comply with national laws but shall not on a regular basis exceed 48 hours, and the maximum allowable overtime hours in a week shall not exceed 12 hours.

Martela Group

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Non-discrimination

Martela's suppliers shall treat their employees with respect and dignity. All kinds of discrimination based on partiality or prejudice is prohibited such as discrimination based on race, colour, gender, sexual orientation, marital status, pregnancy, parental status, religion, etc. Threats of violence, corporal punishment, physical or verbal abuse or other unlawful harassment are strictly prohibited.

Work safety

Martela's suppliers shall provide their employees with a safe and healthy workplace in compliance with all applicable laws and regulations.

MONITORING OF SUPPLIERS

Whenever our risk assessment concludes that we need to study a supplier more closely, we first ask about reliable proof of compliance with labour standards (social standard certifications and other third party audit reports, inspection documents etc.). If no such information is available, we ask the supplier to carry out a self assessment procedure under our guidance. Third party monitoring is used in cases where self assessment still includes risks that need to be managed.

NON-COMPLIANCES

In case of non-compliance a corrective action project will be started by the supplier in order to improve cooperation for mutual benefits. If no improvement is reached within six months, cooperation with the non-compliant supplier is ceased.

APPROVAL

Martela's Group Management Team approved these requirements as an attachment to Martela's Purchasing Principles on January 5th 2011.

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