

# Supplier Code of Conduct

## Introduction

Nordic Sportsmaster AS is committed to conducting business in a responsible and ethical manner that respects human and labour rights, society, and the environment within our own operations and in our business relationships. Nordic Sportsmaster AS has zero tolerance for all forms of corruption, modern slavery and child labor and requires commitment to responsible business practices and sustainable development from all our suppliers.

This Supplier Code of Conduct (“SCoC”) describes the standard of business ethics we expect from all our suppliers in their business relationship with Nordic Sportsmaster AS. Suppliers include any legal entity or person that provides products or services requested by Nordic Sportsmaster AS. Suppliers shall ensure that their employees, consultants, suppliers, subcontractors, and other representatives comply with the SCoC.

This SCoC is based on the Universal Declaration of Human Rights, the 10 principles of the UN Global Compact, International Labour Organization (ILO) Conventions and the Ethical Trade Initiative (ETI) Base Code.

## Requirements to suppliers

### 1. Compliance with the law

Suppliers shall comply with all applicable national and international laws and standards. Where the provisions of law and the SCoC address the same subject, the most stringent shall apply.

### 2. Forced and compulsory labour (ILO conventions No. 29 and 105, UNGC principle 4)

There shall be no forced, bonded or involuntary prison labour.

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.

### 3. Freedom of Association and the Right to Collective Bargaining (ILO Conventions No. 87, 98, 135 and 154, UNGC principle 3)

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 or obstruct the formation of unions or collective bargaining.

Worker’s representatives shall not be discriminated and shall have access to carry out their representative functions in the workplace.

Where the right to freedom of association and collective bargaining is restricted under law, the employer shall facilitate, and shall not hinder, the development of parallel means for independent and free association and bargaining.

#### 4. Child labour (ILO conventions No. 138, 182 and 79, UNGC principle 5)

Suppliers shall not participate in, use, or tolerate any use of child labor. Child labor is defined by the International Labour Organisation (ILO) as any engagement or work of any person under the age of 15 or under the age of completion of compulsory education, whichever is higher.

Children under 18 shall not be employed at night or in hazardous conditions.

#### 5. Discrimination (ILO conventions No. 110 and 111 and the UN Convention on Discrimination Against Women, UNGC principle 6)

There shall be no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

Measures shall be established to protect workers from sexually intrusive, threatening, insulting or exploitative behaviour, and from discrimination or termination of employment on unjustifiable grounds, e.g. marriage, pregnancy, parenthood or HIV status.

Migrant workers shall have the same entitlements as local workers. The employer must cover any commissions and other fees in connection with employment of migrant workers.

#### 6. Wages (ILO conventions No 131 and 95)

Wages and benefits paid for a standard working week shall, at a minimum, meet national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.

All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.

Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.

#### 7. Working hours (ILO convention no. 1, 30, 106 and 14)

Working hours shall comply with national laws and benchmark industry standards, and not more than prevailing international standards. Weekly working hours should not on a regular basis be more than 48 hours.

Workers shall be provided with at least one day off for every 7 day period or, where allowed by national law, 2 days off in every 14 day period.

Overtime shall be limited and voluntary. Recommended maximum overtime is 12 hours per week, i.e. that the total working week including overtime shall not exceed 60 hours. Exceptions to this are accepted when regulated by a collective bargaining agreement.

Workers shall always receive overtime pay for all hours worked over and above the normal working hours, minimum in accordance with relevant legislation.

#### 8. Regular Employment (ILO Convention No. 95, 158, 175, 177 and 181)

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 labour, casual labour or day labour), sub-contractors or other labour relationships.

All workers are entitled to a contract of employment in a language they understand.

The duration and content of apprenticeship programs shall be clearly defined.

#### 9. Harsh or Inhumane Treatment (ILO convention NO. 190)

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

#### 10. Health and Safety (ILO Convention No. 155 and ILO Recommendation No. 164)

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, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

Workers shall receive regular and documented health and safety training, and such training shall be repeated for new or reassigned workers.

Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.

Accommodation, where provided, shall be clean, safe and adequately ventilated, and shall have access to clean toilet facilities and potable water.

#### 11. Corruption and bribery (UNGC principle 10)

The supplier shall comply with all applicable laws and regulations regarding corruption, bribery, fraud, and other forms of prohibited business practices. The supplier shall not accept, request, receive or offer any favors, gifts, or hospitality of significant value in order to retain, obtain or gain any form of business advantage.

Suppliers shall have auditable procedures and standards in place that prohibit any individuals acting on their behalf from taking part in such activities.

## 12. Marginalized Population

Production and the use of natural resources shall not contribute to the destruction and/or degradation of the resources and income base for marginalized populations, such as in claiming large land areas, use of water or other natural resources on which these populations are dependent.

## 13. Privacy and confidentiality

Suppliers shall adhere to all applicable data privacy laws and regulations concerning the processing of personal and sensitive data. Suppliers shall implement organizational and technical measures to ensure a level of security reflecting the risks.

Furthermore, suppliers shall comply with contract requirements relating to information and confidentiality, and not share confidential or business sensitive information with third parties.

## 14. Compliance with trade regulations

Suppliers shall comply with all applicable national and international trade compliance regulations. Trade compliance includes regulations governing the import, export and domestic trading of goods, technology, software and services as well as international sanctions and restrictive trade practices. Suppliers shall avoid engaging with industries or companies when there is a broad international consensus to boycott a country in which they operate, or when sanctions against the country have been implemented by the United Nations or the European Union.

## 15. Environment (UNGC principle 7 and 8)

Suppliers shall take a precautionary approach to environmental challenges and undertake initiatives to promote greater environmental responsibility.

Suppliers shall proactively participate in the protection of the environment in relation to their business operations, while complying with applicable laws and regulations, as well as obtaining all necessary environmental approval, permits and registrations.

## 16. Transparency

Suppliers shall provide relevant information and documentation upon request from Nordic Sportsmaster AS, including information regarding employment conditions, sub-suppliers and supply chain risks. In order to evaluate compliance with this SCoC, Nordic Sportsmaster may conduct on-site audits of suppliers and their production sites.

We expect our suppliers to be transparent and have an open dialogue with us about challenges which they encounter as part of their operations. Suppliers shall report any alleged or observed breach of the SCoC to Nordic Sportsmaster AS. Any breach of this SCoC, if not resolved within reasonable time, may result in Nordic Sportsmaster AS terminating business activities.

# Declaration of Compliance

*The undersigned, being authorized by [legal name of Supplier] to sign this Declaration of Compliance on behalf of the company:*

I have read and understand Nordic Sportsmaster AS' Supplier Code of Conduct and will actively ensure that [legal name of Supplier] and all its employees, sub-contractors and persons acting on its behalf will comply with its provisions.

Date:

Company name:

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(signature)

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(printed letters)