

GUIDELINES FOR SUPPLIERS TO LINDBAK AS WITH SUBSIDIARIES

Revised and approved by the board of Lindbak AS on 16.12.2021.

Lindbak AS and its subsidiaries (hereinafter referred to as Lindbak) work to have a sustainable business practice that respects people, society and the environment and we have therefore prepared guidelines for suppliers as a complement to our own policy. In order to have a sustainable business practice, we want to work closely with our suppliers and business partners. Cooperation in the supply chain is a prerequisite for responsible business practices, and for achieving the UN's sustainability goals.

REQUIREMENTS FOR OWN BUSINESS IN LINDBAK

Our policy for sustainable business practices forms the basis for our work with sustainability, also in the supply chain. We strive to improve our own policies and practices where relevant. [You can find more information about our sustainability work here.](#)

Our suppliers and partners can expect us that our business and purchasing practices strengthen, not undermine, their ability to deliver on the demands we make on conditions for people, society and the environment. Lindbak always strives for cooperation as a starting point. We will nevertheless terminate business relationships or other cooperation if our supplier or partner does not meet our expectations for sustainable business practices.

REQUIREMENTS FOR CONDITIONS IN THE SUPPLY CHAIN

We expect our suppliers and partners to work purposefully and systematically to comply with our guidelines for suppliers, including principles for sustainable business practice, which cover basic requirements for human rights, employee rights, anti-corruption, animal welfare and the environment. Our suppliers must:

- Follow vendor guidelines, including principles for sustainable business practices.
- Work actively with due diligence assessments, i.e.: make your own risk assessments for negative impact on people, society, the environment, and stop, prevent, and reduce such impact. The measures must be monitored and the effect communicated to those affected. Where the supplier is responsible for the negative impact / damage, the supplier is also responsible for recovery.
- Demonstrate the will and ability for continuous improvement for people, society, and the environment through collaboration.
- At the request of Lindbak document how they themselves, and possibly subcontractors, work to comply with the guidelines.
- If the supplier, after repeated inquiries, does not show willingness or ability to comply with guidelines for suppliers, termination of the contract may occur.
- Have a system for handling complaints related to human rights, labour rights, the environment and corruption.
- Avoid trading partners who have activities in countries that are subject to a trade boycott by the UN and / or the Norwegian authorities.

EXPECTED FOLLOW-UP FROM SUPPLIER / MANUFACTURER

At the request of Lindbak, the supplier must be able to document how they themselves, and possibly subcontractors, work to comply with the guidelines. This can be done through follow-up interviews and / or mapping of the working conditions at the production site. If Lindbak wishes to map subcontractors with regard to compliance with the guidelines, the supplier is obliged to allow such a survey and to provide names and contact information on these.

PRINCIPLES OF SUSTAINABLE BUSINESS PRACTICE (CODE OF CONDUCT)

These principles of sustainable business practice are based on UN and ILO conventions and set minimum and not maximum standards. The legislation at the place of production must be respected. Where national laws and regulations cover the same subject matter as these guidelines, the highest standard shall apply.

1. Forced labour / slave labour (ILO Convention Nos. 29 and 105)

- 1.1. There shall be no form of forced labour, slave labour or involuntary labour.
- 1.2. Workers shall not have to submit a deposit or identity documents to the employer and shall be free to terminate the employment relationship with a reasonable period of notice.

2. Trade unions and collective bargaining (ILO Convention Nos. 87, 98, 135 and 154)

- 2.1. Workers shall, without exception, have the right to join or establish trade unions at their own request, and to negotiate collectively. The employer shall not interfere in, hinder, or oppose trade unions or collective bargaining.
- 2.2. Trade union representatives shall not be discriminated against or prevented from carrying out their trade union work.
- 2.3. If the right to free organization and / or collective bargaining is limited by law, the employer shall facilitate and not impede alternative mechanisms for free and independent organization and negotiation.

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

- 3.1. The minimum age for workers shall not be less than 15 years and in line with the national minimum age for employment, or; minimum age for compulsory schooling, with maximum age as applicable. If the local minimum age is set at 14 years in line with the exception in ILO Convention 138, this can be accepted.
- 3.2. New recruitment of child workers in violation of the above minimum age shall not take place.
- 3.3. Children under the age of 18 must not perform work that is detrimental to their health, safety or morals, including night work.
- 3.4. Action plans shall be established for the early phasing out of child labor that are in violation of ILO Conventions 138 and 182. The action plans shall be documented and communicated to relevant personnel and other stakeholders. Arrangements shall be made for support schemes where children are given the opportunity for education until the child is no longer of compulsory school age.

