AHEAD GROUP

Supplier Code of Conduct

AHEAD GROUP

Introduction

Our Commitment

Ahead Group Norway AS is committed to creating exceptional brand experiences, while ensuring that our business and activities are conducted in a way that minimizes environmental impact and contributes to our society as a whole. We do this by implementing responsible business practices, both ethically and financially across our organization, and through our partners and suppliers.

We are committed to the United Nations Universal Declaration of Human Rights, which means that we understand, respect and value each person, be they employees, customers, suppliers, sub-suppliers or other stakeholders.

Scope of the code

This code applies to all suppliers and sub-suppliers of Ahead Group Norway AS and its subsidiaries. The code is a part of any supplier agreement, and it should be enforced with the same importance as other provisions between the parties.

It is the responsibility of the supplier to ensure that any worker engaged in work for Ahead Group Norway adheres to the provisions set forth in this code.

The supplier is required to abide by this code, and any breach of the code will be considered the reason for termination of the contract, and any delivery agreement.

Labour and human rights

Workers are the most valuable asset of any organization, and Ahead Group Norway greatly appreciates this. On the following pages, we set out the basic principles that all suppliers should adhere to. National
Regulations may apply and take precedence in some countries, but no worker should be granted less than what is provisioned in this document.

Forced labour

No supplier shall ever use or engage in any form of forced labour, be it indentured labour, slave labour, bonded labour or human trafficking. Any supplier shall ensure that workers are free to move around and leave the workplace after the end of a workday.

Non-discrimination

All workers should be hired, terminated and retired based exclusively on objective relevant criteria. No worker should be discriminated against with regard to sexual orientation, colour, race, religion, language, political opinions, nationality, birth, union affiliation, health, status, age, or any other characteristic deemed to be personal.

Child labour

The supplier should in no way benefit from or utilize child labour. For full-time employment, 15 years is regarded as the minimum age. Where national regulations set forth another minimum age, the highest one shall prevail as the minimum age. The supplier shall ensure to take extra care of any worker under the age of 18.

All suppliers are prohibited from employing workers under the age of 18 for work that is deemed to be hazardous. They should also be excluded from working during the night.

In countries that permit it, persons between the age of 12 and 15 may be employed to conduct simple light tasks within a limited scope. The supplier must ensure that work conducted by children at this age will not interfere with their education and social development.

Harassment

All workers shall be protected from any acts of abuse, threats, physical harassment, verbal harassment, psychological harassment or sexual harassment.

Wages, working hours and benefits
Employees shall not be required to regularly work over 48 hours a week.

It is the supplier's responsibility to ensure that it adheres to industry standards, and national regulations with regards to wages, working hours and benefits.

Overtime shall be carried out voluntarily by any employee, and shall not exceed 12 hours a week, or whichever limit set forth in local regulations. Overtime must be remunerated at a higher rate than the regular hourly rate and paid in legal tender.

Workers are entitled to at least one day, during a period of seven days. Rest and regular breaks shall be a part of the regular workday.

Suppliers are allowed to deduct wages as a form of disciplinary action only when expressly agreed upon between the parties, and if the local regulations allow it.

Suppliers shall ensure that the level of wage for its workers is deemed livable.

Collective bargaining and freedom of association

Suppliers are required to ensure that workers are free to join trade unions, as well as form them. Workers are entitled to collective negotiations and bargaining.

Suppliers cannot in any way try to influence or discriminate workers on the basis of union membership.

Labour contracts

All employees regardless of employment/association classification shall have a written labour contract. The contract should be readable and understandable for both parties, and it is the supplier's responsibility to ensure that all workers have a full comprehension of all of the provisions of said contract.

Provisions for non-fulltime workers shall be no less than for permanent workers.

Paid leave

Suppliers shall ensure that all workers enjoy at least one annual leave, in addition to sick leave and parental leave.

Employees who use their leave shall in no way face dismissal or discrimination and shall be able to return to work with the same rate of wage and benefits.

Health and safety

All workers engaged by the supplier is entitled to a clean and healthy work environment. The supplier shall ensure this by providing protection against accidents, fire, toxic substances and other potential dangers in the workplace.

The supplier is required to, in writing, provide an understandable plan for how it strives to ensure safety and what measures to take in case of any situation deemed dangerous. Workers shall be kept up-to-date and be able to participate in the safety work.

The supplier is required to, on a regular basis, audit and revise its risk assessments and plans on how to avoid risk.

Training and equipment

All workers shall be adequately trained and equipped with proper and approved safety equipment before any work is conducted. The supplier is required to conduct the training of workers in a manner that ensures their safety.

Systems and prevention

The supplier shall register and properly alert authorities on any accident or potential accident. A record must be kept of accidents, injuries and other unwanted work-related incidents. The record should be accurate and truthful with regards to events and outcome.

The supplier shall evaluate any incident to ensure that steps are taken to avoid it in the future.

Workplace

The supplier must ensure that all workers have access to proper sanitary facilities and clean water. The facilities should be properly dimensioned for the numbers of workers at a particular facility.

If the supplier provides accommodation for its employees, the same requirement shall be ensured for these.

Accidents and emergencies

The supplier must have implemented emergency procedures that ensure access to help in the case of accidents and emergencies.

Environmental impact

Ahead Group Norway and subsidiaries strive to keep its environmental impact to a minimum. This entails both following local regulations, but also to strive to keep up with international goals for the climate.

Environmental issues

Any supplier shall be committed to minimize, prevent and remedy impacts towards the environment. The supplier should work systematically and proactively to achieve this.

Suppliers shall keep track, and report, on a regular basis, its work to achieve its environmental goals. There should be improvements between each reporting.

Waste

The supplier shall keep track of it's waste and recycling procedures. There should be a clear record of waste generated, both hazardous and non-hazardous.

The disposal of waste should be carried out in an environmental conscious matter, and always in line with local regulations and international standards. Hazardous waste shall not be placed in landfills unless authorized by local regulatory bodies.

Air, noise and water pollution

Air emissions, noise pollution, and ground and water discharges shall be completed in compliance with applicable laws and regulations.

Chemicals

Any supplier handling chemicals shall have procedures in place for handling, procurement and storage of chemical substances. The procedures should cover how to ensure safe handling of chemicals.

Corruption

Any form or attempt at corruption including, but not limited to, blackmail and bribery shall not be tolerated by the supplier.

Suppliers may not offer, promise, guarantee or demand bribes or other unjustified compensation in order to obtain an unfair advantage. Likewise, no employee of Ahead Group Norway or subsidiaries shall demand or expect such compensation.