

# **Service Declaration**

**- Building, Civil Engineering and  
Installation Contracts**

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# Service Declaration for assignments on behalf of Sveaskog

## 1 Sveaskog's views on sustainable business practices

Sveaskog's vision is to be a leading forestry company. The company strives to achieve long-term sustainable development and takes financial, environmental and social responsibility. Sveaskog aims to conduct profitable business operations with good ethics and to be a role model with regard to sustainable business practices, including aspects such as the environment, business ethics, anti-corruption, gender equality, diversity, working conditions and human rights. This is clarified in **Sveaskog's Code of Conduct**, where we describe how we should conduct ourselves as a business partner, an employer, employees and a member of the community, along with the expectations we have regarding our business partners. Sveaskog is a member of the UN Global Compact and has thus undertaken to work in accordance with ten fundamental principles in the areas of Human Rights, Labour, Environment and Anti-Corruption, and we expect you, as our business partner, to do the same.

Sveaskog can only approve first-tier subcontractors. Our requirements regarding the Service Declaration are the same regardless of the country in which the contractor or subcontractor, or their employees, are domiciled.

Sveaskog has an established collaboration with the Swedish Tax Agency and the credit reference agency UC (Upplysningscentralen) in order to counteract fraudulent suppliers and financial crime. The aim of this collaboration is to make it easier for properly run companies that want to do business with Sveaskog to compete on equal terms. This means, among other things, that the Swedish Tax Agency and UC provide Sveaskog with information about companies prior to tender processes and the signing of contracts, as well as during the contract period.

In this document, Sveaskog's Service Declaration, we set out our expectations with regard to **you** as a business operator and business partner of Sveaskog, including in relation to the UN Global Compact's principles. The aim is to facilitate our business collaboration and clarify Sveaskog's expectations in relation to you as a business operator.

## 2 Application of and compliance with the Service Declaration and General Conditions AB/ABT

As a business operator (hereinafter referred to as "contractor"), you and your subcontractors are of course expected to comply with all applicable laws and regulations in the countries in which you conduct operations. Sveaskog also expects your company and your subcontractors to comply with the provisions set out in this Service Declaration, your Contract and the General Conditions AB 04/ABT 06. We also expect you to strive to achieve continuous improvements.

As a contractor, you are responsible for ensuring and verifying that the subcontractors engaged by you fulfil their obligations and the requirements relevant to the assignment.

In the event of uncertainty or ambiguity, for example a lack of information in contract documents, a risk of property damage or a change in the conditions for the performance of the assignment, the relevant manager, supervisor or contact person at Sveaskog must be contacted for further instructions.

## 3 Finances and business entity type

A contractor engaged by Sveaskog must always:

- Be registered in the Swedish limited company register or the Swedish trade register (the latter applies to registration of trading partnerships and sole proprietorships that conduct business activities)
- Be registered as an employer with the Swedish Tax Agency (if the contractor has employees)
- Be approved for Swedish F-tax ("F-skatt")

- Be registered for Swedish VAT (if the operations are subject to VAT)
- Possess applicable permits and authorisations
- Have no outstanding debts registered with the Swedish Enforcement Authority regarding taxes or other such duties
- Act independently and, where applicable, have employed staff
- Have sufficiently good finances to be able to fulfil contractual obligations in the long term
- Follow the labor market rules in each country regarding employed staff
- Pay a salary, including benefits that meet basic needs and an income that meets the requirements of applicable laws and/or relevant collective agreements
- Possess liability insurance and comprehensive insurance that is valid for business operations in Sweden (see chapter 5, § 22 of AB 04 and chapter 5, § 23 of ABT 06)
- Fulfil specified requirements regarding competence and qualifications for performance of the work in question

## 4 Employees from other countries and subcontractors

If a contractor has employees from other countries, the contractor must comply with all applicable rules and regulations, e.g. current EU and tax law, work permits, residence permits, A1 certificates. Upon request, the contractor must be able to provide evidence of valid permits and certificates for all relevant employees.

A contractor wishing to engage the services of a subcontractor must notify Sveaskog to this effect. Sveaskog will then assess whether the subcontractor can be approved for the assignment in question. Only subcontractors approved by Sveaskog may perform work that is covered by the signed contract.

## 5 Work environment

A contractor engaged by Sveaskog is responsible for ensuring that the business operations are conducted in a manner that prevents work-related ill health and accidents and promotes a satisfactory work environment. Coordination responsibility applies at a workplace where two or more contractors are working. When two or more contractors are present at the same workplace, all parties must ensure that the work is carried out under organised, coordinated and safe working conditions. Furthermore, each contractor is obligated to ensure that their own operations and equipment at the workplace do not expose other workers to the risk of ill health or accidents. This applies even if the person exposed to the risk is employed by another party. It is the contractor's responsibility to comply with applicable work environment legislation.

In order to be approved as a contractor to Sveaskog, if you have employed staff, you must implement systematic work environment management in accordance with the Swedish Work Environment Authority's regulations and provisions, and you must also be affiliated with a provider of occupational health services.

The Swedish Work Environment Authority's website, [www.av.se](http://www.av.se), contains detailed information about how you should work with health and safety issues and how you should implement systematic work environment management. The term "systematic work environment management" refers to an employer's measures aimed at investigating, carrying out and monitoring business operations in a manner that prevents work-related ill health and accidents and promotes a satisfactory work environment.

