



Team ET

Code of Conduct



Our Code of Conduct

Team ET is a group of companies who are primarily active in the packaging industry and are specialized in customized packaging and technical details. But also producers of hygiene and construction products to some extent. The companies within Team ET are most active in the Nordic and Baltic markets with offices and production facilities in Stockholm, Gothenburg, Malmö, Tallinn and Riga. Svensk Emballageteknik AB, ET Emballageteknik AB, ET Team Baltic OÜ and ET Packaging Latvia SIA are all subsidiaries that are part of the Team ET group.

At Team ET, we are dedicated to upholding the highest standards of ethics, integrity, and sustainability. We have made commitment to align our business operations with the principles of the United Nations Global Compact, the Universal Declaration of Human Rights, and integrate our core values from our stakeholders and contribute to the global development goals and Agenda 2030. Our Code of Conduct serves as a framework for our employees, partners, and all other stakeholders, how we should operate our day-to-day businesses and operations. Employees and partners are expected to comply with this Code of Conduct strictly, where partners are, but not limited to, all our suppliers, contractors, and other parties with whom we have active cooperation with. Any violations of this Code of Conduct will have subsequent consequences.





Human Rights & Fair jobs

Human rights and labor conditions

We respect and support the principles of the United Nations Universal Declaration of Human Rights and the Global Compact principles on human rights and labor, where we urge all our stakeholders to do the same. We are committed to identify, prevent, mitigate, and account for negative human rights impact towards all workers, including, but not limited to, temporary, students, migrants, contract, direct employees, and any other type of workers throughout our supply chain. We conduct to the rights and obligations established by national laws for respective country, which is demand towards all partners. Thorough risk assessments must and should always be carried out before entering into any partnership or collaboration, where the risk of potential breaches of this Code of Conduct shall be low to non-existent.

Modern slavery and forced labor

By having adequate policies, risk assessments and due-diligence processes throughout our supply chain, we should always prevent any involvement in any forms of modern slavery and forced labor. All work should always be voluntary on the part of the worker. The worker or the employee must always understand clearly written contracts, indicating all employment terms and conditions. All employment relationships are based, and should always be on mutual consent, without the threat of a penalty.

Child labor

By having adequate policies and making risk assessments, we are preventing that child labor is used in any performance of any work throughout our supply chain. "Child" means any person under the minimum legal age under national, or local laws, or regulations for employment where the work is performed, and/or the minimum working age defined by the International Labor Organization (ILO), whichever is greatest. The minimum enrollments for employment, shall not be less than age of completion of compulsory schooling for the countries and location we are active. Our suppliers must ensure that parties upstream in the supply chain, in countries where national law or regulations permit employment of persons between the ages of 13 to 15 years for light work, that such employment not interfere with schooling and shall only work outside of school hours during normal daytime working hours.

In cases where workers are under the age of 18, they shall not be exposed to work that is likely to harm their health, physical, mental, social, spiritual, or moral development. We do not employ, in any form, workers below the age of 15 under no circumstances, independent of all regulatory acceptance.

Working hours and leave

We comply with applicable laws and ILO standards regulating working hours and leave, maintaining reasonable working hour schedules for all workers, and providing a rest period of at least 24 hours consecutive hours in every week. All working hours beyond the default schedule shall be voluntary and the collective bargaining agreements shall be respected.

Wages and benefits

All employees receive at least the minimum wage required by local laws and provide all legally requisitioned benefits. In addition, we comply with collective bargaining agreements and where it shall be ensured that workers understand the terms and conditions of their employment. We encourage our partners to adopt a fair payment structure that matches the employee skills.

Non-discrimination and fair treatment

We are dedicated to well-being for our workers and all employees should always be treated with dignity and respect. We shall prevent and eliminate discrimination in respect of employment, occupation, and providing equal employment conditions and opportunities based on each worker's skills and experiences.

We should always promote diversity, inclusion, and equal opportunity and eliminate discrimination based on race, color, age, sex, gender, gender identity, gender expression, sexual orientation, marital status, ethnicity, national origin, caste, disability, genetic information, medical condition, pregnancy, religion, political affiliation, union membership, covered veteran status, body art, among others neither in the workplace nor through the recruitment process. Workers' religious practices will be reasonably accommodated. We should always prevent any involvement in any kind of harassment, abuse, corporal punishment, or inhumane treatment.

Freedom of association and collective bargain

All employees shall have the right to associate freely, seek representation and bargain collectively in accordance with local laws. We shall never under any circumstances judge, discriminate or punish any one for exercising these rights.

Partners expects to respect the rights of workers to communicate openly, making possible for all employees to share grievances with management about labor conditions with no fear of harassment. And that collective bargaining agreements are implemented where they exist.

Healthy and safe working environments

We are committed to always improve and providing a safe, healthy, inclusive, and encouraging workplace environment where all employees and stakeholders work together to achieve the greatest possible well-being factor. We should always strive to create a culture where everyone is, can, and will be included in the systematic workplace improvements.

