



# Norsk Batteriimport

Code of Conduct for Suppliers

## Code of Conduct for Suppliers

In order to build trust and confidence and to demonstrate our commitment to sustainable development throughout the value chain of our business, including our suppliers, we ask all our suppliers to agree to our Supplier Code of Conduct. Ethical guidelines for suppliers specify the minimum standards expected of all suppliers to Norsk Batteriimport AS. Within its sphere

of influence, Norsk Batteriimport AS also expects suppliers to apply these minimum standards to their subcontractors and sub-suppliers. Furthermore, it is expected that suppliers always strive to live up to both international and industry-specific practices. It is of course expected that suppliers comply with all laws, rules and regulations in the countries where they carry out their business. Norsk Batteriimport AS expects compliance with the Code of Conduct for its suppliers but recognizes that embracing these fundamental principles is a dynamic rather than a static process, and encourages suppliers to support our mission through a never-ending effort to improve. In order to demonstrate and communicate work with and improvements towards the principles, the supplier is expected to have the necessary internal instruments (eg measurement procedures, tools and indicators). All Norsk Batteriimport AS employees with supplier relationships must ensure that ethical guidelines for suppliers are well known and understood by the suppliers.

## Work and human rights

**Suppliers must ensure employees' human rights and treat them with dignity and respect as understood by the international community.**

### Anti-discrimination

Suppliers shall not discriminate against any employee based on race, color, age, sex, gender identity, sexual orientation, ethnicity, disability, religion, political affiliation, union membership, national origin or marital status in hiring and employment practices such as applications for employment, promotions, rewards, access to training, job assignments, pay, benefits, discipline and termination. Additionally, Suppliers shall not require employees or prospective employees to undergo medical tests that could be used in a discriminatory manner (such

as pregnancy, HIV tests, etc.) unless required by applicable law or regulation or necessary for workplace safety.

### Fair treatment

Suppliers must commit to a workplace free of harassment and discrimination. Suppliers must not threaten employees with or subject them to harsh or inhumane treatment, including, but not limited to, sexual harassment, mental and physical coercion and verbal abuse. Prevention of involuntary work and human trafficking. Suppliers must not trade with people or use any form of slave, forced, contract or prison labour. This includes transporting, housing, recruiting, transferring or receiving persons by means of threats, force, coercion, abduction, fraud or payments to any person who has control over another person for the purpose of exploitation. All work must be voluntary and employees must be free to leave work or resign with reasonable notice.

### Prevention of child labour

Child labor is strictly prohibited. Suppliers must only employ workers who are at

least 15 years of age or the applicable legal minimum age, whichever is higher. Suppliers must obtain documentation to legally prove the date of birth for all their employees.

### Youth employees

Work opportunities for young workers must be identified and promoted. In accordance with the ILO Minimum Age Convention No. 138, suppliers may employ young people who are older than the applicable statutory minimum age for employment but are younger than 18, provided that they do not perform work that may endanger their health, safety or morals. Children, whether they are young workers or vocational teachers, must not perform hazardous work or night work.

### Recruitment and Employment Practices

Fees and costs related to recruitment, employment or dismissal processes are not charged to employees. Employees are not asked to put in a deposit. A written routine relating to recruitment has been implemented and includes rules

on age verification, screening and selection of candidates and the use of recruitment agencies. Employees sign a written employment contract or equivalent before starting work or induction training, whichever comes first. Employees receive a copy of the contract and understand the terms before signing. Substantial changes in working conditions are agreed in writing by the employee. No-hours contracts are not used.

### Freedom of Association

Suppliers shall respect the right of employees to associate freely with, form, and join employees' organizations of their own choosing, seek representation, and bargain collectively, as permitted by and in accordance with applicable laws and regulations. These rights are exercised without fear of discrimination, violence or harassment, whether physical or psychological. Suppliers shall protect against acts of interference with the establishment, functioning, or administration of employees' organisations in accordance with applicable laws and regulations.

