

IBG AS - Code of Conduct Declaration

Doc.id: IBG-CCD, v1.2. 03.2023

Preamble

IBG AS is distributor for building materials tools, and equipment, as well as graphic and fine art materials. Our office and warehouse is located in Oslo, Norway.

The Code of Conduct sets out ethical guidelines that must be followed carefully by all units, employees, managers, and board members in the company, in all markets and at all times. IBG also encourages its subcontractors, advisers and other business partners to maintain the same ethical standard.

The Code of Conduct is to be seen in connection to the internal company handbook (Personalhåndboken) and the IT-instructions that are distributed to all employees of IBG to get acquainted with and signed.

The following principles are intended to ensure that our company is managed in an ethical, socially responsible, and sustainable manner in all its areas. We shall always seek an strive for compliance with the following principles:

Human Rights

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and

Principle 2: Make sure that they are not complicit in human rights abuses.

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining.

Principle 4: The elimination of all forms of forced and compulsory labor.

Principle 5: The effective abolition of child labor; and

Principle 6: The elimination of discrimination in respect of employment and occupation.

Environment

Principle 7: Businesses should support a precautionary approach to environmental challenges.

Principle 8: Undertake initiatives to promote greater environmental responsibility; and

Principle 9: Encourage the development and diffusion of environmentally friendly technologies.

Anti-Corruption

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

Labor

1. Employment is freely chosen. We shall not use or benefit from any form of forced, bonded, or indentured labor.

2. Freedom of association and the right for collective bargaining are respected. We shall respect the right of workers to associate freely with, form, and join or not join trade unions or similar external representative organizations, and bargain collectively, in accordance with applicable laws and regulations.

3. Working conditions are safe and hygienic. We shall provide a healthy, hygienic, and safe working environment for all our workers in accordance with applicable laws and regulations. We shall take adequate measures to prevent accidents, injury, or work-caused illness.

4. Wages shall as a minimum comply with national legal standards or industry benchmark standards. Regular employment is provided wherever possible. As stated in the ILO conventions, all workers shall be provided with a written and comprehensible contract of employment in a language they understand outlining their wage conditions and method of payments before entering employment. Deductions from wages as a disciplinary measure shall not be permitted.

5. We shall ensure that working hours are not endanger the employee's health and safety through applicable national laws.

Workers shall be granted annual leave and sick leave, to which they are entitled according to national legislation, without any form of negative sanctions. In case of pregnancy, female workers shall be given maternity leave in accordance with the national legislation.

Working hours and breaks shall comply with applicable national laws.

Working hours and overtime hours are to be carried out in compliance with the national legislation (The Norwegian Working Environment Act).

Human rights

6. Child labor shall not be used. The minimum age for any person employed shall comply with internationally recognized standards such as the guidelines of UNICEF, and the ILO conventions, as well as national laws.

7. All workers shall be treated fairly and with respect. We shall not tolerate any forms of discrimination or harassment including, but not limited to age, religion, sex, sexual orientation, political opinion, ethnicity, or disability.

8. We must ensure that no workers are subject to physical, sexual, or psychological harassment or other abusive, threatening, or inhumane behavior. We shall provide workers access to grievance mechanisms.

9. Workers shall receive relevant and documented health and safety training, and such training shall be repeated on a regular basis.

10. Own production shall not harm marginalized populations or their ability to access and use land and natural resources necessary for their existence.

Anti-corruption

11. Bribery, corruption, and fraud, or attempts thereof, is prohibited

12. Improper benefits or favours offered to any public official or any other third party is unacceptable.

13. We understand that in general gifts and hospitality to IBG representatives shall be avoided. Courtesy gifts should be of insignificant value. Hospitality may be offered if there is a legitimate business purpose involved, and the cost is kept at a reasonable level.

14. We respect that travel expenses for the individual representing IBG shall be paid for by IBG.

15. Hospitality or gifts shall not be offered or received in situations of bidding or negotiations.

16. We shall comply with competition regulations, and not be involved in illegal price cooperation or market sharing.

17. IBG will do its utmost to avoid buying from countries, industries, or companies where there is a broad international agreement to boycott. We will implement a similar policy.

Environment

18. Environmental impact shall be considered throughout the value chain. We seek to work according to internationally recognized environmental management principles and establish a plan for reduction of environmental impacts, as well as follow-up and document the work.

19. We shall work to achieve energy and water efficiency and minimize harmful discharge, emissions, and waste production in a lifecycle perspective. We shall characterize and treat wastewater and solid waste appropriately, in accordance with applicable laws and regulations. Air emissions shall be in accordance with applicable permits and emission limits.

20. We shall identify hazardous materials, chemicals, and substances, and ensure their safe handling, storage, use, movement, recycling or reuse, and disposal.

21. We shall consider the environmental credentials and performance of vendors within our supply chain and require them to operate to a minimum set of standards where applicable.

Our Standards

Principles regarding quality, environment and ethical labor practices are founded on the following key UN and International Labor Organization conventions as amended or restated from time to time:

- Forced and compulsory labor (ILO Conventions Nos. 29 and 105)
- Freedom of Association and the Right to Collective Bargaining (ILO Conventions Nos. 87, 98, 135 and 154)
- Child Labor (UN Convention on the Rights of the Child, ILO Conventions Nos. 138, 182 and 79, and ILO Recommendation No. 146)
- Discrimination (ILO Conventions Nos. 100 and 111 and the UN Convention on Discrimination Against Women)
- Harsh or Inhumane Treatment
- Health and Safety (ILO Convention No. 155 and ILO Recommendation No. 164)
- Wages (ILO Convention No. 131)
- Working Hours (The Norwegian Working Environment Act)
- Marginalized Populations (UN Covenant on Civil and Political Rights, art. 1 and 2)
- Environment
- Corruption

The standards given by the international labor organization
We refer for further reading to www.ilo.org.

As a supplier and customer, we will be open and transparent and enter freely into dialog about potential challenges in meeting the requirements in the Code of Conduct.

IBG AS
Oslo, Norway
March 02, 2023