



# **BUSINESS PARTNER**

## **CODE OF CONDUCT**



# **Business Partner Code of Conduct**

## **- Global behavior**

To achieve our mission, we are guided by our high standards on how we do business. We consider our Business Partners<sup>1)</sup> to play a key role in supporting our mission. To support our Business Partners in following KEN STORKØKKEN (hereafter named KS) standards, we have developed our Business Partner Code of Conduct and supporting Guidelines.

KS is guided by the International Bill of Human Rights, the eight core conventions of the International Labour Organisation, the UN Guiding Principles on Business and Human Rights, and is a signatory to the United Nations' Global Compact and the World Economic Forum's Partnering Against Corruption Initiative. KS is committed to delivering continuous improvement in these areas. This Business Partners Code of Conduct outlines the minimum requirements our Business Partners must respect when conducting business with KS.

### **SCOPE**

This Code of Conduct applies to all KS Business Partners. Business Partners are responsible for: ensuring compliance with this Code of Conduct and understanding the Code of Conduct Guidelines; avoiding causing or contributing to adverse impacts in their business operations, supply chain and local communities; and where appropriate, undertaking appropriate due diligence measures on their own business partners in order to maintain the standards outlined in the Business Partner Code of Conduct and these Guidelines.

### **COMPLIANCE & CONTINUOUS IMPROVEMENT**

Business Partners must comply with all applicable national and local laws, rules and regulations. If there is a difference between the terms of the Code of Conduct and national laws or other applicable standards, Business Partners must adhere to the higher requirements. Business Partners shall maintain appropriate records to demonstrate compliance with the requirements of the Code of Conduct. Records must be available to KS upon request.

If the Supplier does not comply with the minimum requirements set out in KS' Code of Conduct, KS has the right to terminate the business relationship with the Business Partner.

We expect our Business Partners to commit to continuous improvement in all areas listed in this Code of Conduct, regardless of whether signatory to international standards or not.

If any inappropriate behaviour or practices are observed or suspected when dealing with a KS employee, Business Partners may report this to KS management.

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<sup>1)</sup> "Business Partner" can include supplier, contractor, agent, consultant, or any other business partner acting for or on KS' behalf.

# THE BUSINESS PARTNER MUST:

## RESPECT HUMAN RIGHTS

### Forced Labour

- Not participate in, or benefit from, the use of forced or compulsory labour, or human trafficking in any form. All labour must be voluntary.
- Ensure that employees have freedom of movement during the course of their employment and are free to terminate their contracts at all times.

### Child Labour

- Not employ workers under the age of 15 (or in those developing countries covered by the ILO exception, 14 years of age), nor benefit from the use of child labour, and not employ young persons under the age of 18 for hazardous work.

### Health & Safety in the Workplace

- Commit to KS occupational health and safety standards for both direct and indirect employees, and give employees mandatory training, information and protective equipment necessary to perform their tasks safely.
- Take best possible emergency preparedness measures.
- Establish and use a health and safety management system, which includes accident reporting.
- Ensure that, if providing housing for its workers, such housing is safe and the living conditions meet international health and safety standards.

### Working Hours, Wages & Benefits

- Comply with applicable laws, industry standards and relevant collective agreements on wages, working hours, breaks, public holidays, leave and compensation in case of overtime.
- Provide employees with an employment contract that is written, understandable and legally binding.

### Non-Discrimination

- Not base recruitment, remuneration, training, advancement, benefits, discipline, dismissals and any other employment-related decisions on characteristics that are not related to their merit or the inherent requirements of the job.
- Protect employees from harassment, whether committed by their colleagues or by management, and provide appropriate grievance channels.

### Freedom of Association & Collective Bargaining

- Respect the right of all employees to form and join (or not join) a trade union, select their own representatives and to bargain collectively, and not interfere with or restrict this right.
- Promote alternate channels for workers to raise concerns and discuss with management, where freedom of association is limited.
- Bargain with employee representatives in good faith.

### HAVE ZERO TOLERANCE FOR BRIBERY, CORRUPTION & CONFLICTS OF INTEREST

- Not, either directly or indirectly, offer, grant, promise or request or accept anything of value made to a public official or to a private sector employee, with the intention to influence that person's behaviour and obtain an improper advantage in the conduct of business. This prohibition includes facilitation payments.
- Only offer gifts and business entertainment that are proportionate, within reasonable limits as described by KS, and never with the intention of influencing a KS employee.
- Avoid all conflicts of interest that may adversely influence business relationships.

### Respect the Environment

- Identify and meet all relevant environmental legislative and regulative requirements, maintain all applicable licences, registrations and permits, and work according to an environmental management system delivering resource efficiency, as well as emergency response preparedness.
- Evaluate the environmental performance of its activities, minimise environmental impact, and make continuous improvements in environmental protection.

### Respect Confidentiality, Intellectual Property & Data Privacy Rules

- Protect and respect the intellectual property and confidential information of KS and third parties, and ensure that the intellectual property and confidential information of KS or third parties is used solely as explicitly permitted.
- Only collect, process, disclose or store personal data if it has a legitimate business purpose, and ensure that necessary agreements are in place before collecting, processing or transferring personal data to third parties.