



At Nestaan Nordic A/S (hereinafter “NN”) we are determined to meet all our customers, suppliers, and shareholders as representatives of a responsible company with high ethical standards and integrity. Our customers’, contractors’, and owners’ trust in us, together with our reputation, are among NN’s most valuable assets. NN therefore requires that our suppliers read, understand, and adhere to NN’s Code of Conduct for Suppliers (hereinafter the “Code of Conduct”) as amended from time to time. The Code of Conduct and changes hereof will be published on [www.unitedfoam.com](http://www.unitedfoam.com).

Our suppliers must continuously make sure that they comply with the applicable version of the Code of Conduct, as amended from time to time. The purpose of this Code of Conduct is to ensure that our suppliers operate in accordance with internationally recognized minimum standards on human rights, labor rights, the environment and anti-corruption. This Code of Conduct sets forth NN’s fundamental minimum requirements to suppliers.

The minimum requirements are based on the ten principles contained in the UN Global Compact, including the Universal Declaration of Human Rights, the International Labor Organization’s Declaration on Fundamental Principles and Rights at Work. NN’s suppliers must as a minimum comply with all applicable national laws, regulations and other applicable standards and meet the requirements in this Code of Conduct. If there are differences between the terms of this Code of Conduct and applicable national laws, regulations or standards, the supplier must meet with the highest standards of requirements. If the said differences are detected, the supplier must immediately inform NN.

Code of Conduct – minimum requirements:

#### ENVIRONMENT

- The company continuously endeavors to develop and adapt environmentally friendly technologies.
- The company continuously monitors the observance of laws
- Waste, including recyclable waste, is separated according to the local regulations and environmental authorities for recovery or disposal at authorized treatment facilities.
- Hazardous waste is labelled, stored, and disposed of, as instructed by the authorities, at environmentally approved receiving facilities.
- The company has minimized the use of packaging to the extent possible.
- All employees are provided with environmental training.
- The company continuously makes risk evaluations in production areas.
- The company undertakes initiatives to promote greater environmental responsibility.
- The company seeks to reduce the use of raw materials, water, and energy to minimize environmental impacts.

#### LABOUR

##### 1. Terms of employment



- All employees have a written employment agreement, which includes information about the nature of work, working hours, salary, and holidays.

## 2. Pay

- Salaries are paid on a regular basis and on time, according to the employment agreement.
- All employees gain over the minimum pay accordance with the law in the countries we work.
- Salaries for overtime are disbursed according to national laws.
- All employees have the right to holidays according to national laws and employment agreement.

## 3. Working hours

- The maximum weekly working time is 48 hours on average incl. overtime.
- The employee gets at least 11 consecutive hours of rest within every period of 24 hours.
- There is at least one day of rest per week.
- The employee has the right to a break in which he/she can leave the place of work if the working day is longer than 6 hours.
- Night workers do not work more than 8 hours on average within every period of 24 hours.
- Night workers are offered regular medical examinations and are offered other work as soon as possible if their health is compromised by the night work.
- Depending on working area/field, a medical check-up/doctor's examination is carried out among administrative workers (every 3 years) and factory workers (yearly).
- The employee has the right to at least 4 weeks of holiday with pay.

## 4. Punishment

- No employee may under any circumstances be exposed to bodily punishment or any other form of physical, sexual, or psychological penalty, harassment, or degradation.

## 5. Freedom of association

- We do not discriminate or in any other way make decisions that are affected by the employee's affiliation with a trade union or other association.
- We do not attempt to influence the employees to be members of a particular trade union.
- We do not interfere in which trade unions or other associations are formed in the workplace.
- Employees are not dismissed because of their affiliation with a trade union.
- A particular trade union is not favored.



## 6. Discrimination

- No person is subject to discrimination based on gender, race, color, religion, political opinion, sexual orientation, national extraction, social origin, ethnic origin, age, or handicap.
- No person is subject to discrimination in hiring, dismissal, transfer, promotion, wage setting, setting of working conditions or competency development. All decisions regarding employment, promotion, dismissal, wages, and other working conditions are based on relevant and objective criteria.

