

Dok.nr:	002997	Opprettet:	2017.05.18	Utarb. av:	Raymond Sørensen
Rev.nr:	005	Revidert:	2022.02.22	Godkjent av:	Hege Rivedal Ødegaard Magnus Dehli
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Denofa AS - Code of conduct					

Introduction:

Denofa AS promotes decent working and environmental standards internally and in our supply chains. We do internal training and cooperate closely with our suppliers and business partners in pursuit of this aim. The code of conduct covers human rights, workers` rights, sustainability, and the environment.

Denofa AS aims to continuously improve policy and practice that support suppliers in complying with this code of conduct.

Principles:

Suppliers to Denofa are to supply goods and services produced in compliance with the code of conduct. Moreover, the suppliers are to communicate the code of conduct to their sub-suppliers, and to monitor implementation.

Suppliers must be able to document compliance with the code of conduct at request from Denofa. Such documentation may take the form of self-declaration, follow-up meetings, and/or inspections of the working conditions at production sites.

Requirements related to Supply Chain Conditions:

1. Forced and compulsory labor.

- 1.1. There shall be no forced, bounded or involuntary prison labor.
- 1.2. Workers shall not be required to lodge deposits or identity papers with their employer and shall be free to leave their employer after reasonable notice.

2. Freedom of Association and the Right to Collective Bargaining.

- 2.1. Workers shall have the right to join or form trade unions of their own choosing and to bargain collectively. The employer shall not interfere with, obstruct, the formation of unions or collective bargaining.
- 2.2. Workers` representatives shall not be discriminated and shall have access to carry out their representative functions in the workplace.
- 2.3. Where the right to freedom of association and/or collective bargaining is restricted under law, the employer shall facilitate, and not hinder, the development of alternative forms of independent and free workers representation and negotiations.

3. Child Labor.

- 3.1. The minimum age for workers shall not be less than 15 years and comply with
 - the national minimum age for employment, or:
 - the age of completion age of compulsory education,
 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.
- 3.2. There shall be no recruitment of child labor defined as any work performed by a child younger than the age(s) specified above.
- 3.3. No person under the age of 18 shall be engaged in labor that is hazardous to their health, safety or morals, including night work.
- 3.4. Policies and procedures for remediation of child labor prohibited by ILO conventions no. 138 and 182, shall be established, documented and communicated

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to personnel and other interested parties. Adequate support shall be provided to enable such children to attend and complete compulsory education.

4. Discrimination.

- 4.1. There shall be no discrimination at the workplace in hiring, compensation, access to training, promotion, termination or retirement based on ethical background, religion, age, disability, gender, sexual orientation, union membership or political affiliation.
- 4.2. Measures shall be established to protect workers from sexually intrusive, threatening, insulting or exploitative behavior, and from discrimination or termination of employment on unjustifiable grounds, e.g. marriage, pregnancy, parenthood or HIV status.

5. Harsh or Inhumane Treatment.

- 5.1. Physical abuse or punishment, or threats of physical abuse, sexual or other harassment and verbal abuse, as well as other forms of intimidation, is prohibited.

6. Health and Safety.

- 6.1. 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 minimizing, so far as is reasonable practicable, the causes of hazards inherent in the working environment.
- 6.2. Workers shall receive regular and documented health and safety training, and such training shall be repeated for new and reassigned workers.
- 6.3. Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.
- 6.4. Accommodation, where provided, shall be clean, safe and adequately ventilated, and shall have access to clean toilet facilities and potable water.

7. Wages.

- 7.1. Wages and benefits paid for a standard working week shall as minimum meet national legal standards or industry benchmark standards, whichever is higher. Wages should always be enough to meet basic needs, including some discretionary income.
- 7.2. All workers shall be provided with a written and comprehensible contract outlining their wage conditions and method of payments before entering employment.
- 7.3. Deductions from wages as a disciplinary measure shall not be permitted.

8. Working hours

- 8.1. Working hours shall comply with national laws and benchmark industry standards, and not more than prevailing international standards.
- 8.2. Workers shall be provided with at least one day off for every 7-day period.
- 8.3. Overtime shall be limited and voluntary. Recommended maximum overtime is 12 hours per week, i.e. that the total working week including overtime shall not exceed 60 hours. Exceptions to this are accepted when regulated by a collective bargaining agreement.

9. Regular Employment.

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- 9.1. Obligations to employees under international conventions, national law and regulations concerning regular employment shall not be avoided using short-term contracting (such as contract labor, casual labor or day labor), sub-contractors or other labor relationship.
- 9.2. All workers are entitled to a contract of employment in a language they understand.
- 9.3. The duration and content of apprenticeship programs shall be clearly defined.

10. Marginalized Populations.

- 10.1. 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 resource on which these populations are dependent.

11. Environment.

- 11.1. Measures to minimize adverse impacts on human health and the environment shall be taken throughout the value chain. This includes zero deforestation, minimizing pollution minimizing greenhouse gas emissions in production and transport.
- 11.2. The local environment at the production site shall not be exploited or degraded.

12. Corruption.

- 12.1. 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.

***Date and place
Signature***

Company
