

# OILQUICK SUPPLIER HANDBOOK





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# OILQUICK SUPPLIER CODE OF CONDUCT

## Introduction

OilQuick is a modern engineering and sales company, specializing in automatic quick coupler systems for different types of tool carriers.

Our objective is to be the first choice for customers in automatic systems for changing tool attachments and to exceed their expectations with outstanding quality – without compromising with our values.

For OilQuick, conducting business in a responsible way is of great importance, and we are committed to long-term sustainability development regarding ethical, social, and environmental issues. To be able to make achieve our goals, OilQuick strives to be a reliable partner, and to build long-termed relationships within our value chain, forming our 'Team OilQuick' with business partners that share our vision.

## Team OilQuick

'Team OilQuick' encompasses everyone from our suppliers upstream to our customers downstream.

As a supplier to OilQuick, you are an important part of 'Team OilQuick' collaborating with us to achieve our mission, strategy, and uphold our values. We encourage transparent communication with all our suppliers, fostering a collaborative environment where we work together to ensure compliance with our standards and requirements.

## General Requirements

This Supplier Code of Conduct contains the values and principles that are fundamental to OilQuick and aims to clarify the minimum requirements our suppliers must meet to comply and be a part of Team OilQuick.

The supplier shall always follow relevant legislation. In the case, where this Supplier Code of Conduct is in direct conflict with national legislation, national regulation shall always prevail, however if the Supplier Code of Conduct sets out stricter requirements than national legislation, this Supplier Code of Conduct shall prevail.

OilQuicks' Supplier Code of Conduct covers human rights, labour rights, environmental and anti-corruption and is primarily based on the UN Global Compact and its underlying conventions and declarations such as the ten principles, the eight core conventions of the International Labour Organization (ILO), and the OECD Guidelines for Multinational Enterprises.

It is the responsibility of the supplier to review, understand, and follow these requirements.

This document is complemented with the *Supplying to OilQuick* with quality, packaging, marking and transportation instructions. The latest version of these documents is available on [www.oilquick.com](http://www.oilquick.com).

# Respect for the Individual

## *Human Rights and Labor Rights - Principles 1-6*

### **Background**

Human rights apply worldwide, regardless of country, culture, or other circumstances. These rights affirm that all individuals are born free and equal, irrespective of ethnic background, skin color, gender, language, religion, sexual orientation, political opinion, or social status. The right to form and join trade unions and to engage in collective bargaining is protected by ILO conventions. Therefore, labour rights are part of the fundamental human rights.

### **Commitment**

#### **As a supplier to OilQuick you must:**

- Ensure the respect for human rights and dignity of all individuals involved in our operations and value chain. Uphold the equal worth of every person, promote diversity and inclusion, and to not accept discrimination. Prohibit to use, support, or benefit from forced labour. Workers should have the freedom of movement during their employment and the ability to terminate employment after notice.
- All employees, should have a written, understandable, and legally binding employment contract. Their privacy and personal data shall be treated confidentially.
- Commit to paying competitive wages, ensuring that they are living wages. To adhere to applicable laws, agreements, and industry standards concerning working hours. Ensure employees are entitled to overtime compensation, annual leave, sick leave, and parental leave as per legal requirements and agreements.
- Systematically address and prioritize occupational health and safety issues, maintaining an unwavering commitment to a zero-accident vision. Implement stringent safety measures, conduct regular risk assessments, and foster a proactive prevention culture within the organization.
- OilQuick does not accept any form of child labour in our value chain.

# Respect for the Environment and Climate

## *Environmental Principles 7-9*

### **Background**

The environmental principles of the UN Global Compact consider the risks and opportunities of climate change. The environment is crucial for the health and well-being of all people.

OilQuick selects suppliers with due care. Suppliers with certification ISO14001 will be prioritised. If the supplier is not certified, OilQuick expects the supplier to have a well-functioning Environmental Management System in place in accordance with the requirements of ISO14001 and it is the Suppliers responsibility to assure that the standards are equivalent.

### **Commitment**

#### **As a supplier to OilQuick you must:**

- affirms its support for the precautionary principle regarding environmental risks.
- actively strive to raise awareness of environmental issues in our value chain to reduce our environmental and climate impact.
- to work with us with continues improvements, both in products and processes, and consistently consider the environmental and climate footprints.

Any changes that can affect the products quality or the climate footprint, must be approved by OilQuick.

