**BERNH. BOTOLFSEN IMPORT AS ETHICAL GUIDELINES**

Guidelines issued by Trond Selboe, valid from: 1. May.2023

The extent of these guidelines applies to parties who purchase or sell goods to Bernh. Botolfsen Import AS. The responsibility for adherence to the guidelines, its routines and any updates are under the authority of the chief executive officer.

**Description**

Bernh. Botolfsen Import AS strives to achieve sustainable business practices that respect people, society, and the environment. We wish to have transparency and openness in everything we do.

The UN Sustainable Development Goals are the world's common action plan for sustainable development, and we support this action plan. Sustainable development means that today's generations have their needs met without compromising the ability of future generations to meet their needs.

We work with due diligence for sustainable business practices. Due diligence is a risk-based approach to respecting and safeguarding people, society, and the environment, both within our own operations and within the supply chain. We expect our suppliers and partners to do the same as us.

**Requirements relating to own business**

Respect for human rights is an important part of Bernh. Botolfsen Import AS's core values, but we recognise that our industry is exposed to risk for negative practices, and with our small size, we have limited influence to prevent negative impact on people, society, and the environment. Nevertheless, we wish to contribute to a change of attitude that in the long term ensures satisfactory working practices and conditions at all levels, and that the goods we sell are grown in the most environmentally friendly way possible.

**Responsible purchasing practices**

We at Bernh. Botolfsen Import AS try to adapt our purchasing practices so that we strengthen suppliers' ability to deliver on our requirements for quality without this being at the expense of working and environmental conditions. We want to work with suppliers who demonstrate a willingness and ability to prevent negative impact on people, society, and the environment.

**Working conditions, including free trade unionism.**

Bernh. Botolfsen Import AS wishes to offer our employees good working conditions and employee benefits. We make the necessary arrangements for all our employees to be able to perform their job satisfactorily. We support the right to free trade unionism and other forms of democratically elected workers' representation.

**Relationship with laws and regulations**

Our Codes of Conduct requires us to comply with all applicable laws and regulations and act in a manner that is dignified, sustainable and socially responsible.

**Anti-corruption**

Bernh. Botolfsen Import AS, including all employees, shall never offer or accept illegal or unlawful monetary gifts or other remuneration in order to obtain business or private advantages for its own sake or benefits for customers or suppliers.

**Requirements relating to supply chain conditions**

We would like our suppliers and partners to work purposefully and systematically to comply with our supplier guidelines, including principles for sustainable business practices covering, and including fundamental requirements for human and labour rights, anti-corruption, and the environment. Our subcontractors shall:

* Adhere to our supplier guidelines, including principles for sustainable business practices.
* Work actively with due diligence, i.e.: carry their own risk assessments for negative impacts on people, society and the environment, and prevent, reduce and stop such impacts. Where the supplier is responsible for the negative impact/damage, the supplier is also responsible for necessary recovery measures and prevention going forward.
* Demonstrate a willingness to continuously improve conditions for people, society, and the environment.
* On request, be able to document how they themselves, and any subcontractors, work to comply with the guidelines.

If, after repeated requests, the supplier does not show a willingness or ability to comply with supplier guidelines, the business relationship will be considered for termination.

**Principals for sustainable business practice (Code of Conduct)**

These principles of sustainable business practices are based on UN and ILO conventions and set out minimum standards. The legislation at the place of production shall be respected. Where national laws and regulations cover the same subject matter as these guidelines, the highest standard shall apply.

**Forced labour/slave labour/child labour**

1. There shall be no form of forced labour, slave labour or involuntary labour.
2. Workers shall not have to hand over deposits or identity papers to their employer and shall be free to terminate their employment with a reasonable notice period.
3. There shall be no child labour, in principle it will mean that no workers under the age of 15 shall be employed.
4. Children under the age of 18 shall not perform work detrimental to their health, safety, or morals, including night work.
5. Plans shall be established for the early phasing out of any child labour. Support schemes shall be facilitated where children of school age are given the opportunity to get an education.

**Trade unionism/discrimination/harassment**

1. Workers shall have the right, without exception, to join or establish trade unions as they see fit, and to bargain collectively. The employer shall not interfere with, obstruct or oppose trade unionism or collective bargaining.
2. There shall be no discrimination in employment, remuneration, training, promotion, dismissal or retirement based on ethnicity, caste, religion, age, disability, gender, marital status, sexual orientation, trade union work or political affiliation.
3. Protection shall be established against sexually intrusive, threatening, abusive or exploitative behaviour, and against discrimination or termination on unfair grounds.
4. There shall be no physical abuse or punishment, or threat of physical abuse. The same goes for sexual or other abuse and other forms of humiliation.

**Health, safety and environment**

1. Efforts shall be made to ensure workers a safe and healthy working environment. Necessary measures shall be taken to prevent and minimise accidents and damage to health related to the workplace. Hazardous chemicals and other substances must be handled properly.
2. Workers shall have regular and documented training in health and safety.
3. Workers shall have access to clean sanitary facilities and clean drinking water and, if applicable, access to facilities for the safe storage of food.
4. If the employer provides lodging, this must be clean, safe, adequately ventilated and with access to clean sanitary facilities and clean drinking water.

**Salary and working hours**

1. Wages paid to workers for a normal working week shall at least be in line with national minimum wage provisions and industry standards. Wages should always be sufficient to cover basic needs, including some savings.
2. Salary conditions and payment of wages must be agreed in writing before work commences and the agreement must be understandable to the worker.
3. Deductions from wages as a disciplinary sanction shall not occur.
4. Working hours shall comply with national laws or industry standards and shall not exceed working hours in accordance with applicable international conventions. Normal working hours per week should generally not exceed 48 hours, and workers should have at least one day off per 7 days.
5. Overtime shall be limited and voluntary, and overtime supplements shall be paid for working hours beyond normal working hours. The recommended maximum overtime is 12 hours per week, exceptions may be accepted if regulated by a collective agreement or national law.
6. Obligations towards workers, in accordance with international conventions, national laws and regulations on regular employment, shall not be circumvented through the use of short-term contractors, subcontractors or other labour relations.

**Environment /use of natural resources**

1. The production and use of natural resources shall not contribute to the destruction of a natural resource, nor as an income base for indigenous peoples or other marginalised population groups, e.g. by seizing large areas of land, irresponsible use of water or other natural resources on which these populations are dependent.
2. Negative environmental impact will be reduced throughout the value chain. Measures will be implemented to continuously minimise greenhouse gas emissions and local pollution, the use of harmful chemicals, pesticides and to ensure sustainable resource extraction and management of water, oceans, forests and land, and the preservation of biodiversity.
3. National and international environmental legislation and regulations shall be complied with, and relevant emission permits obtained.

**Corruption**

1. All forms of bribery are unacceptable. The supplier and its employees shall never offer or accept illegal or unlawful gifts of money or other remuneration in order to obtain business or private advantage for their own sake or benefits for customers or suppliers.