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| <i>Date</i><br>2024-08-12          | <i>Author</i><br>Head of Compliance and Security | <i>Reviewed by</i><br>Procurement Council | <i>Sensibility</i><br>Public |
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## Supplier Requirements

This document outlines principles and requirements for suppliers providing services or products (hereafter referred to as assignments) for companies within the Prevent Group.

The purpose of this document is to ensure that all suppliers to Prevent Group conduct their operations in accordance with fundamental principles of business ethics, human rights, safety, anti-corruption, proper invoicing practices, and confidentiality. This guideline is based on the Group Policy and forms part of our commitment to sustainability, transparency, and accountability. The latest version of Group Policy and Supplier Requirements is always available at [www.preventgroup.se/compliance](http://www.preventgroup.se/compliance).

### Contact Person

Unless otherwise stated, the purchaser at Prevent Group is the designated contact person for the supplier. The supplier is, in turn, responsible for designating a contact person for the assignment.

### Compliance and Insurance

The supplier shall comply with applicable laws and regulations and act in accordance with good practice and business ethics. Throughout the assignment, the supplier shall hold all necessary permits, registrations, approvals, and certificates required to perform the assignment. The supplier shall also maintain relevant all-risk and liability insurance for the assignment and, upon request, be able to provide evidence of such coverage.

### Work Environment, Safety and Security

The supplier has independent responsibility for the work environment of its own employees and shall ensure that their working conditions meet relevant legal requirements.

The company within Prevent Group that has placed the order is, where applicable, responsible for coordinating the work environment at properties and workplaces that the group itself controls.

The supplier shall follow Prevent Group's safety instructions and, where applicable, also customer safety regulations. The contact person at Prevent Group is responsible for informing the supplier of these instructions and regulations.

The supplier undertakes not to allow unauthorised persons access to premises and workplaces operated by Prevent Group, and to immediately report any loss of keys, access cards, or codes to the contact person.

Background checks of the supplier and its personnel may be required depending on the nature, scope and sensitivity of the assignment.

### Quality

The supplier shall deliver assignments and conduct their work in accordance with ISO 9001 or an equivalent quality approach, with a focus on continuous improvement of their services and products.



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### **Environment and Sustainability**

The supplier shall actively work to minimise the negative environmental impact of its operations and products by complying with applicable environmental laws and relevant standards.

### **Anti-Corruption**

All forms of corruption, bribery, extortion and undue influence are prohibited. Gifts, hospitality, or other benefits may only be offered or accepted if they are reasonable, proportionate and compliant with applicable law and must never be intended to influence or be perceived as influencing business decisions.

### **Employment Conditions and Respect for Human Rights**

The supplier shall respect internationally recognised human rights in accordance with the UN Guiding Principles on Business and Human Rights. The supplier shall also apply fair employment conditions and ensure lawful terms of employment, wages and working hours in accordance with applicable legislation. Freedom of association and the right to organise shall be respected. The supplier shall not engage in or tolerate forced labour, child labour, discrimination or harassment.

### **Engagement of Subcontractors and Consultants**

The supplier is responsible for notifying Prevent Group if they intend to engage subcontractors, partners, or consultants for the assignment. If the assignment takes place at one of Prevent Group's customers, approval from the customer is also required. The supplier is responsible for ensuring that their subcontractors, partners, and consultants also comply with the principles stated in these guidelines.

### **Payment Terms**

Payment terms are 30 days net from the invoice date unless otherwise agreed.

Ongoing agreements regarding licence and system costs exceeding the Swedish price base amount (prisbasbelopp) annually, as determined by the Swedish government, are invoiced monthly or quarterly.

The supplier is not entitled to assign the invoice to another party unless agreed in writing.

### **Invoicing**

Invoices should primarily be sent via e-invoice and secondly via email (pdf) to the group company with which the agreement is established. The invoice must be marked with the purchaser's name and any purchase order number provided by the purchaser. The following email addresses apply for invoicing.