- Hazardous Substances Requirements

#### **The supplier must comply with regulations such as, or equivalent to:**

- RoHS (EC Regulation 2015/863/EU) [www.ec.europa.eu](http://www.ec.europa.eu)
- REACH (Regulation (EC)No. 1907/2006) [www.echa.europa.eu](http://www.echa.europa.eu)
- Upon request the supplier shall be able to provide material declaration regarding additional hazardous substances according to customer specific requirements.
- The Supplier shall certify and ensure that no "conflict materials" are produced or contained in the supplied products and components.



# Respect for the Business

## *Anti-Corruption - Principle 10*

### Background

The anti-corruption principle involves avoiding bribery, extortion, and other forms of corruption. The principle also aims at proactive development of policies and programs to address corruption internally and within supply chains. Emphasis is placed on collaboration and transparency.

### Commitment

#### **As a supplier to OilQuick you must:**

- Ensure that there is no form of corruption, fraud, or bribery practices that violate applicable laws and ethical business standards that may compromise the objectivity of decisions in your own operations and/or value chain.
- Comply with relevant laws and regulations regarding taxation and money laundering, and only engage in business with reputable partners involved in legitimate business activities funded through legitimate sources. Tax planning for the main purpose is not practiced.
- Contribute to a society where there is trust in business and the Rule of law, and under no circumstances be involved in activities intended to obstruct, limit, or distort competition.
- Ensure relationships with business partners are professional, and refrain from involving or providing preferential treatment to family or friends.
- Have good understanding of the regulatory framework. All exports follow the requirements of export control and international sanctions.
- Confidential information must not be disclosed to unauthorized persons, internally or externally.
- OilQuick follows good accounting practices and the Accounting Act. We always strive to maintain a stable financial position and liquidity in the company.
- Communication should never be intentionally created to mislead or be ambiguous.
- OilQuick always presents its products and services accurately and clearly. Text, images, videos, and similar reflect reality and comply with applicable regulations, legal requirements, and good marketing practices.
- Confidential - All drawings, technical document, tools, and equipment relating to the product shall be treated as confidential and may not be copied, reproduced, transmitted, or communicated by/for/with third parties without this being approved by OilQuick.

## Evaluation and assessment

OilQuick reserves the right to request the Supplier to participate in a SAQ (self-assessment-questionnaire).

The Supplier is responsible for providing us with data, submitting responses to SAQs, and, when requested, providing data or responses to SAQs from sub-suppliers.

OilQuick also reserves the right to conduct in-site inspections, either performed by us or designated third parties, at the Suppliers' facilities and at sub-suppliers.

The Supplier shall ensure these rights at sub-suppliers.

## Compliance

As a Supplier in 'Team OilQuick', the supplier commits to participate in discussions, training, and to access information provided by OilQuick.

If the Supplier suspects non-compliance or discovers breaches against this Code, either within the company or amongst its suppliers, the Supplier shall without delay inform OilQuick.

### **The supplier also has the obligation to:**

- Establish and submit a corrective action plan for any identified deviations from this Supplier Code of Conduct, within themselves or at sub-suppliers, which must be approved by OilQuick.
- Immediately rectify these deviations and any discrepancies identified, for example, through SAQs' or inspections.

Deviation from our Supplier Code of Conduct may be considered a material breach, and therefore, OilQuick reserves the right to terminate collaboration and potential contracts in cases of significant deviations.

## Delivery

Delivery time always refer to the time for the delivery's arrival at the buyer's address, without this being explicitly stated in the separate orders. Supplier shall ensure that the goods are packed and delivered according to OilQuick's terms and conditions.

### Delivery Accuracy

Providing our customers with first-class service is very important to us, and that includes delivery commitments. Delivery accuracy is an important part of the Supply Chain, and has a direct impact on our ability to deliver. To always be able to keep a high availability towards OilQuick's customers our intention is to stay above 98%. Therefore, to be approved as a supplier to OilQuick it is important that our suppliers follow OilQuick's terms and conditions, and the delivery accuracy requires to be a minimum of 90% (deviations measured from original order confirmation).

### Delays

Any delays or changes must be reported immediately and should be followed by a revised order confirmation sent to [inkopare@OilQuick.com](mailto:inkopare@OilQuick.com). The supplier shall, at his own expense, take all necessary actions to reduce a caused delay, examples are: providing express shipment, do extra work outside normal working hours, and use of subcontractors, with our OilQuick Supplier Code of Conduct in mind.

