

Qubiqa Group

Supplier Code of Conduct

We take responsibility for our impacts on society and surroundings and we want our suppliers to do the same.

This Supplier Code of Conduct (SCoC) describes our responsibility and sustainability requirements to you as a supplier. You must comply with all applicable laws and regulations in the countries where you operate, and in accordance with United Nations' Bill of Human Rights and UN Guiding Principles on Business and Human Rights, and you must meet the requirements in this SCoC.

If differences exist between applicable laws and regulations, this SCoC or our contract with you must follow the stricter requirements.

Scope of the SCoC

This SCoC applies to all suppliers that deliver products or services to Qubiqa Esbjerg Holding A/S or any of its subsidiaries.

We expect you to set up SCoC requirements for your own suppliers in level with this SCoC. You must be able to document that your own suppliers have been informed of your requirements and that you practice follow up.

This SCoC does not limit your obligations according to your supplier contract with us.

Compliance, follow up and documentation

The term "must": You are expected to comply with all requirements that contain the term "must". If this is not the case now, you must prepare a plan for coming into compliance.

The term "should": You are expected to work for progress on requirements that contain the term "should".

You must keep appropriate records to document compliance with the SCoC.

We reserve the access to perform audits/reviews of your compliance with this SCoC, including your suppliers. Audits/reviews may range from a request for documentation to an announced or unannounced on-site audit/review. Your full collaboration is expected during audits/reviews.

Breaches with the SCoC

Any breach of this SCoC is considered a material breach of the supplier contract.

If a breach is identified, we will ask you to make improvements. If this is not possible or if the breach is serious, this may lead to termination of our business relationship, without the right to any compensation from your side.

If you identify any breach of the SCoC when you do business with us, you must report it to us.

Specific practice requirements

Human Rights

Policy	You must have a human rights policy, that is appropriate to the size, nature and risks of your operations.
Forced labour	You must not use or employ forced labour or trafficked persons. No worker must be required to lodge a money deposit or original identity papers to be employed or to keep their employment.
Discrimination	You must treat all workers fairly. You must not discriminate against or harass any group or individual in your employment practices on the grounds of e.g. gender, age, race, sexual orientation, nationality or ethnic origin, disability, political affiliation, union membership or religious beliefs.
Freedom of association	You must respect the right of your workers to establish, join or not join trade unions and any other association of their choice. You must support the right of representative unions and staff to bargain collectively. Where national law restricts the right to freedom of association and collective bargaining, you should allow workers to freely elect their own representatives to engage in dialogue with their management.

Labour standards

Policy	You must have a labour policy, that is appropriate to the size, nature and risks of your operations. The policy must be clearly communicated to all employees. The policy should as a minimum cover: Contractual terms, working time, wages, health and safety, disciplinary and termination procedures.
Working conditions	You must ensure that working conditions, hours and voluntary overtime are in accordance with local regulation and industry practice, and that wages and benefits meet legally mandated minimums without unauthorised deductions. Employees must not be required to work more than 48 hours a week. Temporary overtime shall be voluntary, not exceed 12 hours a week and be remunerated at a higher rate than the hourly rate. Any lower maximum hours according to applicable local laws shall be respected. You must allow all workers to have adequate rest periods, with at least one uninterrupted day off per seven-day week.

	You must provide a signed contract for each employee setting out employment conditions in a language understandable to the individual concerned.
Health and safety	You must provide a safe and healthy work place for all workers. This includes, as a minimum, providing all workers with clean toilet facilities, access to clean water, adequate personal protective equipment, adequate health & safety training, adequate heat and ventilation, adequate emergency training and exits.
Child labour	You must not use child labour. The minimum age for employment or work must be 15 years of age, the minimum age for employment in that country, or the age for completing compulsory education in that country, whichever is higher. This does not prohibit participation in legitimate workplace apprenticeship programs. Where permitted by applicable laws, the supplier may employ children aged 13 to 14 to perform a few hours of light work a day, provided their tasks are simple, limited, do not interfere with educational responsibilities and are not harmful to their health or development. Employees under 18 years of age must not engage in hazardous work.
Management system	You should have a documented Health & Safety Management System appropriate to the size, nature and risks of your operations.

Environment

Policy	You must have an environmental policy, that is appropriate to the size, nature and risks of your operations. The policy is expected to address as a minimum; energy consumption, emissions to air, land and water, as well as management of hazardous materials and waste.
Management system	You should have a documented Environmental Management System appropriate to the size, nature and risks of your operations.
Risk identification	Where your activities involve an environmental risk, you should implement an effective system to identify and minimise potential hazards.

Ethics

Policy	You must have a policy on ethical business and anti-corruption practice, that is appropriate to the size, nature and risks of your operations.
Integrity	You must act in an ethical, fair and professional manner.
Competition practices	You must not at any time operate in breach of competition regulations, such as illegal cooperation on pricing, illegal market sharing or other behaviour that is in breach of competition laws where you operate.
Corruption	You must comply with applicable laws and regulations concerning bribery, corruption, fraud and similar.

	<p>You must not offer or give an undue advantage or favour to any public official or other third party, neither directly or through an intermediary.</p> <p>You must not offer Qubiqa representatives bribe, entertainment or gift to influence how they do their job.</p> <p>Nor must you demand or accept bribes or other improper payment for yourself to act or refrain from doing your duties.</p>
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Basis for the SCoC

This SCoC is inspired from and based on recognized international guidelines, including the OECD Guidelines for Multinational Enterprises, the UN Global Compact, the UN Guiding Principles on Business and Human Rights and relevant ILO Conventions.

More information

For more information please contact your Qubiqa representative or group purchasing manager Morten Johnsen at mjo@qubiqa.com or telephone +45 41726138.

Supplier's signature

Company name:

Representative's name:

Representative's job title:

Date:

Signature: