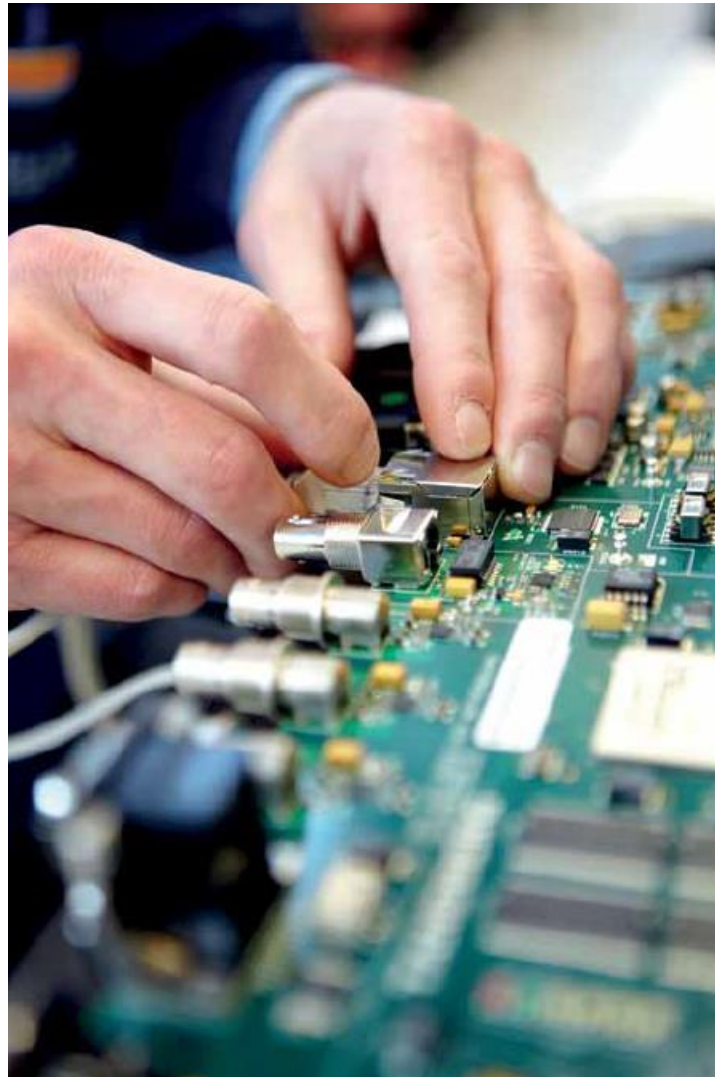


# HAPRO ELECTRONICS AS

## CODE OF CONDUCT



At Hapro Electronics AS (Hapro), we promote decent working and environmental standards in our supply chains. We wish to cooperate closely with our suppliers and business partners in pursuit of this aim. The code of conduct covers human rights, workers' rights, the environment and corruption.

## Suppliers and sub-suppliers

Our suppliers are to produce goods and services in compliance with the Code of Conduct. The Code of Conduct applies to all suppliers (and sub-suppliers) that contribute to Hapro products and other business related activities.

### **Compliance**

Hapro demands that the supplier and its sub-suppliers comply with the Code of Conduct. A supplier must be able to document compliance. Such documentation may take the form of self-declaration, follow-up meetings, and/or inspections of the working conditions at production sites. The supplier is obligated to name and provide contact information for any sub-supplier that Hapro wishes to inspect.

### **Obligation to inform**

The supplier is obligated to communicate the Code of Conduct to sub-suppliers, and to monitor implementation.

### **Consequence of breach**

In the event of a breach of the Code of Conduct the supplier is obligated to prepare a plan for remedying the breach. The plan is to be submitted to Hapro for assessment. Improvement must take place within a reasonable period of time.

The contract may be terminated if the supplier remains unwilling to correct the breach following repeated enquiries.

**1. FORCED AND COMPULSORY LABOUR**

- 1.1 There shall be no forced, bonded or compulsory labor.
- 1.2 Workers shall not be required to lodge deposits or identity papers with their employer and shall be free to leave their employer after reasonable notice.

**2. CHILD LABOUR**

- 2.1 The minimum age for workers shall not be less than 15 and comply with
  - i) the national minimum age for employment, or;
  - ii) the age of completion of compulsory education,
 whichever of these is higher. If local minimum is set at 14 years in accordance with developing country exceptions under ILO Convention 138, lower age may apply.
- 2.2 No person under the age of 18 shall be engaged in labor that is hazardous to their health, safety or morals.

**3. DISCRIMINATION**

- 3.1 There shall be no discrimination at the workplace in hiring, compensation, access to training, promotion, termination or retirement based on ethnic background, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.
- 3.2 Measures shall be established to protect workers from sexually intrusive, threatening, insulting or exploitative behavior.
- 3.3 Physical abuse or punishment, or threats of physical abuse, sexual or other harassment and verbal abuse, as well as other forms of intimidation, is prohibited.

**4. CORRUPTION**

- 4.1 Corruption in any form is not accepted, including bribery, extortion, kickbacks and improper private or professional benefits to customers, agents, contractors, suppliers or employees of any such party.

**5. FREEDOM OF ASSOCIATION AND THE RIGHT TO COLLECTIVE BARGAINING**

- 5.1 Workers, without distinction, shall have the right to join or form trade unions of their own choosing and to bargain collectively. The employer shall not interfere with, obstruct, the formation of unions or collective bargaining.
- 5.2 Workers representatives shall not be discriminated and shall have access to carry out their representative functions in the workplace.

**6. WORKING HOURS**

- 6.1 Working hours shall comply with national laws and benchmark industry standards, and not more than prevailing international standards. Weekly working hours on a regular basis should not exceed 48 hours.
- 6.2 Workers shall be provided with at least one day off for every 7 day period

**7. WAGES**

- 7.1 Wages and benefits paid for a standard working week shall as minimum meet national legal standards or industry benchmark standards, whichever is higher.
- 7.2 All workers shall be provided with a written and comprehensible contract outlining their wage conditions and method of payments before entering employment.

**8. REGULAR EMPLOYMENT**

- 8.1 Obligations to employees under international conventions, national law and regulations concerning regular employment shall not be avoided through the use of short term contracting (such as contract labor, casual labor or day labor), sub-contractors or other labor relationships.
- 8.2 All workers are entitled to a contract of employment in a language they understand.

**9. HEALTH AND SAFETY**

- 9.1 The working environment shall be safe and hygienic, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Hazardous chemicals and other substances shall be carefully managed. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in, the course of work.

**10. ENVIRONMENT**

- 10.1 Measures to minimize adverse impacts on human health and the environment shall be taken throughout the value chain. This includes minimizing pollution, promoting an efficient and sustainable use of resources (including energy and water) and minimizing greenhouse gas emissions in production and transport.
- 10.2 Transportation is to be conducted in accordance with current legislation in whichever country the transportation takes place.
- 10.3 National and international environmental legislation and regulations shall be respected and relevant discharge permits obtained.