

ETHICAL GUIDELINES FOR SUPPLIERS

Purpose

Nornebygg is committed to responsible business practices that are in line with human rights and promote decent working conditions at all levels of the value chain. We conduct our business in a responsible and transparent manner, in dialogue with our partners, with a focus on openness and mutual respect in all our relationships. Nornebygg sees collaboration as a prerequisite for responsible business practices and essential for complying with the UN Sustainable Development Goals, as well as the requirements of the ILO and OECD conventions.

Nornebygg is committed to identifying risks and making information about our work available. We have established a digital complaints mechanism that is available to workers in the supply chain, as well as for handling requests for information from the public.

The ethical guidelines for suppliers set the minimum standard and must be followed by all Nornebygg suppliers. Suppliers must comply with all relevant national and international laws, as well as internationally recognized standards such as OECD, UN, and ILO conventions for human rights, health and safety, workers' rights, the environment, fair competition, anti-corruption, and fair business practices. These ethical guidelines are therefore designed in accordance with these standards. Suppliers must ensure that their subcontractors and partners also follow the standards. This includes contract workers, day laborers, and casual laborers who work for suppliers and subcontractors.

Business Ethics

The supplier shall comply with laws and regulations related to corruption, fraud, and other illegal business practices. All transactions with Nornebygg shall be contractual, legal, and of normal business nature. Background checks may be conducted on suppliers and partners.

The supplier shall not offer, give, solicit, accept, or receive any form of bribery, facilitation payments, or undue advantage, performance, or service to/from public officials, international organizations, or any other third party in the private or public sector.

Employment and Working Conditions

Forced Labor

There shall be no form of forced, bonded or involuntary labor. Workers shall not be required to lodge deposits or their identity papers with their employer and shall be free to leave their employment with reasonable notice. All workers shall receive a written agreement in a language they understand, outlining the terms and conditions of employment, including wages and method of payment, before commencing work.

Freedom of Association

Workers shall have the right, without distinction or discrimination, to join or establish trade unions of their own choosing and to bargain collectively. Where these rights are restricted by law, the employer shall facilitate, and not hinder, alternative means for free and independent association and bargaining. Trade union representatives shall not be discriminated against or hindered in the performance of their union duties.

Child Labor

Children under the age of 18 shall not be employed in work that is harmful to their health or safety, including night work. Children under 15 years of age (in some countries 14 or 16 years of age) shall not be employed in work that is harmful to their health and/or education. If child labor is found, the supplier shall take action to eliminate it. Support systems shall be put in place to ensure that children are provided with a livelihood and education until they reach school-leaving age.

Non-Discrimination

There shall be no discrimination in employment based on ethnicity, caste, nationality, religion, age, disability, gender, marital status, sexual orientation, trade union membership or political affiliation.

No Brutal or Inhumane Treatment

Physical abuse or punishment, or threat of physical abuse, shall be prohibited. The same applies to sexual or other abuse, and other forms of humiliation.

Working conditions

The supplier shall ensure that all employees have a healthy and safe working environment in accordance with recognized standards, laws and regulations. The supplier shall take measures to prevent accidents and health hazards related to the workplace.

If necessary, employees shall be provided with appropriate personal protective equipment and trained in its use. The supplier shall offer regular training to ensure that employees have sufficient competence related to health and safety.

If employees are offered lodging, the supplier shall ensure that it is clean and safe and meets the basic needs of the employees.

Wages

Wages and other benefits paid for a standard workweek shall at a minimum meet national minimum wage requirements or industry standards. Deductions from wages as a disciplinary measure shall not be allowed.

Working hours

Working hours shall comply with national laws or collective agreements, and shall not exceed the limits on hours of work and minimum periods of rest provided by applicable international conventions. Required overtime shall be limited.

Employment

Work performed should, as far as possible, be based on recognized employment relationships that safeguard employees' rights and social protection in accordance with national legislation and practices. Obligations towards workers shall not be circumvented through the use of short-term contracts, subcontractors or other employment relationships. If such employment relationships are used, workers are entitled to the same type of rights as regular employees.

Sustainability and Environmental Impact

The supplier shall comply with relevant national and international laws and environmental standards, and obtain relevant emissions permits.

The supplier shall have procedures to reduce negative impacts on health and the environment throughout the value chain, promote sustainable resource use, and minimize greenhouse gas emissions.

Supplier responsibility

As a supplier, you have a responsibility to comply with ethical guidelines and take necessary actions where required. All of our suppliers are obligated to respond to questionnaires sent out by us, based on the OECD framework. Suppliers must have their own management systems to document and monitor business processes for their subcontractors and partners. Nornebygg must be notified of any significant deviations or breaches of these ethical guidelines.

Compliance with ethical guidelines is a prerequisite for continuing the collaboration with Nornebygg. If relevant improvement measures and agreed-upon follow-up actions are not carried out or if legal requirements are not met, Nornebygg may choose to terminate the business relationship.

Nornebygg will assist suppliers in meeting the ethical guidelines. Suppliers must at all times provide Nornebygg or an independent third-party auditor authorized by Nornebygg with unrestricted access to their facilities and all relevant documentation.

Supplier

Place and date

Signature