4. Discrimination (ILO Conventions Nos. 100 and 111 and the UN Convention on the Elimination of All Forms of Discrimination against Women)

4.1. There shall be no discrimination in respect of employment, remuneration, training, promotion, dismissal or retirement based on ethnicity, caste, religion, age, disability, sex, marital status, sexual orientation, trade unionism or political affiliation.

4.2. Protection shall be established against sexually intrusive, threatening, abusive or exploitative behaviour, and against discrimination or termination on unreasonable grounds, such as marriage, pregnancy, parental status or status as HIV-infected.

5. Brutal treatment (Declaration of Human Rights / UDHR)

5.1. Physical abuse or punishment, or the threat of physical abuse is prohibited. The same applies to sexual or other abuse and other forms of humiliation.

6. Health and safety (ILO Convention No. 155 and Recommendation No. 164)

6.1. Efforts shall be made to ensure workers a safe and healthy working environment. Hazardous chemicals and other substances must be handled properly. Necessary measures must be implemented to prevent and minimize accidents and damage to health as a result of, or related to, conditions in the workplace.

6.2. Workers must have regular and documented training in health and safety. Health and safety training shall be repeated for newly employed and relocated workers.

6.3. Workers must have access to clean sanitary facilities and clean drinking water. If relevant, the employer must also provide access to facilities for safe storage of food.

6.4. If the employer offers accommodation, this must be clean, safe, adequately ventilated and with access to clean sanitary facilities and clean drinking water.

7. Wages (ILO Convention No. 131)

7.1. Wages for workers for a normal working week must at least be in line with national minimum wage regulations or industry standards, whichever is higher. Salary must always be sufficient to cover basic needs, including some savings.

7.2. Salary conditions and payment of salary must be agreed in writing before the work begins. The agreement must be understandable to the worker.

7.3. Deductions from salary as a disciplinary action are not permitted.

8. Hours of work (ILO Convention Nos. 1 and 14)

8.1. Working hours must be in line with national laws or industry standards, and not exceed working hours in accordance with applicable international conventions. Normal working hours per week should not normally exceed 48 hours.

8.2. Workers must have at least one day off per 7 days.

8.3. Overtime must be limited and voluntary. The recommended maximum overtime is 12 hours per week, ie total working hours of 60 hours per week. Exceptions from this can be accepted if it is regulated by a collective agreement or national law.

8.4. Workers must always have overtime pay during working hours above normal working hours (see section 8.1 above), at least in accordance with applicable laws.

9. Regular employment

9.1. Obligations towards workers, in line with international conventions, national laws and regulations

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9.1. Obligations to workers, in accordance with international conventions, national laws and regulations on regular employment shall not be circumvented through the use of short-term commitments (such as the use of contract workers, freelancers and day workers), subcontractors or other employment relationships.

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

9.3. Apprenticeship programs must be clearly defined in terms of duration and content.

10. Marginalized population groups

10.1. The production and use of natural resources shall not contribute to destroying the resource and income base for indigenous peoples or other marginalized population groups, for example by seizing large areas of land, unsustainable use of water or other natural resources on which the population groups depend.

11. Environment

11.1. Negative environmental impact must be reduced throughout the value chain. In line with the precautionary principle, measures must be implemented to continuously minimize greenhouse gas emissions and local pollution, the use of harmful chemicals, pesticides and to ensure sustainable resource extraction and management of water, sea, forest and land, and the conservation of biological diversity. .

11.2. National and international environmental legislation and regulations must be complied with and relevant discharge permits must be obtained.

12. Corruption

12.1. All forms of bribery are unacceptable, such as the use of alternative channels to secure illegitimate private or work-related benefits to customers, agents, contractors, suppliers or their employees as well as public servants / women.

13. Animal welfare

13.1. Animal welfare must be respected. Measures should be implemented to minimize the negative impact on the welfare of production animals and working animals.

13.2. National and international animal welfare legislation and regulations must be complied with.

I, the undersigned, who represent _____, confirm that they have read Lindbak guidelines and accept the prerequisites and requirements that Lindbak AS and its subsidiaries have for their subcontractors.

Place date : _____

Signature : _____