

# **CODE OF CONDUCT FOR BUSINESS PARTNERS** *SALZBURG, JANUARY 2022*

## **1. INTRODUCTION**

The IBU believes in high social, environmental, and ethical standards and is dedicated to sustainability as one of its underlying operating principles.

Social, environmental, and ethical actions are not contradictory to successful business. Indeed, compliance with high social, environmental, and ethical standards and consideration of the lifecycle value of goods and services, along with price and quality, are key criteria in the selection of IBU's suppliers and partners.

The IBU will choose its business partners in accordance with the requirements of this Code of Conduct and will enforce the statements of this Code of Conduct through the IBU's Procurement Instruction and related practices.

## **2. SCOPE**

The IBU expects all its business partners and their suppliers / subcontractors to adhere to the principles specified in this Code of Conduct for Business Partners. Business partners are 1) any contracted suppliers of goods and services and 2) contracted licensees working on behalf of the IBU.

## **3. GENERAL PRINCIPLES**

The IBU and all its contracted business partners and their suppliers / subcontractors must comply with national legislation, the core conventions of the International Labour Organisation (ILO) and other applicable laws of the country of manufacture of goods, works and services. The strictest requirements will apply.

The IBU strives for high standards and expects its business partners to observe the principles of sustainable procurement.

The IBU also complies with the national legislation as well as agreements and protocols applicable in Austria regarding planning, construction, protection of the environment, health and safety, labour, and anti-corruption.

## **4. NO CHILD LABOUR**

The IBU does not tolerate child labour or any other form of exploitation of young employees. The IBU and all its contracted business partners and their suppliers / subcontractors must not hire workers below the age of 15, or below the local, legal minimum age, or the age for completing compulsory education, whichever of the three is higher. Young persons below the age of 18 shall not be exposed to dangerous, unsafe, or hazardous conditions.

## **5. NO FORCED LABOUR**

The IBU and all its contracted business partners and their suppliers / subcontractors must not make use of any form of forced, illegal or involuntary prison labour. Workers shall not be required to lodge any kind of bond including identification documents.

## **6. COMPENSATION**

The IBU and all its contracted business partners and their suppliers / subcontractors must comply with all legal requirements on wages, pay at least the minimum wage or the appropriate prevailing wage, whichever is higher, and provide any other benefits required by law or contract.

There are no illegal and unjustified wage deductions, including but not limited to those effected by way of direct or indirect disciplinary measures. Sanctions, fines and other penalties or disciplinary measures must conform to applicable national and international regulations and be imposed in accordance with internationally recognized human rights.

## **7. WORKING HOURS**

The IBU and all its contracted business partners and their suppliers / subcontractors must ensure that their employees are not obliged to work in excess of the regular workweek and maximum overtime allowed by the local labour law.

A regular workweek shall not exceed 48 hours and one day off shall be guaranteed for every seven-day period. A regular working day shall provide at least a daily rest period of 11 hours between the end of the working day and the beginning of the following working day. Both regulations apply unless stricter national regulations apply.

Only in case of exceptional circumstances, overtime shall be permitted subject to the respective national regulations. In any case, overtime shall be compensated separately.

## **8. FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING**

The IBU and all its contracted business partners and their suppliers / subcontractors must guarantee the rights of their employees to join unions and to bargain collectively. These rights must be given without fear of harassment, interference, or retaliation.

Where the freedom of association or collective bargaining is restricted by law, the IBU and all its contracted business partners and their suppliers / subcontractors may not hinder the development of parallel means for independent and free association and bargaining.

## **9. NO DISCRIMINATION**

The IBU and all its contracted business partners and their suppliers / subcontractors must strictly reject discrimination of any kind on whatever grounds, be it race, colour, sex, sexual orientation, language, religion, political or other opinion, national, ethnic or social origin, property, birth, disability or other status in accordance with the International Olympic Committee's (IOC) Code of Ethics. All forms of harassment and abuse, be it physical, professional, or sexual, and any physical or mental injuries are not tolerated.

## **10. SAFE AND HYGIENIC WORKING CONDITIONS**

The IBU and all its contracted business partners and their suppliers / subcontractors must provide a safe and hygienic work environment for all employees which at least comply with local health and safety laws.

The IBU and all its contracted business partners and their suppliers / subcontractors must take adequate precautions to prevent accidents and injuries at the workplace and shall actively promote good occupational health and safety practices. Putting the safety of persons first is a central requirement for the IBU.

Where accommodation is provided for workers, IBU's business partners and their suppliers / subcontractors must ensure clean and safe conditions and the basic needs of workers shall be met.

### **11. NO ILLEGAL LAND GRABBING**

The IBU and all its contracted business partners and their suppliers / subcontractors must neither practice nor tolerate any kind of illegal land grabbing. Land and property rights must be strictly respected.