## 7. Forced labor

- Force, threats, or disciplinary means are not used with the aim of forcing people to work.
- The company does not engage in debt slavery or the trafficking of human beings with the aim of forcing people to work.
- The company does not cooperate with other companies which use forced labor or withhold identification papers or wages from employees with the aim of forcing the employees to work.
- Our employees are free to leave the workplace without being restrained.

## 8. Child labor

- All our employees under permanent basis are over 18 years of age. In case of “youth employment” or “student work” the following rules apply:
  - All young employees are over 13 years of age.
  - Young employees between the ages of 13 and 15 only perform light work.
  - Young employees between the ages of 13 and 15 work a maximum of two hours per day.
  - Parents of youth employees between the ages of 13 and 15 are informed of the work and the conditions under which the work is performed.
  - Youth employees under the age of 18 do not perform dangerous work or work at night.
  - All apprentices in the company are above the age of 15 and work as part of their education.

## WORK ENVIRONMENT

### 1. Health and Safety policy

- The company engages in targeted and systematic efforts to continuously improve the working environment.

### 2. Working conditions incl. accidents

- All steps in production are planned and organized with full consideration for health and safety concerns.
- If possible, risks are eliminated at the source.
- As far as possible, work is adapted to the individual employee in relation to the construction of the workplace and choice of work equipment as well as work and production methods.
- Monotonous and repetitive work is limited to minimize the health effects of this work.

### 3. Safe buildings



- All buildings, facilities, areas etc. to which company employees have access in the course of their work are designed, constructed, and used in such a way that they are safe and without risks to the health of the employees.
- The workplace is designed with consideration for safety and health concerns, based on an assessment of the working environment conditions that may influence physical or psychological health.
- The workplace is designed so that it is possible to escape and to rescue people in the event of fire and other accidents.

#### 4. Fire safety

- The company has taken the necessary precautions and made the necessary plans regarding fire and evacuation of the employees.
- The company has selected and trained responsible people who will oversee emergency control and execution.
- There are enough escape routes and emergency exits.
- Emergency exit doors and gates may be opened in an easy and safe manner, and there is free passage through them.
- There is free passage through escape routes.
- There are signs which provide information or warnings about conditions which are important to health and safety.
- In the event of a risk of danger situations, the workplace is equipped with the necessary alarm systems and first aid equipment in case of accidents.
- Enough functional fire extinguishers have been installed.
- Flammable waste is secured in fire-proof containers which are emptied regularly.

#### 5. Dangerous substances

- Employees' working with dangerous substances in the workplace - including manufacturing, storage, use and handling - takes place in a safe manner with minimized health risks. This means that a comprehensible guide to workplace use has been produced for each dangerous substance or material, containing all necessary information (precautions, first aid etc.)
- The guides are up-to-date and accessible to employees, and employees have been effectively trained in using the guides.
- All relevant employees have been trained in using the substance or material.
- The necessary first aid equipment is available and ready for use.
- No children under 18 works with dangerous substances.



## 6. Employee training

- The company's employees are trained in general health and safety. This means that:
  - Each of the company's employees, regardless of the nature and length of the employment relation, receives adequate and suitable training and instruction in how to perform the work free of risks.
  - The employees receive information on the risks of accident and disease that may be related to their work.
  - The company pays the costs for training and instruction in how to perform the work free of risks.
  - The training and instruction take place during work hours.

## 7. Psychological working environment

- The work in the company poses minimal risks to the deterioration of physical or psychological health.
- Monotonous, repetitive work, which may be hazardous to physical or psychological health in the short or long term, is avoided or limited.
- The workplace does not constitute a danger of deterioration of physical or psychological health in the short or long term.
- Isolated work, which may be hazardous to physical or psychological health, is avoided or limited.
- The work does not constitute a risk of deterioration of physical or psychological health because of bullying, including sexual harassment.

## ANTI-CORRUPTION

- None of the company's employees give or receive unjustified advantages from local or foreign public officials or employees in private companies.
- No form of extortion or bribery or favoritism to or from employees or organizations will be tolerated.

## FOLLOW-UP AND COMPLIANCE

- Implementation of this Code of conduct is the supplier's responsibility. However, NN may carry through announced or unannounced inspections by itself or by third party.
- Full or partial neglect of the principles in this Code of Conduct or serious violation of local laws and regulations may, in its extreme, cause an interruption of the cooperation with NN

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