All our employees are expected to actively participate in maintaining a safe workplace environment and promptly report any concerns or issues. Risk assessments should regularly be carried out to identify and evaluate potential hazards in the workplace, where concrete action plans are developed and verified.

We adhere to all local regulations and regularly review and update our policies and procedures to stay in compliance with evolving regulations. Our workplaces should always be in a high sanitary condition and that we, together with our partners, take reasonable measures to secure that worker's performance and safety is not compromised by controlled substances, alcohol, legal and illegal drugs. Our partners is encouraged to have a third-party certified health and safety management system.



Planet Conservation

Environmental and Climate Responsibility

We are committed to contribute to the global environmental goals and support the principles of the United Nations Global Compact on environment in our day-to-day operations together with our partners. We always strive to create, promote, and offer the most environmentally and climate friendly solutions to our partners.

Our vision is always to create customized solutions for our partners that contribute to regeneration, increased biodiversity, and healthy ecosystems in the grand scheme of things. Considering all potential environmental risks in our business operations, we always aiming to minimize these risks as far as possible.

The Majority of Team ET's sites have a certified environmental management system according to ISO 14001:2015, where we strive for the entire Team ET to have a certified environmental management system in the future and as well as our partners. We embrace that our partners have policies and procedures that is in line with our environment and climate development work and high environmental standards.

Sustainable chemicals management

By carrying out our risk assessments, we always strive to minimize the number of different chemicals used in our operation. Potentially hazardous substances in chemical products and/or used on products must be identified and reported in accordance with the current legislation in force. We must always ensure that hazardous substances are handled, transported, stored, recycled, and disposed safely and doesn't, under any circumstances, harm either the human or the environment.

Sustainable product and process development

The key factor for us is to offer our customers and partners cost-effective and sustainable solutions and products. Therefore, we always strive to make our best effort to develop, manufacture and deliver innovative products and processes with the lowest possible environmental impact. The aspiration is that we together with our partners is to develop and improve processes and products that reduce the negative climate impact, use of energy, waste, water and natural resources in an efficient manner, and the use of hazardous materials. Together with our partners we should never stop develop new sustainable solutions and utilize reusable, circular and/or recycled packaging materials in a great extend which help us and the society to lower our greenhouse gas emissions.

Product Safety

Our goal is to always be able to offer our customers and partners cost-effective packaging solutions with high quality and highest possible climate & ecological benefits that meets our customers' expectations. We always collaborate with our partners upstream and downstream in our value chain to ensure that our products meet relevant safety requirements. We aim to always ensure products and solutions that provide safety and well-being of our partners as well as our community and the public. Any accident or incidents that may result in any product safety issues should always be reported to our quality department immediately to ensure and avoid that sale or use of a faulty product.



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Ethical Businesses

Business ethics

We strongly believe that thriving collaborations and entrepreneurship, need to have fair morals and ethics highly valued. For there to be conditions for a long and developing collaboration, between both colleagues and partners, there must be a transparent and honest communication, where the parties involved respect each other. We will always encourage open and personal contact between colleagues, partners, and other stakeholders, but we should always keep it professional.

Anti-Corruption & Illegal Payments

We are committed to upholding the highest standards of ethics, transparency, and integrity in all our business operations. Whereas we have zero-tolerance towards any form of corruption, bribery, extortion, illegal payments, and unlawful inducements and transactions. We are fully committed to complying with relevant laws and regulations pertaining to anti-corruption.

Our employees and partners are strictly prohibited from engaging in corrupt practices as well as any form of illegal payments, including but not limited to bribes, kickbacks, facilitation payments, or any financial transactions that are in violation of the law. Updated and relevant training should be provided to all concerned employees to enhance their understanding of anti-corruption and the potential risks.

We acknowledge that gifts, entertainment, and hospitality is a part of business culture. However, these must be reasonable and compliance with relevant regulations and best practices. No gifts, entertainment, or hospitality should be given or accepted if it could compromise integrity or influence business decisions.

No illegal payments or anything of value from any customer, supplier, representatives, agents, government officials, political parties or others can be offered or accepted by us nor our partners. "Illegal payments" includes payments aiming to expedite or secure performance of a routine governmental such as customs clearances or visa expedition with exception of formal legal governmental fees for such services.

All Employees and partners are expected to adhere to this code of conduct and actively report any suspicious activities or attempts at illegal payments.

We desire that our suppliers establish a compliance program aiming to mitigate the existing risks of its activities and to prevent corruption in different situations such as commercial contracts, partnerships, projects, and the use of contractors or similar.

