



## ***Code of Business Ethics for Suppliers***

### **1 Human Rights**

Within their spheres of influence, suppliers shall support and respect internationally recognised human rights and ensure that they do not contribute towards breaching human rights.

### **2 Employee Rights and Labour Standards**

#### ***2.1 Freedom to organise and the right to collective bargaining***

Suppliers shall safeguard and recognise the right to organise, and in cases where a large portion of employees consent, the right to collective bargaining. Suppliers shall not discriminate against employee representatives or trade union members, who shall also have the right to carry out their work as workplace representatives.

In cases where the right to organise and the right to collective bargaining are limited by national laws, suppliers shall allow employees to freely choose their own representatives.

#### ***2.2 Forced labour***

Suppliers must not use forced labour or other involuntary work. Suppliers shall ensure that the work that is performed is executed voluntarily and without any threats.

In addition, suppliers shall ensure that all employees are free to leave their job after a suitable and acceptable notice period.

#### ***2.3 Terms and conditions of employment***

Suppliers shall pay their employees in accordance with national legislation on the minimum wage. They shall also ensure satisfactory working hours and comply with local laws governing working hours.

Suppliers must ensure that all employees have written employment contracts setting out the terms and conditions of employment in a language the employee understands.

#### ***2.4 Equality, diversity and respect***

Suppliers shall actively work to create a working environment characterised by equality, diversity and reciprocal respect. Employees, or others involved in the execution of a contract with Nye Veier, must be chosen and treated in a non-discriminatory fashion with regard to

gender, skin colour, religion, age, disability, sexual orientation, citizenship or social origin or ethnicity,

political views, trade union membership or other. Suppliers must not accept any form of discrimination or harassment in any of their workplaces.

## **2.5 Child labour**

Suppliers must not use child labour or any form of work that deprives a child of its childhood, potential or dignity, or which harms the physical or mental health of the child or the child's development. Suppliers must not use children in a labour force if the child is under the 15 years of age. If applicable legislation stipulates a higher age limit, the age limit therein applies. An exception can be made for light work or training if permitted under the ILO Minimum Age Convention (C138). Under no circumstances can suppliers allow children under 18 years of age to perform dangerous work, including work that may put their health, safety or development at risk.

## **3 Sustainability**

Suppliers shall operate in a sustainable manner and endeavour to establish regular and open dialogue on questions of sustainability with the local community and other interested parties.

## **4 Environment**

Suppliers shall support the precautionary principle regarding environmental challenges, take the initiative to promote increased responsibility for the environment, and encourage the expansion and spread of environmental technology.

## **5 Health, Safety and Security**

Suppliers shall actively work towards an injury-free and health-promoting working environment, and to promote an open and preventive health and safety culture.

Suppliers shall plan and act in a manner that prevents injuries and systematically work on risk management. No activity is important enough to be carried out risking lives and health.

Suppliers shall also protect their employees to the best of their ability against injuries from factors beyond the suppliers' control, such as natural disasters and threats against the safety of employees. Protection in relation to threats against the safety of employees must be proportionate to the threat.

## **6 Conduct**

It is not permitted to work under the influence of intoxicants, including drugs and alcohol, at Nye Veier.

Limited amounts of alcohol can be consumed if local customs and the occasion suggest it is permissible to do so, provided that the consumption is not combined with the operation of machines, driving or other activities incompatible with alcohol consumption.

## **7 Fair Competition**

Suppliers shall set high standards for business ethics and compete within the frameworks set by the competition rules in the markets where they operate. Suppliers must not partake in any form of illegal price fixing, market sharing or other practices that contravene current competition laws.

## **8 Anti-Corruption**

Suppliers shall not tolerate, but counteract all types of corruption in both the public and private sectors. Suppliers shall not offer, request, give, accept or receive bribes or other improper advantages for business-related or personal gain directly or indirectly for themselves or others.

## **9 Accurate Accounting**

Suppliers must commit to transparency, verifiability and accuracy in everything they undertake whilst maintaining their confidentiality obligations. All accounting information must be correct, recorded and bookkept according to laws and rules.

## **10 Money Laundering**

Suppliers must not partake in any type of money laundering and ensure that financial transactions are not used to launder money.

## **11 Goodwill, Gifts, Hospitality and Expenses**

Suppliers must not permit offers or receipt of goodwill - gifts, hospitality, expenses or other advantages - that may constitute or appear to constitute undue influence. Suppliers shall exercise extra caution when goodwill involves civil servants.

Moreover, suppliers must not directly or indirectly offer gifts to the employees or representatives of Nye Veier, nor closely associated parties of these, unless it is a small gift and appropriate in relation to time and place. Hospitality, such as social events, meals or entertainment can be offered if necessary for business purposes at a reasonable cost.

Nye Veier pays for the travel expenses of those representing Nye Veier. When negotiating contracts, bids or awarding processes, all hospitality, gifts or other coverage of expenses must be avoided, regardless the value.

## **12 Confidentiality**

Suppliers shall keep secret and not misuse information about Nye Veier of a confidential nature. Such information can be defined later in the contract between Nye Veier and the supplier.

## **13 Conflicts of Interest**

Suppliers shall avoid conflicts of interest whilst working for Nye Veier. A conflict of interest arises when a representative of a supplier attempts to promote personal interests, or those of a friend or relative, through their position as a representative of the supplier. Suppliers must report all situations where there is a potential or experienced conflict between their private interests and those of Nye Veier.

## **14 Political Activity**

Suppliers must not support political parties or politicians in connection with contracts entered into with Nye Veier.

## **15 Protecting Property and Assets**

Suppliers are responsible for taking care of and only using the assets of Nye Veier in their possession in a proper manner. The assets of Nye Veier must not be used for personal gain.