



Etman Code of Conduct for Suppliers

Purpose

Etman aim to work according to the highest business ethics and standards. Etman shall operate with integrity towards its suppliers and treats them professionally, fairly and equally.

At the same time, Etman expects all of its suppliers to commit to equally high business ethics and standards. This Code of Conduct for Suppliers sets out Etman's minimum requirements for its suppliers to follow to and to implement throughout its business. Etman requires that its suppliers review and comply with this Code of Conduct at any time.

Principles and compliance with laws, regulations and instructions

All suppliers and subcontractors must comply with relevant laws and regulations applicable to their activities in the countries in which they operate. The Supplier shall ensure that all its duties, obligations and undertakings in relation to Etman is performed in a manner, which does not infringe any law or regulation applicable to the Supplier, Etman and the transactions between them.

If the Code of Conduct includes more precise requirements than the national legislation, or additional requirements, the Code of Conduct's requirements shall apply.

Human and labour rights

The Supplier shall respect human rights arising out of international treaties, in particular the United Nations' Universal Declaration of Human Rights. The Supplier shall comply with the fundamental conventions as defined by the International Labour Organization (ILO).

Etman has no tolerance for child labour and a supplier working with Etman shall guarantee that the supplier does not hire employees of an age below the lowest of either the minimum age under national legislation, or the minimum age under ILO's C138 Minimum Age Convention. The supplier must also guarantee that any employee who is older than the minimum age but younger than 18 years of age has at a minimum working conditions, working hours and salary appropriate to his/her age and in compliance with the applicable legislation.

Etman will not tolerate any form of discrimination in the workplace, which means zero tolerance for people being disadvantaged, wronged, or insulted based on their gender, gender identity or expression, ethnic origin, religion or belief system, disability, sexual orientation or age.

Employees' working hours should follow national legislation. Remuneration for employees, including overtime and benefits, should be commensurate with or exceed the level required by the applicable legislation.

Norwegian Act of June 18 2021 no. 99 relating to enterprises' transparency and work on fundamental human rights and decent working conditions (the Transparency Act/ Åpenhetsloven § 4) imposes an obligation on companies to carry out due diligence assessments within the scope of the Act, in accordance with the OECD Guidelines for Multinational Enterprises. In order for Etman to be able to fulfil its obligations under this Act, the Supplier accepts and acknowledges that the Supplier must contribute to the implementation of such activities as are required for due diligence, and incorporate corresponding requirements in agreements and terms with its suppliers and subcontractors.

Health and safety

The Supplier is responsible for the health and safety of its employees.

Suppliers who work with Etman are to guarantee that all their employees work in a safe and secure work environment. This means that the supplier works systematically and purposefully to reduce work-related injuries, inform employees about risks in their work environment, and also ensure that employees have suitable protective equipment and the right training to perform their work in a safely manner.

Environmental impact

Suppliers and their subcontractors must comply with national legislation governing environmental impact. The Supplier shall continuously seek solutions to reduce negative environment impact of their operations.

**Business integrity**

The Supplier shall conduct its business in an ethical and responsible manner and shall compete fairly by strictly complying with competition and anti-trust laws in all aspects of its business.

Etman has no tolerance for corruption or bribery in any form. None of Etman's suppliers may participate in price collusion, cartels or other measures, or fail to take such measures, as are in breach of the applicable competition rules. The Supplier shall ensure that sufficient procedures for potential conflict of interest situations are in place and shall always disclose any financial interest an employee of Etman may hold in the Supplier's business. The Supplier ensures proper handling of personal, confidential information and intellectual property rights related to Etman and others. The Supplier shall maintain accurate and transparent accounts and records of its business transactions and financial figures.

Implementation of the requirements by own suppliers

The Supplier shall evaluate if its own Suppliers have implemented and comply with the requirements that meet or exceed the requirements set out in the United Nations' Universal Declaration of Human Rights and with the fundamental conventions as defined by the International Labour Organization (ILO).

Management Systems

The Supplier shall have suitable management systems in place to document its actions and the status of its work related to requirements in Etman Code of Conduct for Suppliers and the applicable laws and regulations.

Audit and termination

Supplier shall allow Etman to conduct an audit of the Supplier's operations with the purpose of verifying the Supplier's compliance with Etman Code of Conduct for Suppliers. The right to audit may take place at any reasonable time or times upon advance notice. Without prejudice to any other rights Etman may have, Etman shall have the right to terminate any contractual relationship with Supplier at the liability of Supplier in case of non-compliance with the Etman Code of Conduct for Suppliers.

Handling breaches

If the Supplier comes across cases of breaches of Etman's ethical standards, these concerns must be reported to the local Managing Director. Alternatively, reporting can be addressed to the CEO of Etman International ASA.

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I certify that the company is aware of and understand Etman Code of Conduct for Suppliers and their subcontractors and we commit ourselves to follow it. If we for any reason do not comply with Etman's Code of Conduct for Suppliers, the reasons is clearly stated in the attached addendum.

Company / Supplier: _____

Date: _____

Name: _____

Signature: _____

Addendum: YES ☐ NO ☐