

## **SUPPLIER CODE OF CONDUCT**

Hafslund Oslo Celsio's code of conduct apply to all suppliers and their sub-suppliers, and are based on the applicable laws and regulations, central UN conventions, ILO conventions and specify minimum standards.

We expect the client's suppliers, and their sub-suppliers, to follow all laws and regulations in the countries in which they conduct business. Where national laws and regulations cover the same subject as these guidelines, the highest standard shall always apply.

Violation of these guidelines may have consequences, cf. section 14.

### **1 FORCED LABOUR/SLAVE LABOUR (ILO CONVENTION NO. 29 AND 105)**

1.1 There shall not be any cases of forced labour, slave labour or involuntary labour

1.2 The workers must not be required to deliver a deposit or identity papers to the employer and must be free to terminate the employment relationship with reasonable notice

### **2 TRADE UNIONS AND COLLECTIVE BARGAINING (ILO CONVENTION NO. 87, 98 AND 135 AND 154)**

2.1 The workers shall, without exception, have the right to join or establish trade unions of their own choice, and to bargain collectively.

2.2 The employer must not discriminate against trade union representatives, or prevent them from carrying out their trade union work

2.3 If these rights are limited by law, the employer must facilitate, and in no case prevent, parallel mechanisms for free and independent organization and negotiation

### **3 CHILD LABOUR (UN CONVENTION ON THE RIGHTS OF THE CHILD, ILO CONVENTIONS NO. 138, 182 AND 79, ILO RECOMMENDATION NO. 146)**

3.1 Children under the age of 18 must not perform work that endangers health or safety, including night work

3.2 Children under the age of 15 (14 or 16 in certain countries) must not perform work that could be detrimental to their education

3.3 New recruitment of child workers in violation of the above conventions is unacceptable. If such child labour is already taking place, efforts must be made to phase it out as soon as possible. At the same time, arrangements must be made to ensure that the children are given the opportunity for livelihood and education until the child is no longer of compulsory school age.

#### **4 DISCRIMINATION (ILO CONVENTIONS NO. 100 AND 111 AND UN CONVENTION ON THE ELIMINATION OF ALL FORMS OF DISCRIMINATION AGAINST WOMEN)**

4.1 There shall be no prejudice in working life based on ethnic affiliation, religion, age, disability, gender, marital status, sexual orientation, trade union membership or political affiliation.

4.2 Protection must be established against sexually intrusive, threatening, insulting or exploitative behaviour and against discrimination or dismissal on unfair grounds, e.g. marriage, pregnancy, parenthood or status as HIV infected.

#### **5 BRUTAL TREATMENT**

5.1 Physical abuse or punishment, or the threat of physical abuse must be prohibited. The same applies to sexual or other abuse, and various forms of humiliation

#### **6 HEALTH, ENVIRONMENT AND SAFETY (ILO CONVENTION NO. 155 AND RECOMMENDATION NO. 164)**

6.1 Efforts must be made to provide the workers with a safe and healthy working environment. Necessary measures must be taken to prevent and minimize accidents and health damage as a result of, or related to conditions at the workplace

6.2 The workers must have regular and documented training in health and safety. Health and safety training must be repeated for new employees

6.3 The workers must have access to clean sanitary facilities and clean drinking water. If relevant, the employer must also provide access to facilities for health-safe storage of food

6.4 If the employer provides accommodation, this must be clean, safe and adequately ventilated and with access to clean sanitary facilities and clean drinking water

#### **7 WAGES (ILO CONVENTION NO. 131)**

7.1 Salary to the workers must at least be in line with national minimum wage regulations or the industry standard, and always sufficient to cover basic needs

7.2 Pay conditions and payment of wages must be agreed in writing before work begins. The agreement must be comprehensible to the worker

7.3 Deductions from wages as a disciplinary reaction shall not be permitted

#### **8 WORKING HOURS (ILO CONVENTION NO. 1 AND 14)**

8.1 Working hours must be in line with national laws or industry standards, and not exceed working hours in accordance with applicable international conventions. It is recommended that working hours per week do not exceed 48 hours (8 hours per day)

8.2 The workers must have at least 1 day off per week

8.3 Overtime must be limited. A maximum of 12 hours per week is recommended

8.4 The workers must always receive overtime pay, at least in line with current laws

## **9 REGULAR EMPLOYMENTS**

9.1 Obligations towards the workers, in line with international conventions and/or national laws and regulations on regular employment must not be circumvented through the use of short-term engagements (such as the use of contract workers, temporary workers and day workers), subsupplier or other employment relationships

9.2 All workers are entitled to an employment contract in a language they understand

9.3 Apprenticeship programs must be clearly defined with regard to duration and content

## **CONDITIONS OUTSIDE THE WORKPLACE**

### **10 MARGINALIZED POPULATIONS**

10.1 The production, and the extraction of raw materials for the production, shall not contribute to destroying the resource and income base for marginalized populations, for example by confiscating large areas of land or other natural resources on which these populations depend.

### **11 ENVIRONMENT**

The purpose of the client's policy for the external environment is: "to have principles to ensure that the company complies with public obligations, private law agreements and self-imposed orders".

11.1 Environmental measures are assessed throughout the production and distribution chain, from raw material production to sales. Both local, regional and global environmental aspects must be taken care of. Important environmental challenges that the suppliers are expected to counter are loss of biological diversity, long-term damage to ecosystems, pollution of the atmosphere that has consequences for the climate, damage to maritime ecosystems and soil degradation caused by the use of chemicals. It is expected that the supplier works with waste management and phasing out the use of non-renewable resources. Predation must not be carried out on the local environment at the production site, and care must be taken so that it is not damaged by pollution. It is expected that suppliers choose modern and efficient technology that reduces the emission of greenhouse gases and other emissions from products and services.

11.2 National and international environmental legislation and regulations must be complied with.

11.3 Relevant discharge permits have been obtained where necessary.

11.4 Harmful chemicals and other substances must be managed in a responsible manner.

## **12 BRIBERIES AND CORRUPTION**

12.1 Suppliers must maintain a high ethical standard and good business practice. Applicable laws and other legal provisions and agreements must be followed. Merely "following the law" in the literal sense is not sufficient to maintain a high ethical standard. Suppliers may not give or receive benefits that could be considered unacceptable rewards for obtaining, retaining or managing business operations. Such benefits can be, for example, cash, goods, travel or services of other kinds.

## **13 INSPECTIONS AND REPORTS**

The client has the right, itself or via a third party, to carry out audits and inspections at the supplier and subsupplier to check that the supplier complies with the client's code of conduct. The supplier is obliged to be helpful in carrying out audits and inspections, and including presenting the necessary documentation.

## **14 CONSEQUENCES OF VIOLATIONS OF THE CLIENT'S CODE OF CONDUCT**

Breach of the client's code of conduct is considered a serious matter and could lead to termination of the contract, demands for proportionate compensation, disqualification as a supplier and reporting to the relevant authorities.