Open and honest communication

We always encourage a culture of transparency and trust, which will lead to more productive and positive collaborations, as this is a cornerstone of our business relationships and cooperation. We should always commit to fostering our culture of transparency, trust, and mutual understanding in all our interactions, both with in our own organization, towards our colleagues, and with external, towards our partners. Our culture of open and honest communication for our business is based on six principles, which contributes to strong relationships, a healthy working environment, and good businesses:

- Transparency: We commit to sharing relevant information openly and transparently, ensuring that parties have access to necessary data and insights.
- Honesty: We value honesty and expect straightforward, truthful, and candid communication.
- Active listening: We emphasize active listening, valuing each party's perspective and feedback.
- Respect: We respect diverse viewpoints and encourage civil, respectful, and professional discourse.
- Accountability: We take responsibility for our words and actions, acknowledge any errors or misunderstandings.
- Confidentiality: While openness is encouraged, we also respect confidential and proprietary information.

We believe that open and honest communication is vital in resolving conflicts and disagreements between different parties. Parties involved should engage in constructive dialogues to seek resolutions as well as problems, questions, or concerns are encouraged to be raised through proper channels and in a timely manner. Our six principles for open and honest communication should always be our guidelines when establishing contracts and agreements.

Competition and antitrust

Our commitment to conducting business ethically, responsibly, and compliance with relevant laws and regulations together with open and honest communication is an essential part of why we are a respected player in the areas we are active in. We are dedicated to promoting fair and open competition and maintain the highest standards of integrity. Any violations and suspected antitrust or competition law breaches must be reported through designated channels. We prohibit any anti-competitive practices, including but not limited to price-fixing, bid-ragging, market allocation, and other collusive activities. Unlawful monopolistic activities, including abuse of market dominance, are prohibited whereas we collaborate with various partners to find a competitive and healthy market balance in all our areas.

Concerned employees should always be aware of potential red flags and understanding the consequences of non-compliance. Our concerned employees should always have up to date training, how they can notice potential red flags in the market, within our organization, and among our partners.

Confidential information

We recognize the importance of safeguarding sensitive and Confidential information, whereas all parties must be committed to protecting proprietary data and the responsibilities of all employees in maintaining the confidentiality of such information.

Confidential information refers to any non-public information that could be harmful to us or any of our stakeholders if disclosed without authorization. This includes, and is not limited to, business strategies, financial data, customer information, product substrate, drawings, trade secrets, and any other proprietary information.

All employees are responsible for handing Confidential information with the utmost care and discretion. Access to Confidential information should be restricted to authorized individuals on a need-to-know basis. Employees are prohibited from disclosing Confidential information outside of the organization to third parties, except in situations where authorized by management or required by law. Unauthorized sharing of Confidential information, whether verbally, in writing, or through electronic means, is strictly prohibited.

Confidential information should only be used for legitimate business purposes. Employees are prohibited from using Confidential information for personal gain or the detriment to our business or our stakeholders.

We should always take appropriate measures to safeguard physical and electronic forms of Confidential information, including secure storage, encryption, password protection, and access controls.

Personal Data

We are committed to protecting the privacy and personal data of individuals, according with the GDPR and other relevant data protection laws. All personal data shall be handled and stored securely, with access restricted to authorized personnel only. Individuals will be sought for the processing of their personal data. Consent must be clear, informed, and freely given. Personal data should only be collected and processed when necessary for the explicit intended purpose and should not be retained longer than required for its specified purpose.

Reporting Violations

We value transparency, accountability, and ethical conduct in all our operations. Therefore it's essential to creating and maintaining safe and confidential channels for employees to report any violations of our active ethical policy or any concerns regarding wrongdoing within our organization.

We should encourage employees and colleagues to report concerns related to ethical violations or other wrongdoings. Whereas we protect individuals who report and provide a clear and confidential process for reporting such concerns. Individuals should always have the choose to report concerns anonymously or openly.

Community Engagement and Responsible Supply Chains

At Team ET, we are dedicated to promoting responsible and ethical business practices that align with the United Nations' Sustainable Development Goals, the Universal Declaration of Human Rights, and the Global Compact. Our commitment to social responsibility, ethical supply chain management, and supporting sustainable development, is something that we actively encourage all our stakeholders to be a part of and is vital for our partners, whereas this is the foundation for a great, sustainable cooperation.

The goal should always be that everyone acknowledges their own role in contributing to sustainable development and the well-being of local and global communities. Where we together, actively engage with and contribute to initiatives and projects that support the United Nations' Global Development Goals.

All employees should be knowledge and be trained regarding the Global Compact and the sustainable development goals, to make it easier to apply which actions we can do as an individuals and together as a group in our daily processes and meetings.

We establish and develop responsible supply chain practices that align with the Global Compact's principles and the Universal Declaration of Human Rights. Responsible sourcing is an important key in our supply chain management, whereas we active engage in sustainable and ethical sourcing practices, where environmental and social impacts are considered.

We are committed to holding ourselves accountable for our actions, decisions, and the impact on communities and our supply chains.