



Supplier Code of Conduct

Reliable and high-quality suppliers, subcontractors and service providers (hereinafter referred to as “Partners”) are essential to ZAZA TIMBER operations. At ZAZA TIMBER, we are committed to responsible business practices in everything we do, and we expect the same from our partners. This Supplier Code of Conduct is based on ZAZA TIMBER values and operating principles, which are available online at: <https://zazatimber.lv/>.

We require our partners to adhere to the following operating principles in all their operations, and ensure that these principles are also adhered to by the partners’ subcontractors.

1 Legal compliance

Partners must comply with all applicable national and international laws and regulations. If the operating principles described in this document exceed the requirements laid out by the applicable laws and regulations, the supplier must comply with the requirements described in this Supplier Code of Conduct.

2 Ethics

2.1 Corruption and bribery

We have a zero-tolerance policy concerning extortion, bribery and corruption in the operations of our partners. Partners and their employees shall not accept or give bribes to maintain or achieve a business advantage or other advantage.

Partners shall not offer any trips, factory visits, social events, gifts or other benefits to ZAZA TIMBER employees that are not reasonable and clearly work-related and which may inappropriately affect the business relationship in question. ZAZA TIMBER employees shall pay their own travel and accommodation costs in all circumstances.

2.2 Conflicts of interest

Partners shall avoid situations that may involve a financial or other conflict of interest relative to ZAZA TIMBER or its employees.

2.3 Fair competition

Partners shall compete in compliance with the applicable legislation and regulations governing competition, and partners shall not restrict competition in their field. Partners shall have adequate operating guidelines and procedures for ensuring that their management or employees do not participate in anti-competitive actions.

2.4 Money laundering and observance of sanctions

Partners shall comply with the laws and regulations regarding money laundering as well as all applicable related sanctions.

2.5 Regulations governing confidentiality and the protection of personal data

Partners shall comply with the laws and regulations governing data protection. Partners shall respect the confidentiality of data and refrain from disclosing to third parties any confidential data obtained in the course of business.

3 Employees and human rights

ZAZA TIMBER respects the Universal Declaration of Human Rights and the fundamental rights confirmed in ILO’s eight core Conventions. Partners shall respect the same rights. Partners shall observe the following principles:

3.1 Freedom of association

Partners’ employees shall have the freedom of association, the right to establish and join trade unions to protect their interests, and the right to collective bargaining.

3.2 Non-discrimination

All employees shall have equal rights and opportunities. Partners shall have a zero-tolerance policy for direct and indirect verbal and physical discrimination. Harassment, bullying and threatening in the workplace is prohibited.

3.3 Requirements concerning working hours, wages and employment contracts

Employees shall be aware of the content and terms of their employment, and they shall be provided with a written employment contract in a language they understand prior to entering an employment relationship.

The partner shall pay employees at least the minimum wage pursuant to the applicable law or collective agreement while also ensuring the provision of mandatory benefits such as payroll tax and social security payments. That being said, we encourage our partners to pay a living wage to their employees.



Working hours must be in compliance with the applicable law, collective agreement or ILO conventions. The employer shall ensure that employees have sufficient rest periods and breaks as well as annual holidays, sick leave and parental leave in accordance with the applicable legislation. Partners shall maintain clear records of their employees' working hours and wages.

The partner must also adhere to applicable work permit practices and requirements regarding employee qualifications.

3.4 Child and forced labour

Partners shall not employ children below the age of 15. If the legal age of employment in local legislation is higher, local legislation must be complied with. Young people aged 15–17 shall not be exposed to work that may have an adverse effect on their health, safety or other development.

Partners shall not use forced labour. Employees shall have the opportunity to resign from their positions subject to a reasonable period of notice. Partners shall not take possession of their employees' identification documents or work permits. Partners shall also ensure that their employees themselves do not pay any commissions or fees related to their recruitment.

3.5 Occupational health and safety

ZAZA TIMBER priority is to create safe and healthy work conditions for every employee. Each employee must be provided with adequate training to perform their work safely along with information on general safety instructions and guidelines. Employees shall always wear appropriate protective equipment at work. We require partners to maintain safe and healthy working conditions at their production facilities and observe pre-defined operating practices for the prevention of accidents. At our construction sites, partners shall always adhere to ZAZA TIMBER occupational safety requirements.

Employees shall not be under the influence of intoxicating substances while working for ZAZA TIMBER.

4 Environment

At ZAZA TIMBER, we strive to continuously reduce the environmental impacts of our operations, such as CO₂-emissions, and we expect the same from our partners. In our procurement, we favour environmentally friendly and energy- efficient options when the alternatives are otherwise equal.

Partners shall comply with laws, guidelines and instructions pertaining to environmental protection while ensuring that they have the necessary permits and fulfil the conditions of the permits. Partners shall use materials, raw materials, energy and natural resources efficiently. Partners shall strive to continuously minimise and monitor the environmental impacts of their operations, including the waste generated by their operations, while also ensuring the appropriate prevention of emissions, such as noise, vibration and odour. Partners must restore and compensate any environmental damage caused by their operations.

5 Transparency and the duty to report

Partners and their employees have a duty to report any violations of the Supplier Code of Conduct to ZAZA TIMBER representative.

We reserve the right to request additional information as well as monitor and audit compliance with these principles. ZAZA TIMBER may also assign an external partner to carry out aforementioned measures. If any negligence is observed in the supply chain, the partner must immediately report it to ZAZA TIMBER. Partners are also required to immediately inform ZAZA TIMBER of any events that could result in a risk to ZAZA TIMBER reputation or other business-related impacts on ZAZA TIMBER. When necessary, we will provide guidance and support with regard to issues requiring improvement. We reserve the right to cancel previously confirmed orders or terminate the agreement with the partner if the situation so requires.

6 Entry into force

By signing an agreement with ZAZA TIMBER (SIA ZAZA TIMBER Construction, SIA ZAZA TIMBER Production and SIA ZAZA TIMBER Engineering), the partner commits to complying with this Supplier Code of Conduct as well as other instructions and orders issued by ZAZA TIMBER based on these principles. Partners shall ensure that this Supplier Code of Conduct is also adhered to by their subcontractors.

Supplier Code of Conduct approved:

Jelgava, Latvia, 2024

**SIA ZAZA TIMBER Construction, SIA ZAZA TIMBER Production, SIA ZAZA TIMBER Engineering
Chairman of the Board**

Māris Peilāns