### **12. ENVIRONMENTAL COMPLIANCE**

The IBU and all its contracted business partners and their suppliers / subcontractors must respect applicable environmental protection legislation or international industry standards, whichever is higher.

The IBU and all its contracted business partners and their suppliers / subcontractors must observe legislation and standards prescribed for waste management, for the handling and disposal of chemicals and other hazardous substances as well as for emissions and wastewater treatment. Any illegal dumping and burning of waste and any release of untreated wastewater in nature must be strictly prohibited. Regulations on limit values of hazardous chemicals and substances within the manufacturing process as well as in the end-product, must be met.

The IBU and all its contracted business partners and their suppliers / subcontractors must take adequate precautions to prevent accidents and environmental disasters.

### **13. ENVIRONMENTAL SPECIFICATIONS IN TENDERS**

The IBU and all its contracted business partners and their suppliers / subcontractors must strictly observe any environmental requirement that is defined in tenders or specification of goods, works and services, e.g. defined substances, material content or limit values, requirements on recyclability, waste management, certifications, energy consumption etc. Where tenders include specifications on certification, business partners and their suppliers / subcontractors must be able to provide a valid certificate upon request.

### **14. ENVIRONMENTAL MANAGEMENT**

Reducing and mitigating the environmental impact of biathlon sport is one of IBU's sustainability focus areas. Business partners and their suppliers / subcontractors are encouraged to adopt an environmental management system, e.g., ISO 14001 ff. and measure and reduce their environmental impact.

### **15. USE OF MINIMUM IMPACT MATERIALS**

The IBU and all its contracted business partners and their suppliers / subcontractors are encouraged to use materials with minimum impact on the environment and minimum exposure to human health. This includes the use of secondary materials from re-used or recycled content, the use of recyclable materials, the minimised use of hazardous chemicals and the use of certified origin / content (e.g., wood, food) whenever reasonable.

## **16. MINIMUM IMPACT PRODUCTS AND SERVICES**

The IBU and all its contracted business partners and their suppliers / subcontractors are encouraged to support the IBU's goal to minimise their climate impact and maximise their environmental and social sustainability.

Products and services should apply high environmental standards throughout the manufacture, use-phase, and post-event use, wherever reasonable. Product design should consider resource and energy efficiency as well as low level emissions during the use phase and re-usability or recyclability at end-of-life. Waste and packaging should be minimised. Eco-friendly transport modes should be utilised whenever possible.

## **17. TRANSPARENCY**

The IBU and all its contracted business partners are obliged to apply the generally accepted principles of transparency, especially to notify the contracting authority / entity of all involved subcontractors when applicable.

Business partners must be able and willing to disclose suppliers and manufacturing locations to the contracting authority / entity upon request.

## **18. NO CORRUPTION**

The IBU does not tolerate any form of bribery or corruption, and all its business partners and their suppliers / subcontractors must conduct themselves in this manner.

The IBU and all its contracted business partners and their suppliers / subcontractors must ensure full compliance with applicable national and international regulations on anti-corruption and bribery.

The IBU and all its contracted business partners and their suppliers / subcontractors must neither accept nor offer invitations, grants, gifts, or other advantages (either directly or indirectly through third parties) which may violate anti-corruption legislation, may be inappropriate or may be in anticipation of improper benefit in return or any other preferential treatment

The IBU and all its contracted business partners and their suppliers / subcontractors must avoid conflicts of interest that may lead to corruption risks.

## **19. FAIR COMPETITION**

The IBU and all its contracted business partners and their suppliers / subcontractors must ensure full compliance with applicable competition laws, in particular not making unlawful agreements or arrangements in tender procedures. This includes the influence of pricing and discriminative exchange of competitively sensitive information.

## **20. COMPLAINTS**

Complaints or information regarding violations of this Code of Conduct may be reported to the IBU at any time and anonymously. All business partners and their suppliers / subcontractors guarantee that individuals filing complaints will not be subject to reprisals or disciplinary action of any kind.



To report a complaint or a suspected violation, you may email [reporting@biathlonintegrity.com](mailto:reporting@biathlonintegrity.com), call +44 (0) 207 034 3404 to leave a confidential message or use the online reporting form at <https://www.biathlonintegrity.com/reporting-hotline-2/>

## **21. COMPLIANCE AND IMPLEMENTATION**

The IBU and all its contracted business partners and their suppliers / subcontractors must inform their employees about this Code of Conduct. It must be prominently displayed in the appropriate language and freely accessible for the period of time during which goods and services are delivered to the IBU.

The IBU encourages its contracted business partners and their suppliers / subcontractors to actively achieve a high level of social, environmental, and ethical standards. The IBU intends working with business partners who are willing to improve their performance where necessary.

The IBU reserves the right to ask for proof of compliance with applicable laws and may inspect working conditions or request independent verification or equivalent certifications.