



# CODE OF CONDUCT

## CODE OF CONDUCT FOR THE SUPPLIER

Our “CODE OF CONDUCT FOR THE SUPPLIER” refer to any unit within the supplier’s group and its sub-contractors who produce items for, or is a supplier to, HT BENDIX A/S. The supplier’s group accepts and confirms that these codes of conduct will apply to any item, without exception, that is offered to HT BENDIX A/S

If the supplier does not comply with these codes of conduct and/or submits inaccurate, erroneous or false information to HT BENDIX A/S, any order can be cancelled without notice, acceptance of any order can be refused and/or any item in stock can be returned, with claim for full compensation from the supplier.

The supplier must, at all times, permit employees from HT BENDIX A/S, regardless of their nationality, access to its company, employees and all relevant data in connection with the content described in the “CODE OF CONDUCT FOR THE SUPPLIER” regardless of whether notification of inspection has been submitted beforehand or not.

New agreement forms will be forwarded for signing when/if relevant changes exist.

### **General terms**

The supplier’s business activities must comply with all relevant and applicable laws and rules, including employees, their well-being, safety and working environment in order to conduct business with HT BENDIX A/S.

### **Social responsibility – human rights and professional standards**

The supplier must support and want to comply with the UN’s “Universal Declaration of Human Rights” and consequently, subscribe to the following:

1. The supplier must treat its employees with respect and dignity
2. Employment at the supplier may not be the object of discriminatory treatment in respect to race, skin colour, nationality, religion, gender, age, sexual orientation or marital status.
3. The supplier must at all times be able to verify the employee's age.
4. The supplier may not make use of employees who are under the age of 15 in production or in other places in the company.
5. The definition of a "child" is based on ILO's (International Labour Organisation) Convention no. 138 and ILO's Recommendation no. 146 (minimum age and recommendation), which states that a child is a person under the age of 15, unless national legislation prescribes a higher age or demands the completion of compulsory schooling.
6. If national legislation defines the age limit for a "child" as 14-years old, then the national legislation shall apply.
7. The supplier may not make use of forced labour, slaves or involuntary labour.
8. The supplier must comply with applicable legislation and industry standards for working hours, including overtime.
9. The working hours must be planned in a way that gives the employee the possibility of organising his or her free time.
10. The supplier must comply with applicable legislation regarding pay. The pay must correspond to the minimum pay for the industry in the country concerned.
11. Withholding of pay may not be used as a disciplinary measure.
12. The supplier must recognise the employees' right to join unions and to organise themselves.
13. If accommodation is made available, this must be clearly separated from the factory or production area.

### **Working environment**

The supplier must treat all its employees with respect and dignity and ensure a healthy and safe working environment where sources of noise and air pollution are under control. Applicable laws and rules for a good working environment, including the safety and health of employees, must be complied with.

The supplier shall subscribe to the following:

1. The manufacturing plant must be well-maintained and kept clean.
2. Employees must be protected against noise, air pollution, etc. by mandatory use of protection equipment against hearing, eye and respiratory passage damage, etc.
3. The supplier must ensure unobstructed passage on corridors, stairs and by exits in order to ease emergency evacuation. The main exits may not be locked during working hours.
4. The supplier must have procedures in place for the handling of serious accidents, which require treatment outside of the supplier's facilities.
5. None of the employees may be exposed to physical harassment, psychological harassment, sexual harassment, punishment or abuse.
6. Employees must have reasonable and acceptable access to drinking water and toilet facilities. The sanitary conditions must be satisfactory and be kept clean.

### **External environment**

The supplier must comply with applicable national laws and rules for the protection of the environment.

HT BENDIX A/S recognises FSC (Forest Stewardship Council) and PEFT (Pan-European Forest Certification) as certified organisations which work to secure sustainable forest management around the world.

HT BENDIX A/S recognises and follows the EU Regulation, EUTR, that places demands on importers and producers, with the necessary care and due diligence, to ensure that wood that is imported or produced in the EU has been felled in a legal manner.

### **Rules against bribery**

HT BENDIX A/S is committed to never using bribery. Any supplier, factory or producer that violates this policy will lose current and future business,

regardless of whether the gift or gratuity has been accepted. Furthermore, a supplier, factory or producer who violates this policy risks being reported to the appropriate national authorities.

