

Code of Conduct

English

Introduction

Inpo works to promote good labor and environmental conditions in our supply chains. We want to do this in close cooperation with our suppliers and partners. To clarify what we expect from our suppliers, Inpo has developed guidelines for ethical trade. The guidelines cover the basic requirements of human rights, labor rights and the environment.

Principles

Our suppliers shall deliver goods and services to Inpo produced in accordance with the guidelines. Suppliers must also communicate and follow up guidelines with their subcontractors.

On request supplier must be able to document compliance with the guidelines. This can be done by declaration, follow-up conversations with Inpo and / or survey of the working conditions at the production site. If Inpo want to visit subcontractors, the supplier must provide names and contact details.

In case of conflict with the Code of Conduct Inpo will, in cooperation with the provider, create a plan for remediation of deficiencies. Corrective action should occur within a reasonable time. Termination of contract will only occur if the supplier, after repeated requests, are unwilling to rectify the situation.

Social and environmental standards will be a consideration in the selection of new suppliers.

Requirements for own business

Inpo will continually work to improve our policies and practice to help suppliers follow our guidelines for ethical trade.

Inpo, including all employees, will never offer or accept illegal or inappropriate monetary gifts or other benefits to achieve business or personal benefits for themselves or benefits for customers, agents or suppliers.

Inpo with suppliers will avoid trading with activities in countries imposed trade embargo by the United Nations and / or the Norwegian authorities.

Requirements for the conditions in the supply chain

The guidelines for ethical trade is based on the internationally recognized UN and ILO conventions and specifies minimum and not maximum standards. The legislation on the production site must be

respected. Where national laws and regulations covering the same topic as this policy, the higher standard shall prevail.

1 Forced labor / slave labor (ILO Convention No. 29 and 105)

1.1. There should be no forced, bonded or involuntary labor.

1.2. Workers should not have to deliver deposits or identity papers to their employer and shall be free to leave their employer after reasonable notice.

2 Freedom of Association and Collective Bargaining Convention (ILO Convention No. 87, 98, 135 and 154)

2.1. Workers, without distinction, shall have the right to join or form trade unions of their choice and to bargain collectively. The employer shall not interfere in, interfere with or oppose unionization and collective bargaining.

2.2. Trade union representatives shall not be discriminated against or prevented from carrying out their trade union activities.

2.3. If the right to freedom of organization and / or collective bargaining are restricted under law, the employer shall facilitate, not hinder alternative mechanisms for independent and free association and bargaining.

3 Child labor (UN Convention on the Rights of the Child, ILO Convention No. 138, 182 and 79, ILO Recommendation No. 146)

3.1. The minimum age for workers shall not be less than 15 years and in line with

i) national minimum age for employment , or ;

ii) the minimum age for compulsory schooling , with the highest age as applicable . If the local minimum is set at 14 years in line with the exception of ILO Convention 138, this is acceptable.

3.2. New recruitment of child laborers in violation of the above minimum age should not take place.

3.3. Children under 18 shall not perform work that is detrimental to their health, safety or morals, including night work.

3.4. There shall be established action plans for imminent phasing out child labor in violation of ILO Conventions 138 and 182. The action plans should be documented and communicated to relevant staff and other stakeholders. It should be made for support where children are given the opportunity for education until they are no longer of compulsory school age.

4 Discrimination (ILO Convention No. 100 and 111 and the UN Convention on Discrimination Against Women)

4.1. There shall be no discrimination in hiring, compensation , training , promotion , termination or retirement based on race , religion , age, disability, sex , marital status , sexual orientation, trade union or political affiliation.

4.2 . It should be established actions plans to protect against sexually intrusive, threatening, abusive or exploitative behavior and discrimination or unfair dismissal on grounds, ex marriage, pregnancy, parenthood, or status as HIV - infected.

5 Brutal treatment

5.1. Physical abuse or punishment, or the threat of physical abuse is prohibited. The same applies to sexual abuse and other forms of intimidation.

6 Health, safety and environment (ILO Convention No. 155 and Recommendation No. 164)

6.1. Efforts will be made to ensure workers a safe and healthy work environment. Hazardous chemicals and other substances should be handled properly. Necessary measures shall be taken to prevent and minimize accidents and injury to health arising from, or related to workplace conditions.

6.2. Workers shall receive regular and documented training in health and safety. Health and safety training shall be repeated for new employees and displaced workers.

6.3. Workers should have access to clean toilet facilities and potable water. If applicable, the employer must also ensure access to facilities for safe food storage.

6.4. If the employer provides accommodation, it shall be clean, safe, adequately ventilated and with access to clean toilet facilities and potable water.

7 Salary (ILO Convention No. 131)

7.1. Wages of workers for a normal working week shall meet, at a minimum, national- or industry standard, the highest applicable. Salary will always be sufficient to meet basic needs, including any savings.

7.2. Salary conditions and payment of wages shall be written down in contract form before the work begins. The agreement should be understandable to the worker.

7.3. Deductions from wages as a disciplinary measure are not permitted.

8 Office Hours (ILO Convention No. 1 and 14)

8.1. Working hours shall be in accordance with national laws or industry, and not exceed working in accordance with applicable international conventions. Normal working hours per week shall normally not exceed 48 hours.

8.2. Workers should have at least one day off per seven days.

8.3. Overtime shall be limited and voluntary. Recommended maximum overtime is 12 hours per week and total working hours of 60 hours per week. Exceptions may be accepted if it is regulated by a collective agreement or national law.

8.4. Workers should always receive overtime pay at working time expanding normal working hours (see paragraph 8.1 above) , or in compliance with applicable laws.

9 Regular appointments

09.1. Obligations to workers, in line with international conventions, national laws and regulations arising from the regular employment shall not be avoided through the use of short-term exposures (such as contract workers, casual laborers and day laborers) , sub-contractors or other labor relations.

9.2. All workers have the right to have a working contract in a language they understand .

9.3. Trainee programs shall be clearly defined in terms of duration and content.

10 Marginalized populations

10.1. Production and use of natural resources shall not contribute to the destruction of resources and livelihoods for marginalized populations, for example by claiming large areas of land, unsustainable use of water and other natural resources as populations depend.

11 Environment

11.1. Measures to reduce the negative effects on health and environment in the value chain will be implemented through the minimization of emissions, promoting efficient and sustainable use of resources, including energy and water and the minimization of greenhouse gas emissions in the production and transportation. The local environment at the production site should not be exploited or harmed by pollution.

11.2. National and international environmental laws and regulations shall be complied with and the relevant discharge permits shall be obtained.

12 Corruption

12.1. All forms of bribes , is unacceptable , such as the use of alternative channels to ensure illegitimate private or work-related benefits to customers , agents , contractors , suppliers or their employees and public officials / women.

13 Management System at suppliers

Management System is central to the implementation of ethical guidelines. Inpo emphasizes the importance of the provider have systems that support the implementation of these. Expectations are made clear by the fact that:

- The supplier should designate a responsible person for implementation of the Code of Conduct in their own business
- The supplier shall make sure that the guidelines are known in all relevant parts of its organization
- The supplier should be able to explain where items ordered by Inpo are produced.