### Shipping

Unless agreed otherwise in writing, the goods shall be delivered in accordance with INCOTERMS 2020.

#### Delivery Address OQM

OilQuick AB  
Hede-Finlovägen 6  
824 31 Hudiksvall  
SWEDEN

#### Delivery Address OQP

OilQuick AB  
Granebovägen 6  
824 31 Hudiksvall  
SWEDEN

Every delivery must be accompanied by a waybill (CMR) or an air waybill, and a packing slip/shipping list.

## Packaging and labelling

Supplier must comply with OilQuick packaging requirements as referred to in purchase orders, product specifications, and/or other agreements.

1. Palletized goods should be shipped using approved EUR pallets.
2. If the delivery exceeds about 20kg, it must be packed on a pallet.
3. The only branding that is allowed on outer packaging is the OilQuick logo, no other branding is accepted.
4. Mixed pallets consisting of layers and/or comprising products with different article numbers may only be used in exceptional circumstances and with the approval of your contact person at OilQuick.
5. The load must be securely fastened together (Sheet metal straps are not allowed).
5. The material used for the packaging of goods must be of such quality that the products are not damaged during transportation, handling, or storage.
6. The blocking & filling inside the package are preferably made of cardboard/paper.



## Purchasing

Suppliers who are able to meet OilQuick's procurement needs, short term and long term, will be prioritised.

### Purchase Orders

An order confirmation should be returned to [inkopare@oilquick.com](mailto:inkopare@oilquick.com) within 2 working days, containing following information:

- OilQuick order number
- OilQuick article number
- Price agreed
- Quantity
- Delivery date

If there are any changes on the purchase order, they should be clearly marked in the order confirmation.

If there are any changes from original order confirmation, such as deviations from agreed delivery date or quantity, a revised order confirmation is required.

The order always refers to the latest revision if nothing else is required. Any changes that can affect the product must be approved by OilQuick.

## Invoicing

**An invoice must contain the following information:**

- OilQuick order number
- OilQuick article number
- Quantity
- Unit price
- Payment terms
- Name of contact person at OilQuick

And will be sent to [faktura@oilquick.com](mailto:faktura@oilquick.com)

## Payment terms

Payment 30 days after invoice date if nothing else is agreed.

The price is fixed and includes packing, packaging, and all costs in connection with invoice unless otherwise is agreed in writing.

## Quality

An OilQuick quick coupler is a premium product, which is reflected in both the quality and customer satisfaction.

OilQuick selects suppliers with due care. Suppliers with certification ISO9001+ISO14001 will be prioritised. If the supplier is not certified, OilQuick expects the supplier to have a well-functioning Quality Management System in place in accordance with the requirements of ISO standards and it is the Suppliers responsibility to assure that the standards are equivalent.

### Claims

All non-conformities will be handled by OilQuick Quality department in written claims to supplier. Product warranties are then handled properly according to written agreements between parties or current law in actual jurisdiction. If nothing else are agreed between the parties Swedish law will be the current law

If a product is defective in accordance with OilQuick AB requirements, or if the delivery does not contain the agreed quantity, the supplier shall immediately rectify the defective product and/or immediately deliver the remaining products so that the agreed quantity is achieved, and compensate OilQuick for damages or additional cost, which are due to errors or defects in the delivery of product. All costs including freight will be on the supplier's expense, and new order confirmation is required and must be sent to [inkopare@OilQuick.com](mailto:inkopare@OilQuick.com).

### Evaluation and Assessment

OilQuick expects the suppliers to constantly work with us to maintain and improve the quality, cost and service level. This regards to reduce lead times, increase the qualitative competitiveness of the end product, reduce costs and product development. OilQuick quality requirements are clearly defined, and we evaluate at regular intervals how suppliers are meeting them. This can be done by on-site visits (Audit) or in other suitable ways depending on situation. A Supplier Scorecard will be sent out to selected suppliers from OilQuick sourcing department annually for continuously improvements between parties.

# TEAM OILQUICK

As a supplier to OilQuick you are a member of the OilQuick team, working alongside us to help us fulfil our mission, strategy, and values. This document aims to clarify OilQuick's expectations. It is the responsibility of the supplier to review, understand, and follow these requirements.

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**Henrik Sonerud**  
CEO, OilQuick AB

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**Name**  
Company name