

# Service Declaration

Sustainable business and contracting  
at Sveaskog



# Sveaskog Service Declaration

We have drawn up a document, Sveaskog's Service Declaration, describing our expectations of you as a contractor and as a business partner of Sveaskog. The aim is to facilitate our business partnership and to clarify what Sveaskog expects of you as a contractor. The Service Declaration applies to all business partnerships encompassing forestry contracts, logistics and plants.

Below you can read more about the Service Declaration, how it is used, what it contains, how together we can contribute to sustainable development and what it means for you as a contractor.

## How is the Service Declaration used?

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As a contractor, together with your suppliers and subcontractors naturally you are expected to comply with all laws and regulations in the countries in which you operate. We expect the content of the Service Declaration to be followed by both your company and your subcontractors. We also expect you, like us, to strive for continual improvement.

As a contractor, you are responsible for ensuring and checking that any subcontractors you engage fulfil the relevant obligations and requirements. If they are not fulfilled, actions will be taken along with the possible renegotiation of your contract.

Sveaskog can approve a single tier of sub-contractors. The requirements we set out in the Service Declaration are the same regardless of the national domicile of the contractor, subcontractor or employee. Only subcontractors approved by Sveaskog may conduct work covered by the agreement we have signed.

Sveaskog works together with the Swedish Tax Agency and the credit reference agency UC (Upplysningscentralen) to counter fraudulent suppliers and financial crime. This partnership aims to make it easier for bona fide companies that want to collaborate with Sveaskog. Competition shall take place on equal grounds.



## Finances and business entity type

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As a contractor engaged by Sveaskog, you shall always:

- Be listed in the Swedish limited liability company registry or the Swedish trade registry (lists trading partnerships and sole traders who conduct business).
- Be registered as an employer with the Swedish Tax Agency, if you have employees.
- Be approved for Swedish F-tax (corporate tax).
- Be registered for Swedish VAT, if operations are subject to VAT.
- Have a valid commercial transport permit, in cases where the assignment entails commercial transport.
- Have no outstanding tax or similar debts at Sweden's Enforcement Authority.
- Follow labour market rules for employees in Sweden.
- Ensure that your personnel have relevant training for conducting the assignment.

## Work environment

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As a contractor, you are responsible for operations being conducted in a secure work environment to avoid ill health and occupational accidents. In order to be approved as a contractor for Sveaskog, if you have employees you must implement systematic work environment management in accordance with the provisions of the Swedish Work Environment Authority.





## Work performance

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### **Skills and training**

You shall take a long-term approach to personnel and their development. Your employees shall have relevant training for conducting their work. A skills development plan shall be established for each employee and all training shall be documented. Permanent employees and returning seasonal employees shall be offered performance reviews every year.

### **Safety first**

As a contractor, you shall hold thorough safety reviews with employees and subcontractors concerning the risks they may encounter in their work. You are also responsible for concerned personnel completing the training courses stipulated by Sveaskog each year.

### **Prioritising the environment**

If biofuel is readily available, it shall be used to as large an extent as possible.

## Common Concept for Forestry Agreements

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Regarding forestry contracts (harvesting and silviculture), Sveaskog applies the Standard Conditions for Forestry-related Contracting ABSE 09 and the associated APSE Common Concept for Forestry Agreements.

# PEFC

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In order to work on forestry assignments for Sveaskog, you must be a PEFC-certified contractor.

## Monitoring of contractors and operations

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Sveaskog and/or a third party will regularly monitor your company as regards the requirements of the Service Declaration and the quality of the work performed. Monitoring takes place in the shape of spot checks and planned checks.

## Sanctions

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Most important is to always act when shortcomings are raised in order to prevent serious incidents or recurrence. If the rules that apply are not followed,

actions may be taken that can ultimately result in liability for damages or the annulment of the business contract.







## Signature

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When you sign an agreement with us as a contractor, you also confirm that you have read and accept Sveaskog's Service Declaration and that you assume responsibility for its fulfilment by you, your employees and your subcontractors. You undertake to each year inform/instruct your employees and subcontractors about the contents of the Service Declaration.

The signature section includes the following: place and date, company name, organisation number, signature, name in block capitals and title. In applicable cases, you shall also specify

the following: PEFC certification body, certificate number, employers' association membership, number of employees, employees from other EU/EES countries, subcontractor and subcontractor's organisation number.

If you have any questions concerning Sveaskog's Service Declaration, please contact: **Mats Oja, Vice President Purchasing, mats.oja@sveaskog.se**. If you would like to read the full text, please visit **[www.sveaskog.se/upphandling](http://www.sveaskog.se/upphandling)**.



# Detailed information can be found at:

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

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

**Work environment issues and systematic work environment management at the Swedish Work Environment Authority:** <http://www.av.se>

**SLA, the Swedish Forestry and Agricultural Employers' Association:**  
<http://www.sla-arbetsgivarna.org/>

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

**APSE Common Concept for Forestry Agreements:** <http://www.apse.se/>

**Silvicultural School:** <http://www.skotselskolan.se>

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





Sveaskog is Sweden's leading forest company. We sell timber, pulpwood and biofuel. We also conduct land transactions and work in the fields of hunting, fishing and other outdoor pursuits. We strive for sustainable development in everything we do. The forest is our core business and as such we work to develop its value.