



Suppliers Code of Conduct

1 Purpose and area of application

The guideline "Suppliers Code of Conduct" describes the main principle on how the suppliers to TAFJORD GROUP shall abide to applicable laws and regulations as well as applicable UN- and ILO conventions.

Deliveries to TAFJORD must comply with the demand as described.

This Guideline applies to all suppliers to TAFJORD and their chain of suppliers/sub-contractors.

2 Reference

Guideline «Samfunnsansvar» / «Community responsibility»

3 Maintenance

Guidelines «Suppliers Code of Conduct» are reviewed when needed and at least once every third year.

Approved by *The Board* of Tafjord Kraft AS 07.12.2022

4 Definitions

Laws and regulation are the legislation in the country of origin and/or processing, and the country where the delivery will be made.

International Labour Organization (ILO) is the UN international organization for the work life.

5 Main principle

5.1 National laws and regulations

The supplier's business must be legal in all aspects. The Supplier must keep itself informed of, and comply with all applicable laws, regulations and resolutions that apply to the Supplier's business. Deliveries to TAFJORD must meet and comply with the conditions as described.

Suppliers to TAFJORD must comply with the TAFJORD GROUP's Suppliers Code of Conduct, internationally acknowledged convention and applicable national legislation. Deliveries to TAFJORD must comply with the demands indicated below. The demands are minimum requirements. In cases where international acknowledge conventions and the national legislation regulates the same topic, the highest standard shall always apply if it is within the legislation of the given country.

5.2 Privacy and security

The Supplier must have routines and systems to protect the privacy and ensure that no unlawful appropriation, use or sharing of data, information and material occurs.



The Supplier must process all confidential information in an ethically sound manner and always within the agreed framework and applicable regulations. Deviations and suspicions of deviations must always be reported to the agreed point of contact.

5.3 Environment and climate

The Supplier must comply with applicable national and international environment standards. The Supplier must follow a precautionary principle related to pollution, environmental risk and other climate and environmental challenges.

Suppliers consistently working in accordance with internationally recognized environmental management principles and always seek to improve us will be the preferred ones.

Suppliers with a consistent focus on achieving energy efficiency, reduction in harmful emission and wastage in a life-cycle perspective, will be preferred.

5.4 Human rights

The Supplier must acknowledge international recognized human rights. The Supplier must respect dignity, privacy and personal rights for all humans.

5.5 Work standard

5.5.1 Freedom of organization and the right to collective bargain.

The Supplier must secure and acknowledge the freedom of organization and facilitate the right to collective bargain if a significant group of works agree on this. The Supplier must not discriminate the workers representatives or members of the trade union but make the required arrangement for these to perform the functions within the workplace.

In those cases where the freedom of organization and collective bargain is restricted in national legislation, the Supplier must allow the workers to freely choose their own representatives within the legislation.

5.5.2 Forced labour

The Supplier must not use any kind of force when hiring an employee or within the time of the employment. The Supplier must make sure that the employment between the employed and the supplier is voluntary and without any kind of treats.

The Supplier must make sure that all employees can freely terminate the employment after reasonable notice to the supplier. Employees must not make deposits of money, identification paper or similar with the intention to be hired or maintain the employment.

5.5.3 Child labour

Children under the age of 18 must not perform work that can endanger health or safety, including working at nights. Children under the age of 15 or of the compulsory school age must not carry out work that could be detrimental to their education.

Recruiting new child workers in violation of the above is not acceptable.



5.5.4 Discrimination

The Supplier must work towards avoiding all kind of discrimination, directly or indirectly, based on ethnicity, religion, age, disability, gender, material status, sexual orientation, membership in trade unions or political affiliation and must promote equality in employment.

The Supplier shall not tolerate any form of sexually intrusive, threatening, insulting or exploitative behavior.

5.5.5 Employment

The Supplier must provide remuneration that meets any national statutory minimum wage standard. The salary must be agreed in writing and transferred to the employees at the agreed time.

The Supplier must ensure that the working hours are not excessively long and that it is as a minimum within the boundaries of applicable laws and regulations. The Supplier must respect the employees need for restitution and ensure that all employees have the right to satisfactory paid vacation.

Legislation regarding labor at the place of production shall apply.

The Supplier must ensure that the statutory regulations regarding working hours are followed and that all employees receive a written contract of employment in a language that the employee understands.

5.5.6 Health, safety and work environment

The Supplier must ensure that all employees have a safe and sound work environment in compliment with international recognized standards, laws and regulations. The Supplier must control occupational risks and establish measures to prevent accidents and occupational diseases, including statutory insurance for the employees. If necessary, employees must be equipped with appropriate personal safety equipment and trained in its use.

The supplier must offer regular training to ensure that the employees have satisfactory competence related to health and safety issues.

When the employees are offered accommodation, the supplier must ensure that it is clean, safe and that it meets the basic needs of the employee and, where applicable, its family.

5.6 Means of business

5.6.1 Corruption and other illegal business practices

The Supplier must comply with laws and regulations relating to bribery, corruption, fraud and all other illegal business activities. The Supplier shall not offer, promise, or give any form of undue advantage, favor or inducement to public officials, international organizations or other third parties with the intention of obtaining personal or business advantages. This applies regardless of whether this benefit is offered directly or indirectly through an intermediary.



5.6.2 Gifts and gestures of courtesy

The supplier shall not, directly, or indirectly, offer gifts or benefits to TAFJORD's employees, representatives of TAFJORD, or anyone closely related to these, which go beyond profile articles and simple attentions. Courtesy gestures such as social events, meals or entertainment can be offered if there is a business aspect involved and the cost is kept to a reasonable level.

Expenses to travel and accommodation for TAFJORD representatives shall be paid by TAFJORD.

5.6.3 Laundering

The supplier must distance itself from all forms of laundering and must establish measures to avoid the company's financial transactions being used for laundering.

5.6.4 Competition

The supplier must not cause or be part of a breach of legislation regarding competition, such as illegal collusion on pricing, illegal market collusion or any other form of behavior that leads to a breach of competition legislation.

5.7 Roles and responsibility

The supplier is obliged to comply with the requirements arising from this document in its own operations. The supplier is obliged to pass on corresponding documents to all subcontractors and contract assistants. TAFJORD can require this work to be documented within a reasonable time in the following ways:

- a) Self-declaration from supplier and/or
- b) Follow-up calls with TAFJORD and/or
- c) Own or independent third-party control of the working conditions at the production site.

TAFJORD reserves the right to carry out notified or unannounced inspections at the production site of the supplier and/or subcontractor during the contract period. TAFJORD can at any time require documentation to be provided or check whether the requirements have been met. TAFJORD or the person appointed by TAFJORD shall have the right to access all necessary systems, including, but not limited to, finances, salary and working conditions. The right of access includes, among other things, audit and verification, including interviews, inspection, control and document review. The supplier must provide reasonable assistance free of charge for such inspection for 3 years after the last payment has been made. The Supplier must ensure that TAFJORD has a corresponding right to access the supplier's subcontractors. Contact information is treated confidentially.

The supplier can choose to document follow-up of the requirements through adequate certification of the business

5.8 Reactions and follow-up in the event of a breach on the Code of Conduct

Violation of the requirements in this document entails a violation of all or part of the contractual relationship. Repeated breaches of the Code of Conduct or failure to follow up according to point 5.7 above, after TAFJORD has pointed out the circumstances, is always to be considered a significant breach of contract.