

# Norgesfôr AS/Strand Unikorn AS Supplier Code of Conduct

Norgesfôr AS and Strand Unikorn AS are based on respect for democratic values and responsible management of our natural resources and to be responsible in all our action. These values conform to The Norwegian Transparency Act, international standards of social responsibility, environmental sustainability and ethical actions. Our customers should be confident that Norgesfôr AS and Strand Unikorn AS helps ensure that the same values will be assumed when we buy goods and services. Therefore, we have prepared the code of conduct for our suppliers. The guidelines are based on principles drawn up by the ethical trading initiative (IEH).

Norgesfôr AS and Strand Unikorn AS emphasize the will and the ability to carry out improvements in line with the code of conduct. Suppliers who honestly report any gap between our ethical requirements and their actual status will therefore not necessarily be excluded as our supplier. Our most important criterion for further cooperation is the supplier's measures to implement improvements.

Norgesfôr AS and Strand Unikorn AS demands honesty and integrity in all sectors of our business and expect the same from our business partners. All our suppliers should respect the values and the business principles that are adopted by Norgesfôr AS and Strand Unikorn AS and strive to fulfil our Supplier Code of Conduct. Upon the request of Norgesfôr AS or Strand Unikorn AS, the supplier must document that the Code of Conduct is complied with. The supplier may evaluate their own business or there may be conducted a local audit of suppliers and their production sites by Norgesfôr AS/Strand Unikorn AS or third party inspectors. The supplier/producer shall take action in accordance with its own improvement plan.

Norgesfôr AS/Strand Unikorn AS expects all its suppliers to share the principles which are expressed in this Supplier Code of Conduct and that comprise an important component of supplier selection and evaluation. Moreover, we expect our suppliers to replicate these standards further down the supply chain. The suppliers shall at all times have the required documentation on the status in relation to the code of conduct and provide all the relevant information at the request of Norgesfôr AS or Strand Unikorn AS.

## Requirements to suppliers

### 1. Forced and compulsory labour (ILO Conventions Nos 29 and 105)

1.1 There is no forced, bonded or involuntary prison labour.

1.2 Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice.

### 2. Freedom of association and the right to collective bargaining (ILO Conventions Nos 87 and 98)

2.1 Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.

2.2 The employer adopts an open attitude towards the activities of trade unions and their organisational activities.

2.3 Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace.

2.4 Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

### 3. Child labour (ILO Conventions Nos 138 and 182)

3.1 There shall be no new recruitment of child labour.

3.2 Companies shall develop or participate in and contribute to policies and programmes which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child; "child" and "child labour" being defined in the appendices.

3.3 Children and young persons under 18 shall not be employed at night or in hazardous conditions.

3.4 These policies and procedures shall conform to the provisions of the relevant ILO standards

whichever of these is higher. If local minimum is set at 14 years in accordance with developing country exceptions under ILO Convention 138, this lower age may apply.

### 4. Wages (ILO Conventions Nos 131 and 95)

4.1 Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.

4.2 All workers shall be provided with written and understandable Information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.

4.3 Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.

#### **5. Working hours** (ILO Conventions Nos 1, 30, 106 and 14)

5.1 Working hours must comply with national laws, collective agreements, and the provisions of 6.2 to 6.6 below, whichever affords the greater protection for workers. 6.2 to 6.6 are based on international labour standards.

5.2 Working hours, excluding overtime, shall be defined by contract, and shall not exceed 48 hours per week\*

5.3 All overtime shall be voluntary. Overtime shall be used responsibly, taking into account all the following: the extent, frequency and hours worked by individual workers and the workforce as a whole. It shall not be used to replace regular employment. Overtime shall always be compensated at a premium rate, which is recommended to be not less than 125% of the regular rate of pay.