## 6 Work performance requirements

Workers involved in Sveaskog's assignments must carry out the operations in accordance with Sveaskog's certification requirements (ISO 14001) or equivalent documented work environment management. Requirements relating to the contract are set out in this document, your Contract and the General Conditions AB 04 or ABT 06.

## 6.1 Work environment requirements

The contractor must implement systematic work environment management in accordance with applicable legislation. In order to prevent serious accidents and injuries to individuals, the contractor must work in accordance with the following principles:

- Stop the work if the risk of an accident or an obviously risky situation is identified. Only resume the work when the safety of staff and others in the nearby area can be guaranteed
- In their work situation, all staff must be able to reach and communicate with their supervisor without difficulty or obstruction, and all staff must have good knowledge of the procedure that applies in the event of an emergency

All accidents involving injury to an individual must be reported to the Swedish Work Environment Authority.

### 6.1.1 Safety training regarding identified risks

The contractor must hold thorough safety briefings with employees and subcontractors regarding identified risks which they may encounter in their work. For example, with regard to:

- Fire safety/extinguishing a fire/responsibilities after a fire has been extinguished
- Work involving electrical installation
- Hot Work
- Working at height

## 6.2 Environment and climate impact

The contractor must stay up to date regarding work methods, within the contractor's area of operation, that enable appropriate consideration to be given to aspects such as waste management, climate impact and valuable natural, land, water and cultural resources. Where applicable, the contractor must undergo training arranged by the Silviculture School ("Skötselskolan").

Chemicals must be used in accordance with Sveaskog's instructions, and the alternatives that are best for the environment must be chosen to the greatest extent possible. FSC-certified wood products must be used.

## 6.3 Reporting discrepancies and injuries

Unless otherwise stated in the contract documents, the General Conditions AB 04/ABT 06 shall apply.

## 7 General Conditions of Contract for Building, Civil Engineering and Installation Contracts/Works

The General Conditions AB 04/ABT 06 shall apply to the contract. Any departures from these conditions must be documented in the contract documents.

## 8 Monitoring of operations and companies

Sveaskog's activities involving the monitoring of operations and companies have to do with improving the operations to ensure sustainable business practices and conditions that enable the work to be carried out with the best possible level of safety, quality and environmental consideration. As a contractor, you must actively and openly participate in dialogue, monitoring activities, checks and inspections.

## 9 Sanctions

The most important principle is to always act when defects or shortcomings are identified, in order to prevent the occurrence of serious incidents and the recurrence of such defects or shortcomings. Failure to apply or observe applicable rules in an assignment could lead to consequences in the form of sanctions and could ultimately result in liability for damages or the termination of the business contract.

Violations will be discussed and dealt with between Sveaskog and the contractor's management/owners.

The sanction system will be applied if a contractor is found to have acted in violation of the Service Declaration, for example by:

- Failing to observe necessary safety procedures
- Performing an assignment without being approved for Swedish F-tax ("F-skatt")
- Paying wages that are below applicable minimum wage levels
- Engaging the services of a subcontractor that has not been approved by Sveaskog
- Failing to comply with applicable certification requirements, regulations or laws

The degree of seriousness is deemed to be higher if:

- The contractor is found to have knowingly or regularly acted incorrectly
- The violation has meant that an individual has been exposed to an obvious risk of injury
- The contractor is found to have failed in its social responsibility in relation to staff or the general public

The sanction system is applied in accordance with the following principles:

- Verbal warning – The contractor has been found guilty of a minor violation.
- Written warning – The contractor has been found guilty of a significant violation.
- Sanctions based on the applicable contract, e.g. termination of the contract (to be determined by Sveaskog's Procurement Officer) – The contractor has been found guilty of a serious violation or repeated violations.

## 10 Important links

More detailed information is available at:

Sveaskog's Code of Conduct: <http://www.sveaskog.se/Om-Sveaskog/uppforandekod/>

United Nations Global Compact: <https://www.unglobalcompact.org/>

Swedish Work Environment Authority (regarding health and safety issues and systematic work environment management): <http://www.av.se>

AB 04 (can be ordered from Svensk Byggtjänst): [www.byggtjanst.se](http://www.byggtjanst.se)

Swedish Tax Agency: <http://www.skatteverket.se>

Swedish Migration Agency: <http://www.migrationsverket.se/Privatpersoner.html>

Silviculture School: <http://skotselskolan.se/>

## 11 Signature

I have received, read and hereby accept Sveaskog's Service Declaration, and I take responsibility for compliance with the Service Declaration by myself, my company, my employees and my subcontractors. I hereby undertake to provide my employees and subcontractors with information/training regarding the Service Declaration and its content.

Place and date: \_\_\_\_\_

Company name: \_\_\_\_\_

Corporate ID number: \_\_\_\_\_

Number of employees: \_\_\_\_\_

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Mats Oja

**Version**  
3

**Date**  
2022-11-01

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Subcontractor (name): \_\_\_\_\_

Subcontractor  
(corporate ID number): \_\_\_\_\_

Subcontractor (address): \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name (please print) and title:** \_\_\_\_\_