*Please note that incorrect invoicing contrary to these principles will not be processed.*

Prevent Group AB (559561-9759)  
Munkerödsvägen 7  
444 32 Stenungsund  
Sweden  
[invoice-pg@preventgroup.se](mailto:invoice-pg@preventgroup.se)



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*Prevent Bevakning AB (556370-6356)*

Munkerödsvägen 7  
444 32 Stenungsund  
Sweden

[invoice-pb@preventgroup.se](mailto:invoice-pb@preventgroup.se)

*Prevent Safety Solutions AB (556722-6617)*

Munkerödsvägen 7  
444 32 Stenungsund  
Sweden

[invoice-pss@preventgroup.se](mailto:invoice-pss@preventgroup.se)

*Nordic Crisis Management AS (933 519 643)*

Hegdehaugsveien 35  
0352 Oslo  
Norway

[invoice@nordic-crisis.no](mailto:invoice@nordic-crisis.no)

*Nordic Crisis Management AB (559543-3136)*

Munkerödsvägen 7  
444 32 Stenungsund  
Sweden

[invoice@nordic-crisis.se](mailto:invoice@nordic-crisis.se)

*Nordic Crisis Management ApS (42 128 570)*

Munkerödsvägen 7  
444 32 Stenungsund  
Sweden

[invoice@nordic-crisis.dk](mailto:invoice@nordic-crisis.dk)

*Heartbeat Medical Services AB (559078-3923)*

Munkerödsvägen 7  
444 32 Stenungsund  
Sweden

[invoice-hms@preventgroup.se](mailto:invoice-hms@preventgroup.se)

**Agreement Duration and Notice Periods**

Unless there are special reasons, Prevent Group's companies do not enter into agreements with a term longer than 12 months and thereafter on a rolling basis with a notice period of 1 month.

**Information Security and Confidentiality**

The supplier shall handle all confidential information and personal data from Prevent Group with the utmost confidentiality and in accordance with applicable legislation. Information may not be disclosed to any other party without written consent.

The supplier shall have appropriate technical and organisational security measures in place to protect information against unauthorised access, loss, alteration, unauthorised disclosure, or other misuse.



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The supplier shall, without undue delay, report cyberattacks, information security incidents, and personal data breaches that affect or may affect Prevent Group, its information, customers, employees, systems, or data subjects. Such reporting shall be made in writing to [compliance@preventgroup.se](mailto:compliance@preventgroup.se).

The report shall include available information about the nature of the incident, the time of occurrence, its likely impact, the data or systems affected, and the measures taken or planned. The supplier shall immediately take reasonable containment and recovery measures, preserve relevant information for investigation, and without delay assist Prevent Group with the information and support required to comply with applicable obligations under applicable legislation on data protection and cybersecurity.

Separate confidentiality agreements and data processing agreements may be established for the delivery.

#### **Ownership and Intellectual Property Rights**

The ordering company retains full ownership of any products, results, documentation, source code, design, images, videos, and similar materials produced by the supplier within the scope of the assignment with the ordering company. Any exceptions to this principle must be stipulated in writing in a separate agreement between the ordering company and the supplier.

#### **Follow-up**

Prevent Group reserves the right to request information and follow up compliance, for example through supplier meetings or other reviews.

#### **Deviations and Improvement Suggestions**

Deviations from the principles set out in this document or in other applicable terms shall be reported without undue delay to Prevent Groups contact person. Prevent Group also welcomes the reporting of workplace risks and suggestions for improvement in order to continuously improve its operations.

Serious misconduct, irregularities and breaches of laws, regulations or internal rules may also be reported anonymously through Prevent Group's whistleblowing function, which is available at [www.preventgroup.se/compliance](http://www.preventgroup.se/compliance).

#### **Consequences of non-compliance**

In the event of non-compliance with this document, Prevent Group has the right to require the supplier to take corrective action without delay. If the non-compliance is serious, is not remedied within a reasonable period of time, or is repeated, Prevent Group may temporarily suspend the assignment or terminate agreements and collaborations with immediate effect.

