

Ethical guidelines for suppliers to Garda Sikring - Code of Conduct

Introduction

Our Suppliers Code of Conduct

Garda Sikring has prepared an ethical standard for the company's expectations of our suppliers. The purpose of this Code of Conduct is to ensure that our suppliers have a business practice that complies with basic requirements for conducting ethical and responsible business. These guidelines define minimum standards that suppliers must respect when doing business with Garda Sikring.

The ethical guidelines describe the main principles for how Garda Sirkings suppliers shall comply with requirements in applicable laws and regulations, and key UN and ILO conventions. All deliveries to Garda Sikring shall be consistent with described requirements and expectations.

All suppliers are expected to be familiar with and comply with the code of conduct's code of conduct.

Scope and responsibility

This Code of Conduct applies to suppliers, subcontractors, and partners (hereinafter collectively referred to as suppliers) with whom Garda Sikring does business.

Any breach or deviation of Garda Sirkings code of conduct for suppliers entails breaches of all or part of the contractual relationship.

Compliance with laws, rules, and conventions

The Supplier shall comply with the Garda Sikring Code and Conduct, relevant legislation, and internationally recognized conventions. Contractor is obliged to keep informed of, and comply with, the applicable laws, regulations and decisions that always apply to the supplier's activities. The supplier shall also respect human rights and labor rights as enshrined in international conventions and national legislation in all countries in which the supplier operates.

It is expected that the supplier has prepared its own sustainability goals and is actively working to achieve the UN Sustainable Development Goals.

In cases where internationally recognized conventions and national laws and regulations deal with the same topic, the highest standard shall always apply, to the extent permitted by applicable law.

Working standards

Human rights

The supplier shall respect and ensure that they do not contribute to violations of internationally recognized human rights.

Privacy

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Dokumentkategori Prosedyre
Siste revisjonsdato
Neste revisjonsdato 15.03.2023
Dokumentansvarlig Hans-Christian Mundal

The Supplier shall ensure that privacy is safeguarded and that there is no improper use or sharing of data, information, or material. All confidential information shall be treated in an ethical and prudent manner and in accordance with applicable regulations.

Environment and climate

The supplier shall comply with national and international environmental standards.

The supplier shall practice continuous improvement work to reduce negative effects on the environment and health throughout the value chain, promote sustainable resource use and minimize greenhouse gas emissions. A precautionary approach is expected to be exercised in connection with pollution, environmental risks, and other environmental and climate challenges.

Discrimination

The Supplier shall not tolerate any form of discrimination or harassment.

Discrimination means discrimination based on gender, age, ethnicity, sexual orientation or religion, or any other basis prohibited by law. Harassment is meant exposure to negative actions over time from one or more persons.

The supplier is expected to promote gender equality in employment.

Employment relationship

Contractor shall ensure compliance with statutory employment regulations and that employees receive written employment contracts describing their employment in a language that the employee understands.

The supplier shall ensure that remuneration is granted that meets any national legal standard for the minimum wage. The salary, including the necessary supplements, shall be agreed in writing, and transferred to the employees at the agreed time. All employees shall have the right to a satisfactory holiday with a salary.

Employment law and the labor laws in which production takes place shall be complied with.

Health, safety and the environment

The supplier shall ensure that all employees have a healthy and safe working environment in accordance with internationally recognized standards and national legislation. The supplier is obliged to check occupational risk and establish measures to prevent accidents and occupational illnesses, including taking out all statutory insurance policies.

The supplier shall provide regular training to ensure that the employees have satisfactory competence in connection with health and safety. If necessary, the employees shall be provided with appropriate personal safety equipment and receive training in this.

When the employees are offered lodging, the supplier shall ensure satisfactory living conditions that meet basic needs.

Forced labour

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Under no circumstances shall there be any form of forced labour, slave labour or involuntary work.

Contractor shall ensure that all employees are free to terminate their employment after having communicated this with the employer in a reasonable manner. Employees shall not have to deposit money, identity papers or the like for the purpose of being employed or maintaining an employment relationship.

Child Labour

Children under the age of 18 should not carry out work that puts health or safety at risk, including night work. Children of school age or under the age of 15 shall not carry out work that may be detrimental to their education.

Recruitment of child labourers in violation of the above shall not occur.

Good business practices

Corruption and other illegal business methods

Laws and regulations relating to corruption, bribery, fraud, and other illegal business activities shall be complied with. The Supplier shall not directly or indirectly offer or receive any undue advantage for the purpose of obtaining personal or business benefits.

Money laundering

The Supplier shall refrain from all forms of money laundering. Current tax rules shall be followed, and tax evasion is not accepted.

Competition

Contractor shall not cause or be part of any agreement, activity or scheme that has the effect of preventing, restricting, or twisting competition. Unlawful cooperation on pricing, illegal market cooperation or any other form of conduct that entails violations of competition legislation is not acceptable.

Conflicts of interest

The Supplier shall avoid situations that may create a conflict of interest in cooperation with Garda Sikring. The Supplier is obliged to make Garda Sikring aware of circumstances that may create a conflict of interest when carrying out the assignment.

Notification of violations of ethical guidelines

The Supplier is obliged without undue delay to notify Garda Sikring of any breach or qualified suspicion of breach of the Code of Conduct.

The whistleblowing poster applies to both conditions in the supplier's own business and conditions with subcontractors throughout the contract chain.

Garda Sikring has its own whistleblowing portal which can be found on the website. Here it can be notified anonymously. All notifications will be processed by an approved case officer at Garda Sikring.

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Link to the notification portal: [Garda Sikring \(mittvarsel.no\)](https://garda.sikring.no)

Documentation

Documentation of compliance

The Supplier is obliged to comply with the requirements and expectations set out in the Ethical Guidelines. Garda Sikring may require this work documented within a reasonable time in one or more of the following ways:

- a) Self-declaration from supplier
- b) Account of where goods are produced
- c) Follow-up conversations with Garda Sikring
- d) Own or independent third-party control of working conditions at the production site

Garda Sikring may at any time require documentation for or check whether the requirements have been met.

Right of access

Garda Hedging shall have access to all necessary systems, including finances, wages and working conditions. The right of access includes, among other things, auditing and verification, interviews, inspection, control, and document review.

Contractor shall free of charge provide reasonable assistance in the event of such access for 3 years after the last payment has taken place.

The Supplier shall ensure that Garda Sikring has the same right of access from the supplier's subcontractors.

Right to control at the production site

Garda Sikring reserves the right to carry out reported or unannounced checks at the production site of the supplier and/or subcontractor during the contract period.

Reactions

Breach of contract

Violations of Garda Sirkings code of conduct for suppliers constitute a breach of contract that may result in reactions.

Reactions to violations of ethical guidelines

Violations of ethical guidelines must be corrected. Contractor is obliged to make correction at its own expense and/or require subcontractors to make such correction, within a reasonable deadline set by Garda Sikring. Corrections must be documented in writing and correction of the breach is not deemed to have taken place until necessary documentation is available.

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In the event of a breach, Garda Sikring may also order the supplier to stop all deliveries and works. Garda Sirkings direct financial loss incurred by such a stoppage, as well as the supplier's costs, is covered by the supplier.

In the event of a material breach of ethical guidelines, Garda Sikring may terminate the contract with immediate effect. Repeated breaches may always be regarded as material breach of contract. The same applies if the supplier fails to correct.