



Code of Conduct and Ethical guidelines

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Scope of Document

Corporate Code of Conduct and Ethical guidelines exists to create common attitudes to how the organization should be run, so that owners, suppliers, customers, employees, government, and both collaborative and competitive companies always have confidence in your company's professionalism and integrity.

This document is a short version of our full Ethical Code of Conduct:
QMS_84.12.10_HSSEQ_Ethics

For employees

All employees should familiarize themselves with and comply with the company's ethical guidelines in section. 1-8.

For anyone in the company, the rule is that if there is any doubt, one should abstain or bring to attention with the immediate superior.

Violation of these guidelines will not be accepted and may have consequences for the employment.

For our suppliers

Our suppliers should be made aware of our Code of Conduct and Ethical guidelines and should also be advised to at least implement the same policy in their organization. Implementation of these policies will affect the selection of potential partners.

1 Social Responsibility

We show active social responsibility by delivering services in a profitable, decent and sustainable manner.

The company's core values "honesty, consideration and integrity", should characterize the corporate culture and lead corporate decisions and actions.

In this way we contribute to the development of society in a positive direction.

2 Business Principles

We will manage and conduct business in a fair and ethical manner.

2.1 Impartiality

Board and employees must avoid situations that could lead to a conflict between company interests and personal interests. If personal interests could influence a decision in a given case you are to participate in or are to be responsible for conducting, this should be discussed with the manager.

Offices

Directorship or ownership of commercial enterprises shall in every case be clarified with the CEO. One should avoid a second job that could lead to a conflict of loyalties.

2.2 Trust, respect, loyalty

Corporate culture should be characterized by honesty, fairness and consideration. Each one has a duty to prevent personal interests standing in the way of objective decisions in connection with work. One is expected to be loyal to the purpose and goals of the business, in addition one is expected to follow up with and implement decisions being made, as well as follow orders from a superior.

2.3 Anti-corruption

The company will actively work against all forms of corruption, including extortion and bribery.

2.4 Gifts

Employees of the company should not seek to obtain gifts, services or other benefits that are inappropriate or otherwise could harm the company's interests or reputation. Nor should there be gifts offered, services or other benefits that may be perceived as unfair to the recipient or which may otherwise cast doubt on the integrity of the recipient.

One must refrain from any kind of rewards in connection with negotiations or for a specific contract or conduct of the company. Promoting articles with symbolic value are not considered gifts.

2.5 Representation

Moderate forms of hospitality and entertainment are part of the company's relationship building and information development. The degree of attention must however not be developed so that it damages the company's ability to compete and integrity. Travel expenses and subsistence incurred while on business travel is covered by the company, union, government or non-profit organizations.

Company employees are expected to act in accordance with ethical guidelines for business travel, courses and other events.

3 Human Rights

Our business supports and respects the protection of internationally recognized human rights and make sure not to be complicit in violations thereof.

The company will work to eliminate all forms of discrimination in employment and labor on the basis of race, color, religion, sex, age, national origin, sexual orientation, marital status or medical or disability reasons.

The company will not cooperate with suppliers where there is doubt of forced or child labor.

4 Employee Rights

The company work standards are to be consistent with internationally recognized labor rights.

This leads to the company working to promote and realize freedom of association and recognition of the right to collective bargaining.

Employee Standards in the areas of wages, hours of work, disciplinary practices, employment contracts and working conditions must be observed.

5 Socially responsible production

These guidelines for socially responsible production shall contain terms that at bare minimum are in accordance with the following UN conventions and ILO conventions:

- **Prohibition of child labor** – UN Convention Articles 32 and ILO Convention. 138 and 182
- **Prohibition of forced labor / slave labor** - ILO Convention. 29 and 105
- **Prohibition of discrimination** - ILO Convention no. 100 and 111
- **The right to freedom of association and collective bargaining** - ILO Convention. 87 and 98
- **Compliance with applicable national labor law and labor legislation**

6 Privacy and confidentiality

The company will handle sensitive information with due care and loyalty, even when it is not subject to secrecy.

All employees have a duty of confidentiality when it comes to trade secrets and information provided in confidence. All workers should be careful how to treat sensitive information, also in relation to colleagues.

The duty of confidentiality also applies after an employee has left the company's service. Our suppliers and customers ethical guidelines should when they are known, be handled by established procedure, respected and obeyed.

7 Health and Safety

The company is committed to conducting its operations without harm to people, property and the environment.

The company follows an internationally recognized HSE management system (NORSOK).

HSE risks associated with activities, products and services in the enterprise should be identified and evaluated, and there should be action taken to mitigate risk.

The company has procedures to ensure HSE training for managers and supervisors. Other employees will be ensured HSE skills related to their duties.

The company has procedures to ensure that HSE instructions and information is communicated to affected personnel.

8 Alcohol and drugs

It is strictly forbidden to use alcohol or other intoxicating substances when the work is performed.

People who are intoxicated, hanging out or consuming alcohol or using narcotic drugs during working hours will immediately be dismissed from the workplace and that this may also be a dismissal.

8.1 Over-The-Counter and Prescription Drugs

Over-The-Counter and prescription drugs can be used at work in accordance with intended use and/or use specified by a doctor.

Important: If a person is taking prescription drugs that may cause drowsiness, this person cannot operate vehicles or machinery. Examples of this are company car, fork lift and pneumatic pumps. Only office work and light workshop activities are to be undertaken.

9 Environmental protection

The company shall follow environmental management rules and regulations.

This means that the company, where required, provides environmental training for all staff.

Employees of the Company shall, where necessary, be informed of the consequences that operations and decisions may have on the environment. Environmental assessments and environmental costs is to be included in all decisions.

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