



Supplier Code of Conduct

This document defines the expectations and requirements Scandinavian Logistics Partners (Scanlog) put on our subcontractors and supplier partners. When accepting an assignment on behalf of Scanlog you accept these conditions.

Transport conditions

All assignments are conducted according to the CMR and NSAB regulations.

General conduct

Scanlog expects you to employ adequately trained personnel with all required licenses. All your personnel should be able to communicate adequately in all situations both with Scanlog and with our customers. You are to ensure that your personnel are not under the influence of drugs or alcohol while performing services for us. Drivers must use safety shoes and visibility vests while performing or overseeing loading and unloading operations. Time slots booked for loading and unloading shall be respected and if you for whatever reason cannot meet them we shall be informed immediately.

Equipment

All equipment used by you should be in good working condition. When loading paper reels the floors must be whole and swept to avoid damage to the goods. When loading food stuff the floors must be swept and the loading compartments free of any odour. Equipment must be safely parked and locked if not under direct surveillance by its driver, ignition keys should never be left in the cabin.

Securing of goods

We expect you to ensure safe and correct securing of the goods with an adequate number of straps. If there are not enough straps to secure the goods properly we are to be notified immediately. In case of loading paper reels corner protectors must be used to avoid damage by the straps, these are usually provided free of charge at the loading place if needed.

Human and labour rights

You must respect and support internationally proclaimed human rights. You are expected to comply with laws, regulations and industry standards concerning working hours and minimum wages. Your employees shall be able to associate freely as well as join trade unions or workers' councils in accordance with national laws and international conventions.

Protection of Scanlog's brand

You are acting as Scanlog's representative and interface with customers, authorities and other supplier partners and must protect the value of our brand at all times. In case you are using equipment, such as e.g. trailers printed with Scanlog's name,

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logotype, or other easily recognizable signs you are always to keep these clean, and without visible damages.

Deviation reporting

You shall report all deviations to Scanlog without delay, when reporting you shall always give the correct reason for the deviation.

Scanlog applies the method of 5 Why's to analyse why a deviation has occurred, you as a supplier is expected to do the same. By asking five times why a deviation occurred you can find the root cause of the problem. Once the root cause has been found the problem can be eliminated. The steps in the method are:

1. Define the problem
2. Identify direct causes
3. Ask the question why for each direct cause and analyze each answer
4. Evaluate each alternative
5. Reiterate the process
6. Once a root cause has been found you should ask yourself if you have found the short term or long-term root cause. Both need to be found and corrected to successfully prevent the deviation from occurring again.

Continuous improvements

We expect you to work together with us to continuously improve our operational routines and our communication to improve quality and cost efficiency and to minimise our environmental foot print.

Thank you in advance for your cooperation and partnership.

The Scanlog Team

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