

## HF Supplier Code of Conduct

The aim of HF Supplier Code of Conduct is to promote fundamental human rights, labour rights, environmental standards and anti-corruption. HF Supplier Code of Conduct establishes a basis for positive development and improvements in the supply chain by means of dialogue and on-going working relationships.

As member of the UN Global Compact HF wishes to promote fundamental human rights, labour rights, environmental standards as well as anti-corruption. In HF we adhere to the principles of this Code of Conduct and we expect the same of our suppliers.

Together with our suppliers we will work for social and environmental improvements in our supply chain – for the benefit of the surrounding societies, for our suppliers and for us.

HF will endeavour to terminate the business relationship with suppliers who repeatedly and knowingly violate this Code and refuse to collaborate with HF in implementing improvement plans.

In cases of severe violations, e.g. in cases of severe violations of human rights and/or significant damage to the environment or in cases of bribery, termination may be with immediate effect.

### Ethics and Legal Compliance

In addition to this Code of Conduct, we expect our suppliers to operate in full compliance with all applicable international and national laws and regulations and prevailing industry standards.

We also expect that our sub-suppliers operate in compliance with this Code.

### Human Rights

#### Human rights in general

HF suppliers must support and respect the protection of international human rights.

#### Privacy

HF suppliers must respect the privacy rights of their employees and customers.

### **Non-discrimination**

HF suppliers must not discriminate customers or others on account of age, gender, race, colour, disability, religion or belief, language, national or social origin, trade union membership or any other status recognised by international law.

### **Community Impacts**

HF suppliers must assess and address the impact of their operations on the human rights of local communities.

Before purchasing land and/or buildings, HF suppliers must seek consent from all legal owners. HF suppliers must ensure that they do not participate in or benefit from improper forced relocations.

HF suppliers must take steps to ensure that their security arrangements are in accordance with international human rights.

### **Product Stewardship**

HF suppliers must take steps to protect against product defects, which could harm the life, health or safety of people, or have an adverse impact on the environment.

### **Country Risk**

HF suppliers must take steps to avoid involvement in human rights abuses owing to government or societal practices in their countries of operation.

## **Employment practices**

### **Health and Safety**

HF suppliers must offer employees a safe and healthy working environment. Adequate health and safety policies and procedures must be established and followed. HF suppliers must supply its employees with the protective equipment and training necessary to perform their task safely.

### **Hours, wages and leave**

HF suppliers must make sure that the working week of their employees is limited to 48 hours. Overtime must be infrequent and limited and must not exceed 12 hours per week. Employees must be given reasonable breaks and rest periods.

HF suppliers must pay all employees a fair and equal compensation in accordance with legal minimum standards or industry benchmark standards concerning wages and benefits.

HF suppliers must grant employees paid holiday leave, sick leave and parental leave in accordance with international minimum standards.



**Fair Treatment**

HF suppliers must protect employees from any form of corporal punishment or mental or physical coercion or harassment at the workplace.

**Labour Standards****Trade unions**

HF suppliers must recognise the rights of their employees to freedom of association and to bargain collectively.

If independent trade unions are either discouraged or not allowed in the area of operation, HF suppliers must facilitate alternative measures to enable employees to gather independently to discuss work-related matters.

**Forced labour**

HF suppliers must not participate in, or benefit from, any form of forced or involuntary labour.

All employees shall enjoy the freedom of movement during the course of their employment. HF suppliers must not withhold identity cards, travel documents and other important personal papers from their employees.

**Child labour**

HF respects the rights of children to development and education. Thus, HF suppliers must not engage in child labour. The minimum age for employment must not be less than 15 years (or 14 years where established by national laws).

HF suppliers must not hire young workers (below 18 years of age) to perform night work or any type of work that is hazardous or likely to have a negative impact on the employee's physical or mental development.

**Non-discrimination and equal opportunity rights**

HF suppliers must not discriminate employees on account of age, gender, race, colour, disability, religion or belief, language, national or social origin, trade union membership or any other status recognised by international law. HF suppliers must strive to ensure equal treatment in hiring, payment, benefits, training, advancement, discipline, dismissal, retirement etc. Employment related decisions must be based on relevant and objective criteria.

## Environment

### Compliance and Management

HF suppliers must be aware of current laws and regulations relevant to the environmental impacts of their activities, products and services. HF suppliers must ensure legal compliance through training, awareness, operational control and monitoring.

HF suppliers must work systematically to prevent, minimise and remedy adverse environmental impacts of its activities and manage environmental issues to ensure appropriate and continuous improvements.

### Precaution

HF suppliers must support a precautionary approach to environmental challenges.

### Responsibility and Performance

HF suppliers must take measures to reduce energy consumption and emissions of greenhouse gases.

HF suppliers must actively limit the use of scarce natural resources, noise, odour and dust, dangerous substances, water as well as soil contamination and the production of waste.

### Technology

HF suppliers must take steps to encourage the development and diffusion of environmentally friendly technologies.

## Anti-Corruption

### Policy and Procedures

HF suppliers must refrain from offering, promising, authorising or giving any form of corruption, extortion or bribery to unjustly influence public officials, the judiciary or business partners. In addition, HF suppliers must refrain from soliciting or accepting any form of bribery from any person.

### Third Parties

The anti-corruption policy of HF suppliers must cover agents, intermediaries and consultants.



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