



# Code of Conduct and Ethical guidelines

Doc. Title	<b>Code of Conduct and Ethical guidelines</b>
2 Stabilise Doc no.	<b>2S-COC-01</b>

Rev.	Date .2017	Description	Originator	Checker	Approver
0	23.11.2017	In development	GBT	JTB	KBS
1	23.11.2017	Issued for use	GBT	JTB	KBS
2	20.12.2018	Updated	GBT	JTB	KBS
3	12.09.2019	Revised (no changes)	JTB	GBT	KBS
4	26.03.2021	Revised	GBT	JCH	KBS

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## Purpose of Document

Corporate Code of Conduct and Ethical guidelines exists to form common attitudes to how the organization should be run, so that owners, suppliers, customers, employees, government, and both collaborative and competitive companies have confidence in the 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 be aware of and comply with the company's ethical guidelines in section. 1-8.

The general rule:

*“When in doubt, abstain or bring the matter to the attention of your immediate superior.”*

Violation of these guidelines are not accepted and may have consequences for the employment relationship.

### **For suppliers**

Our suppliers should be made aware of our Code of Conduct and Ethical guidelines and should have a similar policy in place in their organization.

Implementation of such policies may affect the selection of potential partners.

# 1 Social Responsibility

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

The company's core values "honesty, consideration and integrity", should characterize the corporate culture and should be considered when decisions are being made.

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 members 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 situation you are to participate in or are to be responsible for conducting, this should be addressed.

Directorship or ownership of commercial enterprises shall in every case be clarified. Involvement in activities that could lead to a conflict of loyalty should be avoided.

## 2.2 Trust, respect, loyalty

Corporate culture should be characterized by honesty, fairness and consideration. Employees are responsible for preventing personal interests standing in the way of objective work-related decision-making.

Employees are expected to be loyal to the purpose and goals of the business. In addition, employees are expected to respect, following up on and implement strategies after decisions have been made.

## 2.3 Anti-corruption

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

## 2.4 Gifts

Employees 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, contract process or whenever representing 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 marketing activities. The degree of attention must be kept at a level where the company's integrity and ability to compete isn't put at risk.

Travel expenses and subsistence incurred while on business travel is covered by the company. Employees are expected to act in accordance with ethical guidelines while on business travels, training 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 labour based on race, colour, 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 labour.

# 4 Employee Rights

The company work standards are to be aligned with internationally recognized labour rights.

The company is 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.

**2stabilise AS was certified according to ISO 9001:2015.**