

Doknr.: A000-B-0004

Tittel: **Code of Conduct Policy for our suppliers
and businesspartners**Hovedversjonsnr.: 1.0 Hovedversjon godkjent av: **Lene Cristin
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1. GENERAL

NOFI respects, supports, and promotes human rights as formulated in the UN's Declaration of Fundamental Human Rights and the International Labor Organization's (ILO's) core conventions.

NOFI operates in accordance with the principles of good owner management and strives to be a good business partner in all communities/countries where we operate. We also expect our suppliers and subcontractors to do the same.

Our ethical guidelines contain the most important principles and requirements for ourselves, subcontractors, and other service providers. Our suppliers and subcontractors must adhere to a high ethical standard and only do business with reliable actors who conduct legal business activities and follow the legislation in their respective countries.

2. HEALTH AND SAFETY

Everyone must contribute to a good working environment characterized by equality, diversity, openness, and tolerance. Proper working conditions that protect the health of and ensure the safety of the employees have the highest priority at NOFI, this also applies for our suppliers.

Suppliers and subcontractors shall take the necessary measures to prevent and prohibit accidents and injuries related to workplace conditions. Externally, all suppliers must follow the guidelines/requirements/procedures, which are provided by the external party.

3. HUMAN RIGHTS & DECENT WORKING CONDITIONS

NOFI's suppliers must comply with internationally recognized conventions on the protection of human rights and decent working conditions, including the UN's basic human rights and the ILO's core conventions.

3.1 Employment conditions

NOFI dedicates itself to ensure that work carried out takes place on the basis of a recognized employment relationships established in accordance with applicable laws, regulations and practice as well as international labor standards. All employees are required to have an employment contract in a language they understand. Salary for employees must at least be in line with national minimum wage regulations or the industry standard, and always sufficient to cover basic needs.

3.2 Prohibition of child labor

Children who are under the age of 15 or who are required to attend school shall not work.

With the following exceptions:

- Light work and the child has reached the age of 13.
- Work as part of the child's education or practical vocational orientation that has been approved by the education authorities and the child has reached the age of 14.

Children under the age of 18 shall not perform work that may be harmful to their health, safety, development, or education. Children under the age of 18 shall not perform night work.

3.3 Freedom to organize

NOFI respects freedom of association and the right to collective bargaining. The employer must not discriminate against trade union representatives or prevent them from carrying out their trade union work.

3.4 Forced labor

NOFI does not accept the use of forced labor as described in the fourth principle of the UN's Global Compact. There shall not be any form of forced labor, slave labor or involuntary labor.

3.5 Discrimination and harassment

Discrimination, harassment, or abuse is not acceptable. NOFI dedicates itself to treat employees with respect and dignity and not to discriminate through recruitment and employment practices.

4. ENVIRONMENT & NATURE

NOFI's suppliers shall work to minimize the negative environmental consequences of the company's activities, products, and services, and actively search for and favor collaboration partners who do the same. Environmental aspects shall be considered throughout the value chain, from raw material production to delivery at the agreed location, and not limited to their own operations.

The minimum requirement for NOFI is that we and our partners must ensure compliance with applicable environmental laws and regulations, and we expect our suppliers and subcontractors to do the same.

The supplier must neither directly nor indirectly contribute to destroying the source of income for marginalized communities, for example by confiscating large plots of land or other natural resources on which these communities depend.

Production and utilization of raw materials for production must not represent the destruction of natural resources.

Chemicals and other dangerous substances must be handled in a responsible manner.

Relevant permits shall be obtained where necessary.

5. INTERNATIONAL SANCTIONS

NOFI actively works to prevent engaging in activities that are contrary to current sanctions and export control regulations. NOFI requires that our suppliers and subcontractors to also comply with applicable sanctions and export control regulations at all times. If the supplier becomes aware of potential breaches of sanctions or export controls that are relevant to NOFI, the supplier must immediately notify their contact at NOFI.

6. BUSINESS ETHICS

Good business ethics and compliance with applicable laws and regulations are at the core of NOFI's business practices.

6.1 Anti-money laundering

NOFI has zero tolerance for all forms of economic crime and work actively to prevent money laundering and terrorist financing. Our suppliers and subcontractors shall not participate in, assist in, or facilitate any form of money laundering, other funds and/or assets. Herein, the supplier must take all reasonable steps to ensure that the financial transactions that they are involved in are not used for money laundering purposes.

6.2 Anti-corruption

NOFI has zero tolerance for corruption in any form. Our suppliers must never, directly or through intermediaries, offer or promise any kind of personal payments, kickbacks, bribes, or other unfair advantages to obtain or retain business contracts from private or public customers, regardless of local practice. Nor shall representatives of a supplier receive any such benefits in exchange for any form of preferential treatment by a third party. Suppliers must always comply with applicable corruption regulations as well as internationally recognized conventions and guidelines relating to anti-corruption.

6.3 Fair competition

Suppliers shall compete within the framework of applicable competition legislation. The supplier's procurement processes shall be based on fair competition. Independence and impartiality must always be demonstrated.

7. CONFIDENTIALITY

Sensitive information must be treated with care and loyalty, even if confidentiality is not imposed. The supplier must keep all business information related to NOFI confidential.

8. INFORMATION & DOCUMENTATION

The supplier is obliged to inform us about processes and measures planned or carried out in connection to the protection of human rights and decent working conditions act. The supplier's business information must be communicated precisely and reflect the actual conditions. All accounting information and information covered by reporting obligation must be presented in accordance with laws and regulations, including relevant standards. On request, the supplier must provide NOFI with information about the supplier and the delivery, including financial, operational, and technical information. The supplier is obliged to give NOFI access to information and documentation within deadlines set by NOFI so that NOFI can fulfil its legal obligations.

9. INSPECTION & AUDIT

NOFI reserves the right to check compliance with the guidelines through audits at any time. NOFI has the right to audit the supplier and the supplier's subcontractors, regarding all matters relating to the supplier relationship. NOFI must inform us about the upcoming inspection no later than ten days prior. If NOFI discovers deviations, they must be corrected continuously. The person who is inspected or audited is responsible for his own costs associated with this.

10. SUCCESS

NOFI's suppliers must act in accordance with these ethical guidelines and strive to make demands of at least the same level in their own supply chain. NOFI reserves the right to terminate cooperation agreements with those who do not comply with the guidelines' obligations. The same applies to collaboration agreements where their subcontractors do not comply with the guidelines' obligations. NOFI encourages suppliers to report suspicions of objectionable conditions in connection with NOFI's operations.