

## F&H Group Code of Conduct – introduction

### **Purpose of the Code of Conduct**

The general purpose of this Code of Conduct, is to define a set standard of business that reflects the general ethics and values of F&H.

### **Scope**

The Code of Conduct is directed at any supplier and sub-contractors who manufacture for, or sell goods to F&H. The contracted supplier is responsible for the compliance of their sub-contractors.

This Code of Conduct is a supplement to the local laws and regulations of the country in question and in case of any conflicts between local laws and regulations and the Code of Conduct, then local laws will apply.

It is a prerequisite for being a supplier for F&H, that the supplier and their sub-contractors comply with this Code of Conduct.

Suppliers must ensure that the content of the code of conduct is communicated effectively to employees through training and information courses.

### **Legal requirements**

Suppliers must adhere to the legal requirements and laws of the countries of which they operate. If the Code of Conduct standards are higher than the legal requirements imposed by local legislation, then it will be the Code of Conduct standards that are to be followed.

### **Employment**

Suppliers must observe and fully apply local laws and regulations on employment protection.

### **Minimum Wages and benefits**

Payment to workers must be paid according to local labor. Payment must be paid on time and regularly and be fair in respect to work performance and in accordance to overtime regulations according to industry standard or local regulations.

### **Working Hours**

Overtime must be voluntary and consistent to humane and productive working conditions and should not be in excess to the legal country limits. Overtime should be properly remunerated according to industry and local legal standards.

Workers must be allowed at least one full day off every seven day period.

**Forced Labor**

Suppliers that use bonded labor, illegal workers and/or forced labor will not be tolerated at F&H.

**Non Discrimination**

Workers must be treated fairly and face no form of discrimination because of race, gender, color, sexual orientation, creed, religion, political opinion national extraction or social origin.

**Coercion and Harassment**

No form of coercion or harassment, hereunder sexual harassment, physical abuse and/or psychological abuse will be tolerated.

**Freedom of Association**

Workers must be granted the rights to freely associate and must not be prosecuted or punished for exercising this freedom. Workers should also be granted the freedom for collective bargaining without repercussions or punishment.

**Child Labor**

F&H strictly adheres to the International Labor Organization (ILO) Convention set of minimum age and Child Labor No 138 covering limitations for work before compulsory schooling has been completed and No 182 covering protection from hazardous employment, the UN Convention on the Rights of the Child (UNCHR), 1989 which protects from economic exploitation, hazardous employment and interference with education. We also respect local laws and regulations in the countries we purchase from. It is the responsibility of the supplier to verify the age of their employees and these records must be available for audit at any given time.

**Health and Safety**

Employee health and safety must be ensured through local laws and regulation adherence and general ethical behavior from the supplier. Hereunder, proper ventilation, lighting, clean drinking water supply, separate eating facilities and proper toilet facilities must be provided.

A clean workplace free from noise and air pollution in the general area must be maintained. Where noise, air pollution or hazardous environments may fore come, protective equipment must be made available free of charge along with proper instruction for use given by the supplier.

Proper health and safety policies should be established and followed. All workers must be aware of the emergency procedures and well documented procedures be properly displayed in all working areas. Clearly marked exits that are free from obstructions must be accessible at all times in case of emergency. Regular fire drills and emergency drills must be practiced. Fire extinguishers and fire alarms must be checked at least once a month to ensure proper function.

First aid stations must be clearly marked and first aid cabinets must be fully stocked and ready for use in case of emergency. A trained first aid employee should be available in each area and all workers should be aware of this person's identity should the need arise.

### **Environment**

F&H Group endorses and supports local environmental laws and will constantly strive to improve in these areas. Suppliers must follow local legislation, regulations and laws regarding protection of the outdoor environment.

### **Anti-Corruption.**

F&H does not condone or accept any form of corruption or blackmail by persons or organizations.

### **Monitoring/Audits**

F&H will at any given time, make visits to the suppliers in question and evaluate the current standings and Code of Conduct compliance. Suppliers must give F&H representatives access to any relevant data and access to all areas and employees if so requested, even if advance notification of an audit has not been advised. Any discrepancies will be duly noted, and a pre-determined compliance date will be determined according to the scope of the non-compliance.

### **Non-Compliance Sanctions**

If after the given period, the supplier in question does not or cannot meet the predetermined standards written in this Code of Conduct, F&H will be forced to terminate any and all contracts with the supplier without notice and without any form of compensation.

**Supplier commitment and agreement**

The CSR Policy: A Code of Conduct compendium has been received, thoroughly read and understood as a basic compliancy for our company to become a supplier to F&H A/S. The guidelines are understood and will be followed as stipulated.

We also commit ourselves to inform our own sub contractors and suppliers about this code of conduct and we are responsible that this code of conduct be followed.

Date \_\_\_\_\_

Company name and stamp:

Signature \_\_\_\_\_

Name, surname and title/position \_\_\_\_\_