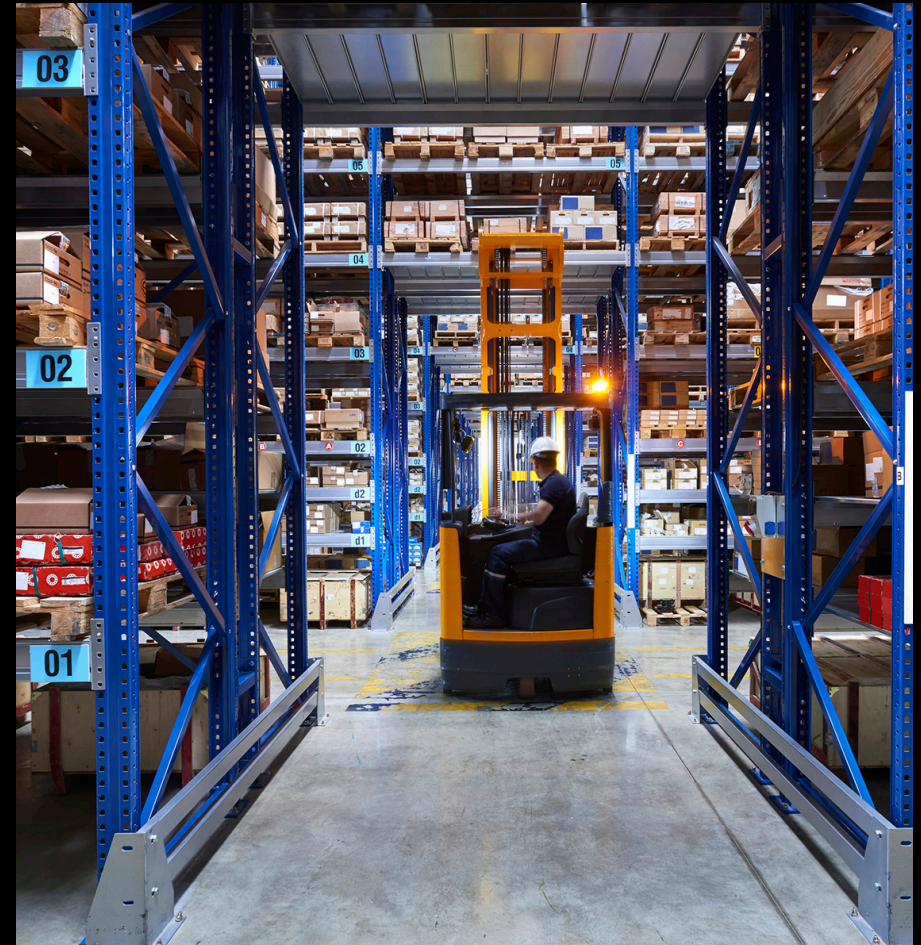
## Working Hours

Except in emergency or unusual situations, a work week shall be restricted to 60 hours, including overtime, and employees shall have at least one day off every seven days. Workers have at least one break of 30 min after every 4,5 hours worked, unless otherwise agreed in writing through worker representation. All overtime shall be voluntary and workers refusing overtime hours should not be penalised. Under no circumstances shall work weeks exceed the maximum permitted under applicable laws and regulations. However, under certain circumstances well defined by applicable legislation, overtime hours may be mandatory for a short period if agreed through worker representation, where applicable.

## Wages and Benefits

Suppliers must pay all employees at least the minimum wage required by applicable laws and regulations and provide all statutory benefits. Salary is paid in accordance with contractual terms, at the right time and at least monthly. Employees receive a payslip with full information on wages, benefits and deductions that reflect the wages received. Information provided

in pay slips must be comprehensible to workers. In addition to compensation for ordinary working hours, employees must be compensated for overtime hours at the rate required by applicable laws and regulations. Suppliers must not use deductions from wages as a disciplinary measure. Suppliers must offer free time, leave periods and holidays in accordance with applicable laws and regulations. Suppliers must have a transparent and reliable system for recording working hours and wages and pay the employees on time, and clearly communicate the basis for wages to employees. Employees must be compensated for extra living expenses as a result of working away from their base. Vocational teachers over the age of 18 must receive remuneration for work carried out during the training and the training must be related to the education. Suppliers must provide accident insurance for all workers. The insurance must cover medical treatment for work-related injuries and illnesses that result in permanent disability or death. Work clothing, when necessary, must be supplied in sufficient quantity and free of charge.



## Health, Safety and well-being

**Norsk Batteriimport AS recognises that integrating sound health and safety management practices into all aspects of business is essential to maintain high morale and produce innovative products. Suppliers shall commit to creating safe working conditions and a healthy work environment for all their employees.**

### Occupational Injury Prevention

Health and safety risks in the workplace, including those related to well-being and ergonomics, must be assessed and measures taken to reduce them. Employees must not be exposed to serious health and safety hazards. Appropriate personal protective equipment must in all cases be available within the supplier's facility. The equipment must be safe and used under safe conditions. Personal protective equipment and protective clothing must be clean, free, functional and appropriate for the identified risk. Warning signs and safety information must be visible. Employees shall not be disciplined for raising safety concerns and shall have the right to refuse unsafe working conditions without fear of reprisal until management addresses their concerns.

### Chemical Management and Prevention of Chemical Exposure

Chemicals shall be purchased, stored, transported, handled and used in a way that protects the health and safety of workers and the environment. Suppliers shall identify, evaluate, and control worker exposure to hazardous chemical, biological, and physical

agents. Suppliers must eliminate chemical hazards where possible. Where chemical hazards cannot be eliminated, Suppliers shall provide appropriate engineering controls such as closed systems and ventilation. Where appropriate engineering controls are not possible, suppliers shall establish appropriate administrative controls such as safe work procedures. In all cases, suppliers shall provide employees with appropriate personal protective equipment.

