

## CODE OF CONDUCT

### Integrity is a cornerstone

We believe in doing the right thing and we expect it of all our people regardless of position.

- We act honestly and ethically
- We treat each other fairly and respectfully

### Commitment is a promise

Our promise to each other, our community, and our business relations!

- We commit to respect and value one another and to appreciate the unique perspective each person brings.
- We commit to safeguard the environment and make our communities stronger.
- We commit to offer the best possible service to our customers.

### Legal compliances

Polyteknik AS complies with the country's current legislation.

### Corruption and fraud

Polyteknik AS will not tolerate, or participate, in corruption or bribery. This involves payments or other services given to public officials with the purpose to influence the decision-making process.

### Human Rights

Polyteknik AS respects cultural differences and will not cooperate with any suppliers who discriminates staff members because of their complexion, race, nationality, social background, handicap, sexual orientation, political orientation, religious beliefs, gender, or age.

Our company

- respect our employees' personal dignity, private spheres, and individual rights.
- will not hire or force anyone to work against their own will.
- rejects any kind of unacceptable behaviour towards employees as, for example, mental manipulation, sexual violations, or discrimination.
- will prevent any inappropriate conduct involving gestures, terms or physical contact that seems sexually accentuated, threatening, exploiting or abusing.
- will, at any time, as a minimum pay our employees in accordance with the country's current minimum wage.
- will comply with the valid arrangements regarding working hours.
- acknowledge, as much as possible within the legal framework, all employees' right of association. We will not discriminate nor favour members of any given labour union.

## **Child labour**

Polyteknik AS respects children's rights to education and development and will therefore not tolerate child labour. This will be in effect in relation to suppliers and partners. Child labour is defined as full-time work carried out by children under the age of 15. The legal minimum age for full-time work must never be violated.

Suppliers must not hire full-time workers under the age of 15 years, with the exception of developing countries where the minimum age, with reference to the terms of ILO Convention C138, is 14 years.

## **Health and safety**

Polyteknik AS supports the fundamental human rights in reference to acceptable working conditions. All suppliers of Polyteknik AS should ensure an acceptable work environment for their employees, which complies with national legislation.

Our company

- take responsibility towards our employees' health and safety
- guards against risks and take the most optimal precautions against work-related incidents and work-related illnesses.
- offer instructional lessons and ensures our employees are educated in safety and health-related guidelines.
- ensure compliance with the key points of the Danish Working Environment Act

## **Environmental protection**

Polyteknik AS acts in accordance with legislative and international standards in relation to environmental protection. We strive to minimise pollution and work towards a continuous improvement of environmental protection.

## **Supply Chain**

We do our utmost to encourage suppliers and partners to comply with our Code of Conduct and we comply with the principle of non-discrimination with selection of suppliers