

# Supplier Code of Conduct for Nomek AS

## Introduction

At Nomek AS, we promote decent working and environmental standards in our supply chains. We cooperate closely with our suppliers and business partners in pursuit of this aim. Accordingly, we have prepared this code of conduct to illustrate what we expect of our suppliers and business partners. The code of conduct covers fundamental requirements for human rights, workers' rights, the environment, and anti-corruption in our supply chains.

## Principles

It is the requirement of Nomek AS that goods and services supplied to us are produced in compliance with the code of conduct. Furthermore, Nomek AS expect their suppliers to communicate the requirements of the code of conduct to their sub-suppliers, and to monitor implementation.

A supplier must be able to document their efforts to secure compliance with the code of conduct, and those of their sub-suppliers, at the request of Nomek AS. Such documentation may take the form of self-declaration, follow-up meetings, and/or inspections of the working conditions at production sites. The supplier will be obliged to name and provide contact information for any sub-supplier that Nomek AS wishes to inspect.

In the event of a breach of the code of conduct, Nomek AS and the supplier will jointly prepare a plan for remedying the breach. Remediation must take place within a reasonable period of time. The contract will only be terminated if the supplier remains unwilling to remedy the breach following repeated enquiries.

The supplier shall have an effective management system for handling complaints relating to human rights, workers' rights, environmental issues and corruption. The supplier shall ensure that both workers and external parties, such as local communities and civil society organisations, are able to submit complaints.

Social and environmental standards will be taken into consideration when choosing new suppliers.

## Requirements relating to own practice.

Nomek AS will continuously work to enhance our own policies and practices to support our suppliers in complying with the code of conduct.

Neither Nomek AS nor any of its employees shall ever offer or accept illegal or unlawful monetary gifts or other forms of remuneration in order to secure business-related or private benefit, or benefit for customers, agents or suppliers.

Nomek AS and the suppliers of Nomek AS shall avoid partners that operate in countries subject to international boycott by the United Nations and/or Norwegian Authorities.

## Requirements to Supply Chain Conditions

The code of conduct is founded on key UN and International Labour Organization (ILO) conventions and documents. National laws shall be respected. Where the provisions of law and the code of conduct address the same subject, the most stringent shall apply.

### 1. Forced and compulsory labour

(ILO Conventions Nos. 29 & 105)

1.1 There shall be no forced, bonded or involuntary prison labour.

1.2 Workers shall be free to leave their employment after reasonable notice.

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

(ILO Conventions Nos. 87, 98, 135 & 154)

2.1 Workers, without distinction, shall have the right to join or form trade unions of their own choosing and to bargain collectively. The employer shall not interfere with, or obstruct, the formation of unions or collective bargaining.

### 3. Child Labour

(UN Convention on the Rights of the Child, ILO Conventions Nos. 138, 182 & 79, and ILO Recommendation No. 146)

3.1 The minimum age for workers shall not be less than 15 and comply with:

- the national minimum age for employment, or;
- the age of completion 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 no. 138, this lower age may apply.

3.2 No person under the age of 18 shall be engaged in labour that is hazardous to their health, safety or morals, including night work.

### 4. Discrimination

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

4.1 There shall be no discrimination at the workplace in hiring, compensation, access to training, promotion, termination or retirement based on ethnic background, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

4.2 Measures shall be established to protect workers from sexually intrusive, threatening, insulting or exploitative behaviour, and from discrimination or termination of employment on unjustifiable grounds, e.g. marriage, pregnancy, parenthood or HIV status.

## 5. Harsh or Inhumane Treatment

(UN Covenant on Civil and Political Rights, Art. 7)

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, are prohibited.

## 6. Health and Safety

(ILO Convention No. 155 and ILO Recommendation No. 164)

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 minimising, so far as is reasonably 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 or reassigned workers.

6.3 Workers shall have access to clean toilet facilities and to potable water, and, if appropriate, provision of sanitary food storage facilities.

## 7. Wages

(ILO Convention No. 131)

7.1 Wages and benefits paid for a standard working week shall as a 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

(ILO Convention Nos. 1 & 14)

8.1 Working hours shall comply with national laws and benchmark industry standards, and not more than prevailing international standards. Weekly working hours should not on a regular basis be more than 48 hours.

8.2 Workers shall be provided with at least one day off for every seven-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 acceptable under the regulation of a collective bargaining agreement.

## 9. Regular Employment

(ILO Convention Nos. 95, 158, 175, 177 & 181)

9.1 Obligations to employees under international conventions, national law and regulations concerning regular employment shall not be avoided through the use of short-term contracting (such as contract labour, casual labour or day labour), sub-contracting or other labour relationships.

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

9.3 The duration and content of apprenticeship programmes shall be clearly defined.

## 10. Marginalized Population

(UN Covenant on Civil and Political Rights, art. 1 and 2)

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 resources on which these populations are dependent.

## 11. Environment

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

## 12. Corruption

12.1 Corruption in any form is unacceptable, including bribery, extortion, kickbacks and improper private or professional benefits to customers, agents, contractors, suppliers, or employees of any such party or government officials.

## 13. Management systems of suppliers

The management system is key to the implementation of the code of conduct. Nomek AS emphasises the importance of suppliers having management systems in place that support such implementation.

13. The supplier should make a centrally placed employee responsible for the implementation of the code of conduct in the supplier's business.

13.2 The supplier must make the code of conduct known in all relevant parts of the organisation.

13.3 The supplier must obtain Nomek AS's prior consent to any outsourcing of production, or parts of production.

13.4 The supplier must be able to give an account of where goods ordered by Nomek AS are produced.

## 14. Transportation of goods for Nomek AS

It is essential that all trucks transporting goods to or from Nomek AS on Norwegian winter roads are equipped to cope with the challenges these winter roads can give.

14.1 In accordance with the Norwegian Public Roads Administration's requirements, trucks must be equipped with good winter tyres that have at least 5 mm tread design depth, on both towing vehicle and trailer. In addition, a minimum of 3 tyre chains adaptable to the tyres must be available for a single truck and 7 tyre chains for a towing vehicle with trailer.

14.2 The drivers must be experienced to cope with driving on Norwegian winter roads, hills and mountains, and capable of using tyre chains if needed.

14.3 All trucks must comply with laws and regulations set by the Norwegian authorities, and the drivers shall act accordingly whilst driving in Norway.