5.4 The total hours worked in any 7 day period shall not exceed 60 hours, except where covered by clause 6.5 below.

5.5 Working hours may exceed 60 hours in any 7 day period only in exceptional circumstances where all of the following are met:

- this is allowed by national law
- this is allowed by a collective agreement freely negotiated with a workers' organisation representing a significant portion of the workforce
- appropriate safeguards are taken to protect the workers' health and safety
- the employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents or emergencies

5.6 Workers shall be provided with at least one day off in every 7 day period or, where allowed by national law, 2 days off in every 14 day period.\*

*\*International standards recommend the progressive reduction of normal hours of work, when appropriate, to 40 hours per week, without any reduction in workers' wages as hours are reduced*

#### **6. Discrimination** (ILO Conventions Nos 100 and 111 and the UN Convention on Discrimination against Women)

6.1 There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

#### **7. Regular employment**

8.1 To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice.

7.2 Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub- contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

#### **8. Harsh or inhumane treatment** (ILO Conventions Nos 29 and 105)

8.1 Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

#### **9. Environment**

9.1 Measures to minimize adverse impacts on human health and the environment shall be taken throughout the value chain. This includes minimizing pollution, promoting an efficient and sustainable use of resources, including energy and water, and minimizing greenhouse gas emissions in production and transport. The local environment at the production site shall not be exploited or degraded.

9.2 National and international environmental legislation and regulations shall be respected, and relevant discharge permits obtained.

#### **10. Corruption**

10.1 Corruption in any form is not accepted, including bribery, extortion, kickbacks and improper private or professional benefits to customers, agents, contractors, suppliers or employees of any such party or government officials.

### 11. Management systems of suppliers

The management system is key to the implementation of the code of conduct. Norgesfôr AS emphasises the importance of suppliers having systems that support such implementation. Norgesfôr AS's expectations in this regard are summed up in the following measures:

- The supplier should make a centrally placed employee responsible for the implementation of the code of conduct in the supplier's business.
- The supplier must make the code of conduct known in all relevant parts of its organisation.
- The supplier must obtain Norgesfôr AS's consent prior to outsourcing production or parts of production to a sub-supplier/contractor, if this has not been agreed in advance.
- The supplier must be able to give an account of where goods ordered by Norgesfôr AS are produced.

### 12. Health and Safety (ILO Convention No. 155 and ILO Recommendation No. 164)

12.1 The working environment shall be safe and hygienic, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Hazardous chemicals and other substances shall be carefully managed. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in, the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

12.2 Workers shall receive regular and documented health and safety training, and such training shall be repeated for new or reassigned workers.

12.3 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.

12.4 Accommodation, where provided, shall be clean, safe and adequately ventilated, and shall have access to clean toilet facilities and potable water.

### 13. Marginalized Population

Production and the use of natural resources shall not contribute to the destruction and/or degradation of the resources and income base for marginalized populations, such as in claiming large land areas, use of water or other natural resources on which these populations are dependent.

### Agreement in effect, and transgression

Norgesfôr AS's code of conduct sets the standard which is expected to be met by all of our suppliers and partners throughout all its business operation.

When the Code of Conduct has been communicated to a particular supplier, it shall be regarded as a part of the contractual documents and be an integral part of the agreement between the supplier and Norgesfôr AS. At the event of a violation of the guidelines, Norgesfôr AS will in conjunction with the supplier prepare a plan to remedy the infringement. The supplier should do their utmost to carry out the necessary measures within the agreed time frame and will inform Norgesfôr AS about the measures. If it turns out (i) that a vendor is not willing or able to implement measures which Norgesfôr AS has considered as necessary to ensure compliance with the Code of Conduct, or (ii) that the supplier or any of its sub-contractors have committed significant or repeated violations to the Code of Conduct, Norgesfôr AS reserve its right to terminate the business relationship and terminate any contract agreement with the supplier. The termination is valid from the date specified in the written termination statement from Norgesfôr AS. This provision does not affect the rights or obligations which Norgesfôr AS and the supplier may have agreed in other contracting documents.

I have read and I understand the Norgesfôr AS's Code of Conduct. I agree to abide by the rules described above and understand that I may be removed as a participant if I violate any of these rules.

Signature \_\_\_\_\_

Date \_\_\_\_\_