

## **Lekolar Sustainability/CSR policy**

Lekolar Sustainability Policy stipulates the environmental and social obligations that we place on ourselves and on our business partners. It describes the duties that Lekolar has to the society in which it operates and of which Lekolar itself is a part. Our successes are linked in part to our ability to meet the demands for environmental and corporate social responsibility in the world around us.

The policy is a public document and constitutes the framework for the "Lekolar Code of Conduct", which forms part of the Lekolar Supplier's Contract.

Lekolar is the market leader in the Nordic region for supplying schools and pre-schools with educational aids, furniture, equipment and consumables. The company has offices in Norway, Denmark, Finland and Sweden. Our owners are 3i, an international venture capital company that is listed on the London Stock Market.

## **Corporate social responsibility**

Lekolar takes a proactive approach to its corporate responsibilities and seeks to promote sustainable development, both internally and externally. Lekolar upholds high moral and ethical standards as a natural part of the company's business activities. We are mindful of our co-workers and their well-being, and we always make every effort to comply with our policies concerning equality in the workplace, the working environment and workplace victimisation. We advocate the principle of personal responsibility, both with regard to working tasks and in our relations with one another. We do not tolerate any form of discrimination, and we work and live according to our corporate values. Knowledge, awareness and the sense of commitment shared by all Lekolar employees form the foundation on which we build for success in our sustainability work.

### Our values are:

- Keeping our promises – everyone at Lekolar has a responsibility and an important role to play. This ensures that we are a partner that both customers and colleagues can rely on.
- Ambition – we are committed to going further and being better than the others. We take pride in making a difference in all that we do; this is what motivates us. That is why we set ourselves clear, shared targets that challenge us to become even better.
- Together – Lekolar stands for openness with close collaboration across boundaries and between departments, both within the company and with our customers.
- Courage – in order to succeed we must not be afraid to fail. In order to find new ways of doing things, we need to challenge old truths. It is through this approach that we gain new perspectives.
- Joy – We have a positive attitude to life. We are convinced that everything we do becomes much easier and that the result we achieve is much better, if we can have fun along the way. Our attitude is "everything is possible!"
- We do all we can, together with our partners, to ensure that the working environment is as good as it can possibly be and to minimise the environmental impact of our business activities.

### Our mission is:

- To make every child blossom! Lekolar wants to contribute towards creating a world in which this is seen as a natural right for all children and young people. It is our way of ensuring a better future for the next generation.

### Our business idea is:

- To create value for schools and pre-schools in the Nordic region by supplying – in ways that are efficient and offer good value for money – the products, equipment and furnishings these establishments need to be able to operate and improve their educational environments.

#### Sponsorship:

- For us at Lekolar it is important to combat victimisation, not only in the workplace but also in schools and pre-schools nationwide. For this reason we have chosen to support the "Friends" organisation, which works to prevent bullying in schools.

Our vision for the work we do on social and ethical responsibility throughout the supply chain is to support and encourage our suppliers to comply with the principles of the Lekolar Code of Conduct as a baseline requirement. By doing this Lekolar seeks to take its share of responsibility for ensuring that its suppliers and their sub-contractors pay due regard to basic human rights, healthy working conditions and concern for the environment. We do not tolerate child labour or any form of forced labour, and we demand a good working environment for all those employed by our business partners. The Lekolar Code of Conduct is based on the core conventions and documents of the United Nations and the ILO. All suppliers, manufacturers and other partners with whom Lekolar does business must, as a minimum requirement, comply with local and national laws in their respective countries, as well as international rules and regulations, and sign the Lekolar Code of Conduct.

We have a number of policies and guidelines that make our ethical and environmental principles clear with regard to our co-workers, our customers, our suppliers, society at large and the natural environment:

- Equal Rights Policy
- Code of Conduct
- Anti-Bribery and Corruption Prevention Policy
- Environmental Policy and Environmental Management System
- Quality Policy and Quality Management System
- Work Environment Policy
- Travel Policy
- Car Policy

## **Environment**

Lekolar has been environmentally certified in accordance with ISO 14001 since 1999. We also require our suppliers to comply with local, national and international environmental legislation that is applicable to their line of business.

Lekolar supports the changes that contribute to the reduced environmental impact of products and processes. Our products are used by the most important people of all – children – and we have made up our mind to play our part by taking our share of responsibility for a world in which future generations will live. We work continuously to offer our customers a sustainable range of products that meet their needs, and we take responsibility for our products at every stage in the process. It is of the utmost importance to us at Lekolar that our products are manufactured and distributed in a way that causes no harm to humans and that impacts as little as possible on the physical environment and the climate.

Transportation of our products must be effected as cleanly and efficiently as possible, and we show due concern for environmental and safety considerations whenever and wherever we travel on business.

For us, the sustainable use of resources means using these resources wisely and maximising the use of environmentally adapted products. We also pay particular regard to sorting at source and recycling.

### **Quality/Product quality**

Lekolar is quality certified in accordance with ISO 9001. By adopting a proactive approach to quality-related work, Lekolar will contribute to improving the environment and raising quality in the world around us.

Quality, safety and the environment are as important to us as they are to our customers. All Lekolar co-workers are made aware of our quality and environmental goals so that they, too, can contribute to the process of continuous improvement and reduce the number of non-conformities. For this reason, Lekolar works resolutely on various different levels to ensure that the products we sell are not in any way harmful to children, teachers or those who manufacture these products. There is a constant flow of new products and new materials. Lekolar also works proactively to clarify and develop quality criteria. One of our most important requirements is that Lekolar products must meet all the relevant product standards within the EU.

### **Compliance**

All managers are responsible within their own areas for making sure that all co-workers and business partners are familiar with the content of this policy and act accordingly.