



Dear employee,

As a supplier to IKEA, Altitude 500 wishes to inform its workers about the IKEA code of conduct. This tool is called the IWAY. The IWAY sets out the various points that IKEA expects from its suppliers and service providers in the supply chain, in terms of respect for people, the planet and animals. The IWAY also includes common working methods.

The IWAY is made up of several sections: a general section and other sections based on accommodation, animal welfare, the digital platform, forestry materials and transport.

The IWAY is also based on 10 principles based on IWAY requirements:

- Requirements for doing business with IKEA (Must and Basic)
- Continuous improvement requirements (Advanced and Excellent)

Please read the IKEA principles in the IWAY.

If you wish, a complete version of each section can be found in the Altitude 500 office. Feel free to consult it.

Sources: <https://inter.ikea.net/en/partners/Sustainability/IWAY/More-about-IWAY>

IWAY principles

1

IWAY principles are supported by effective *routines* and open dialogue

2

Business is conducted lawfully and with integrity

3

Children are protected and opportunities for learning and family life are promoted

4

Fundamental labour rights are respected

5

Workers have time off work, are paid responsibly and have opportunities to develop competence

6

Workers' health and safety are protected

7

Working and living conditions are suitable

8

The planet is protected

9

Resources, including water and waste, are managed in a sustainable and circular way

10

Animals live decent lives