### Occupational Safety Procedures and Systems

Suppliers shall establish procedures and systems to manage, track, and report occupational injury and illness. Such procedures and systems shall encourage employee reporting, classify and record injury and illness cases, investigate cases and implement corrective actions to eliminate their causes, provide necessary medical treatment, and facilitate return of employees to work. Accidents and near misses related to occupational health and safety are reported, analysed, followed-up and acted upon. Records of accidents and near misses shall be kept. Safety hazards are continuously reported, analysed, followed-up and acted upon.

### Ergonomics

Suppliers shall identify, evaluate, control and reduce employee exposure to physically demanding tasks or environments, including manual material handling, heavy lifting, prolonged standing/sitting, highly repetitive or forceful assembly tasks, loud noise and poor light.

### Working conditions

The working environment shall be clean, hygienic and well maintained and have adequate light, ventilation and, when necessary, heating. Places where workers can eat and rest shall be available, be free from hazards and shall be proportional to the number of workers. Toilets shall be free of charge, hygienic, accessible during working hours, equipped with basic supplies and proportional to the number of workers.

### Employee Health and Safety Committees

Suppliers are encouraged to initiate and support employee health and safety committees to enhance ongoing health and safety education and to encourage employee input regarding health and safety issues in the workplace.

# Environment

**Suppliers must try to reduce the environmental impact of their design, production processes and waste emissions.**

## Waste Management

Suppliers manage and dispose of hazardous and non-hazardous waste generated from operations as required by applicable laws and regulations. Waste shall be stored, handled, transported and disposed of in a way that protects the health and safety of workers and the environment. No waste shall be landfilled on site. Hazardous and nonhazardous waste are kept separately. Waste shall not be incinerated on site, unless for the purpose of recovering energy. Records shall on request be made available on how, where, how much and by whom waste is treated. Opportunities to refuse, reduce, reuse and recycle waste shall be identified and implemented.



## Pollution Prevention and Resource Reduction

There shall be no severe environmental pollution. Any case of severe environmental pollution shall immediately be reported to authorities required by law.

## Energy Efficiency

Suppliers must endeavour to use energy more efficiently and avoid energy waste. Norsk Batteriimport AS encourages Suppliers to set energy efficiency targets and to monitor power and energy consumption, to adopt management practices, to switch off equipment not needed, and to reduce energy consumption, where possible. ISO 50001 certifications will add to the positive evaluation of suppliers but are not mandatory. Suppliers shall proactively support Norsk Batteriimport AS in developing energy efficient products and solutions and reducing carbon emissions of Norsk Batteriimport AS products. Indirect material suppliers shall proactively offer to Norsk Batteriimport AS more energy efficient products and solutions to enable Norsk Batteriimport AS to lower its energy consumption and carbon emissions. Energy efficiency will increasingly become a selection criteria alongside quality, price and time of delivery.

## Ethics

**Suppliers must commit to the highest standards of ethical conduct when dealing with employees, suppliers, and customers.**

### Business Integrity

Suppliers shall not violate any international anti-corruption conventions, and applicable anti-corruption laws and regulations of the countries in which they operate, and they shall not engage in corruption, extortion, or embezzlement in any form. Suppliers must uphold fair business standards in advertising, sales and competition. Suppliers are to maintain a good business practice and high ethical standard, above all in accordance with this Code of Conduct for suppliers. Trust and transparency towards Norsk Batteriimport AS shall be ensured. Attempts to break the law, falsify documents, deceive, or commit corruption are not accepted. Suppliers are expected to avoid conflicts of interest that may compromise the supplier's credibility in Norsk Batteriimport AS or other exterior parties' confidence in Norsk Batteriimport AS. An example of such conflicts of interest may be a membership in an association whose core values are contrary to those of Norsk Batteriimport AS.

### Sourcing of Minerals

Suppliers shall exercise due diligence on

the source of these minerals contained in its products on its entire supply chain and make their measures available upon request.

### Gifts and Hospitality

Suppliers are expected not to give or receive improper benefits or benefits that may be regarded as improper remuneration in order to obtain, retain or direct business or in order to secure any other improper advantage in the supplier's business with Norsk Batteriimport AS. Such improper benefits (bribes, etc.) comprise cash, items, pleasure trips, extravagant meals or services of another nature.

A benefit must comply with the following requirements:

- The benefit must be permitted by local laws, regulations and policies.
- The benefit must have a clear and legitimate business purpose.
- It must not be provided in exchange for an improper advantage.
- The nature, value and frequency of the benefit must be appropriate to the occasion on which it is given.
- The benefit must be provided in a transparent manner.

### Whistle-blower Protection and Anonymous Complaints

Suppliers shall provide a complaint mechanism for employees to report workplace complaints and compliance violations in accordance with local laws and regulations. The protection and confidentiality of whistle-blowers shall be ensured, and retaliation shall be prohibited.

### Community Engagement

Suppliers are encouraged to engage in the community to help foster social and economic development and to contribute to the sustainability of the communities in which they operate.

