

# Frode Laursen Group

# CODE OF CONDUCT



**All decisions are made on the basis of eight well-defined values. Values which are also our general guidelines for expected Frode Laursen behaviour:**

- We are here for the customer
- We take responsibility
- We honour our agreements
- We always base judgement on facts
- We strive to improve
- We treat everybody with respect
- We use resources wisely
- We co-operate and pull together as teams

Therefore, all Frode Laursen employees and business partners must:

## **RESPECT HUMAN RIGHTS**

### **Forced labour:**

- Not participate in, or benefit from, the use of forced labour or human trafficking in any form. All labour must be voluntary.
- Ensure that all employees are free to terminate their contracts at any time.

### **Child labour:**

- Not employ any person at an age younger than permitted by national laws, nor benefit from the use of child labour, and not employ young persons under the age of 18 for hazardous work.

### **Equal opportunity and non-discrimination:**

- Not discriminate on grounds of ethnic, national or social origin, skin colour, sex, religion, views, age, disability, sexual orientation or political views.
- Protect employees from harassment, whether committed by their colleagues or by management.

### **Employees:**

- Respect the right of all employees to form and join, or not join, a union, and not to interfere with or restrict this right.
- Ensure that all employees have the right to a contract that is written, understandable and legally binding.

### **Health and safety in the workplace:**

- Ensure a safe and healthy work environment for all employees. An environment focused on avoiding accidents and where risk management is performed. Furthermore, all employees should be given mandatory training, information and protective equipment necessary to perform their tasks safely.
- Ensure that, if providing housing for workers, such housing is safe and the living conditions are fair, decent and comply with all applicable laws.

## BE IN COMPLIANCE WITH LAWS, RULES AND REGULATIONS

- Adhere to all applicable laws and regulations of the countries in which the operations are carried out.

### **Bribery, corruption and conflicts of interest:**

- Not, either directly or indirectly, offer, grant, promise, request or accept anything of value made to a public official or to a private sector employee, with the intention to influence that person's behaviour and obtain an improper advantage in the conduct of business.
- Never be guided by personal interest or relationships, and always make decisions based solely on objective criteria.

### **Confidentiality and data privacy rules:**

- Protect and respect confidential information of Frode Laursen and third parties.
- Observe all laws in force to protect the personal data of employees, customers, suppliers and other parties concerned.

## RESPECT THE ENVIRONMENT

- Meet all relevant environmental legislative requirements.
- Be committed to promote greater environmental responsibility and make continuous improvements in environmental performance.

### **Legal consequences of violating the Frode Laursen Code of Conduct:**

If a Frode Laursen supplier or business partner does not observe the basic principles laid down in this Code of Conduct, Frode Laursen is entitled to terminate the business relationship.

