

# Elektrofag Jæren

## Ethical Guidelines (Code of Conduct)

### Introduction

Elektrofag Jæren is committed to upholding the highest standard of ethics across all areas of its work. This Code of Conduct applies to all Elektrofag Jæren staff, partners, contracted workers and anyone acting on our behalf. All employees must confirm that they have read the Code of Conduct and that they will act in accordance with its content. Furthermore, Elektrofag Jæren expects its suppliers to uphold the same standard of ethical business conduct as described below.

The responsibility for implementing this Code of Conduct lies with Elektrofag Jæren's CEO. Everyone within the organisation has responsibility for ensuring that they act in compliance with this Code. If in need of advice or guidance related to this Code of Conduct, employees should consult with their manager.

Elektrofag Jæren is mindful that its operations and business conduct can potentially negatively impact people, society and the environment. As such the company seeks to maintain high ethical standards where we at a minimum comply with national laws and regulations. In addition, the company is committed to actively conducting due diligence for responsible business conduct and this Code is founded on the principles of the OECD Guidelines for Multinational Enterprises.

### Human and labour rights

Elektrofag Jæren is committed to respecting human rights as defined in the [International Bill of Rights](#) and the [ILO Fundamental Conventions on Labour Standards](#). The company follows the [UN Guiding Principles on Business and Human Rights](#) and respect human rights, employee rights and international labour law. Elektrofag Jæren has zero tolerance for all forms of child and forced labour and seek to safeguards employees' freedom of expression and the right to collective bargaining and freedom of association.

As part of Elektrofag Jæren's explicit commitment to human rights due diligence within its own operations, the following issues have been identified as salient human rights:

<b>Health and safety in own operations</b>	For employees and contracted workers
	Countryspecific risk related to procured goods from China
<b>Potential unidentified risk in the supply chain</b>	Use of raw materials
	Conflict minerals

Elektrofag Jæren is committed to mapping and better understanding its supply chains and inherent risks within.

Elektrofag Jæren strives to create a good and healthy work environment based on equality and diversity, where the integrity of employees is safeguarded. No discrimination may take place on the grounds of age, sex, religion, sexual orientation, ethnic background, or other protected characteristic. All forms of harassment are prohibited, as well as abusive discrimination.

All employees of Elektrofag Jæren must comply with our values and act as good ambassadors for the company acting in conformity with the terms outlined in these guidelines, both within their own actions and operations and in the supply chain.

All employees must adhere to a set of guidelines in this respect:

- Communicate respectfully with all colleagues, regardless of title or level.

- Behave in a way that does not offend, intimidate, degrade, insult or humiliate others. Harassment, including any unwelcome verbal or physical behaviour that interferes with work or creates an intimidating, hostile, or offensive work environment, is considered unacceptable.
- Challenge poor practice in others, helping to promote good practice and create change.
- Commit to self-improvement. If you, as an employee, are approached as having acted in a way that has offended another individual, listen with an open mind and reflect on self-improvement.

## Decent working conditions

Employees, without distinction, shall have the right to join or form trade unions of their own choosing and to bargain collectively. Elektrofag Jæren shall not interfere with or obstruct the formation of unions or collective bargaining.

Wages should always, at a minimum, meet national legal and industry-group standards. Workers should be provided with a written contract in a language of their understanding. Elektrofag Jæren explicitly prohibits the deduction of wages as a disciplinary measure.

Working hours shall comply with all relevant laws and industry standards. Elektrofag Jæren does not encourage employees to work longer hours than stated in their contract but there may be times where overtime is necessary. Where this is the case, overtime should be limited in use and voluntary in nature and always result in overtime pay according to relevant legislation.

## Health and safety

Elektrofag Jæren's employees and contracted workers have the right to a safe and secure workplace. The nature of work means that employees can be at risk of electrocution, and this is a concern taken very seriously. Elektrofag Jæren follows all relevant national regulation concerning health and safety and conduct regular checks to make sure that standards are being maintained.

Systematic HSE work is about being one-step ahead in identifying risks and implementing actions. All incidents and all unsafe or harmful working conditions that occur at work, should be notified to the relevant manager.

## Bribery and anti-corruption

Elektrofag Jæren has a zero-tolerance approach to any forms of corruption, extortion, money laundering or bribery. This includes all forms of bribery, extortion, facilitation money, kickbacks, also including agents, contractors, government officials, suppliers or employees of any such party. Employees should be mindful of when they are in situations that place them at increased risk of bribery or corruption.

## The use of company assets and property

Employees and contracted workers must handle Elektrofag Jæren's assets and property responsibly and with great care. This applies to tangible assets such as stocked material/goods, tools and interior as well as to intangible assets such as patents, ideas and general confidential information. Nobody shall unduly use tangible or intangible assets for private purposes or for activities that are not relevant to their work for Elektrofag Jæren. IT equipment must not be used for purposes that can be perceived as offensive.

## Whistleblowing channel

Elektrofag Jæren maintains a whistleblowing channel available to internal and external stakeholders. It is encouraged to use this channel to report possible breaches of this Code of Conduct, such as fraud, sexual harassment or discrimination. Any reports of unacceptable conditions shall be treated as confidential, and the identity of the whistleblower shall be protected from any form of retaliation.

## Breaches of this code of conduct

This Code of Conduct has been distributed to all Elektrofag Jæren employees and can be found on the company's website.

In case of suspicion of violations of this Code of Conduct, it is the duty of every employee to report this in accordance with the terms set out above.

In the event of breach of the Code of Conduct, the company will prepare a plan for remedying the specific breach. Violation of the Code of Conduct is subject to disciplinary actions and will have consequences for the employee in the form of oral or written warning, or in serious cases, dismissal.

## Signature

CEO of Company

Date: 15.06.2023

