



Norgesdekk's ethics guidelines

Equal treatment of employees

Norgesdekk wants its employees to feel that they are treated equally and that they are not subjected to differential treatment other than is appropriate in relation to their position. During recruitment, we actively seek to achieve a balance in terms of gender, age and other backgrounds.

All managers at the company have a specific responsibility to ensure that all employees have working conditions that enable them to do their jobs properly. Employees must be given access to the equipment, information, feedback and other support they need to do their work.

Employees must be made aware of the company's HR strategy through induction and training. This states that:

Employees at Norgesdekk shall be developed in line with the company's objectives, so that everyone helps to achieve greater profitability and efficiency.

The company's expertise is strengthened through self-development and training. Norgesdekk shall continuously develop employees at all levels to enable them to meet the challenges they face. Each employee shall contribute to their own development through measures such as annual employee reviews. Anonymous employee satisfaction surveys are carried out annually.

Responsibility for each other

The company's corporate culture must be characterised by wellbeing and development, generosity and openness, and all employees at the company must help to establish and preserve this corporate culture.

We must act in line with our values: Honesty, Respect, Commitment and Cooperation.

We have a zero tolerance policy on bullying, discrimination and harassment. Employees have a responsibility to show tolerance and respect for each other's culture, religion and beliefs and to help ensure that everyone experiences wellbeing at work. In addition, we are all responsible for helping new employees to settle in and for being good colleagues and making a contribution to the company.

HSE

The company has a proven background in HSE and is always working to develop in this field. It performs annual risk assessments, employee satisfaction surveys and employee reviews.

Norgesdekk's HSE goals are described in the employee/HSE handbook and in the company's Environmental and Quality Policy.

Norgesdekk AS Avd Jæren
Jærveien 338
4322 Sandnes
TLF 51 78 68 60
post@norgesdekk.no

Avd Kristiansand
Stemmene 6
4636 Kristiansand
TLF 38 10 71 71
kristiansand@norgesdekk.no

Avd Bergen
Nordre Toppe 6
5878 Bergen
TLF 55 39 16 50
bergen@norgesdekk.no

Avd Tønsberg
Andebuveien 80
3170 SEM
TLF 33 31 33 33
tonsberg@norgesdekk.no

Avd Oslo
Landskaugveien 50
1914 Ytre Enebakk
TLF 22 07 28 30
oslo@norgesdekk.no

Avd Trondheim
Øybergveien 133
7224 Melhus
TLF 72 87 11 00
trondheim@norgesdekk.no

Avd Narvik
Ornesveien 5
8517 Narvik
TLF 76 95 53 00
narvik@norgesdekk.no

Suppliers

The company's suppliers are required to confirm their commitment to having read and understood and to respecting and complying with international standards on human rights and working conditions in the supply chain. This includes a zero tolerance policy on forced labour, child labour, wage discrimination, gender-based violence and/or harassment.

Our suppliers undertake to pass this on to their suppliers and partners throughout the value chain in all countries. Our suppliers also confirm that they are legally organised and comply with applicable tax regulations. All employees must be made aware of and covered by the work environment regulations. Suppliers also undertake to comply with our Ethics guidelines and our anti-corruption guidelines.

Potential conflicts of interest

If an employee of Norgesdekk has a business or other financial relationship with any of the company's business associates or competitors, they must inform their immediate superior of this. Similarly, the employee must inform their immediate superior in writing if they have close associates (spouse, cohabitant, children, parents, parents-in-law or other close associates) who have a business or other financial relationship with any of Norgesdekk's business associates or competitors. If such a relationship represents a conflict of interest or otherwise influences, or is perceived to influence, the decisions made by the employee on behalf of the company, this may have consequences for the employee's work duties and responsibilities at Norgesdekk.

Employees of Norgesdekk must not negotiate or sign agreements on behalf of Norgesdekk with their own close associates or with contracting parties in which they or their close associates have a personal business interest or other financial interest.

Accepting personal benefits from Norgesdekk's external business associates

Norgesdekk's employees must not accept personal benefits with a value of more than NOK 500.00 (gifts, products, participation in events, travel, etc.) from the company's business associates (suppliers, customers, media representatives, etc.) that may be perceived as influencing the decisions of the employee. This also applies to the close associates of the employee. Under no circumstances should an employee accept gifts from external associates in a negotiation situation.

[See also Norgesdekk's Anti-corruption guidelines](#)

Confidentiality

Every employee at Norgesdekk has a personal responsibility to comply with the duty of confidentiality in accordance with their employment contract.

ICT staff have a particular responsibility to comply with the special confidentiality agreements to which they are subject. This also applies to the company's business partners that have the same level of security as the company's ICT staff.



Reporting censurable conditions and breaches of the ethics guidelines

If an employee is aware that there is, or has been, a breach of the company's ethics guidelines, or of the existence of other censurable conditions at the company, they must provide information about these circumstances to their immediate superior and/or the HR Manager without being subjected to retaliation. The employee's manager shall notify the company management of these circumstances without delay. The company handbook contains guidelines on whistleblowing.

Sanctions

Conduct that is in breach of the ethics guidelines can have major consequences for Norgesdekk and all violations will therefore be acted upon. For employees, this may mean consequences in the form of a verbal or written warning and, in serious cases, termination of employment or dismissal.

All theft and embezzlement shall be reported to the police, irrespective of who commits the theft. In addition to reporting the matter to the police, this will have consequences for the employment relationship.

Norgesdekk AS Avd Jæren
Jærveien 338
4322 Sandnes
TLF 51 78 68 60
post@norgesdekk.no

Avd Kristiansand
Stemman 6
4636 Kristiansand
TLF 38 10 71 71
kristiansand@norgesdekk.no

Avd Bergen
Nordre Toppe 6
5878 Bergen
TLF 55 39 16 50
bergen@norgesdekk.no

Avd Tønsberg
Andebuveien 80
3170 SEM
TLF 33 31 33 33
tonsberg@norgesdekk.no

Avd Oslo
Landskaugveien 50
1914 Ytre Enebakk
TLF 22 07 28 30
oslo@norgesdekk.no

Avd Trondheim
Øybergveien 133
7224 Melhus
TLF 72 87 11 00
trondheim@norgesdekk.no

Avd Narvik
Ornesveien 5
8517 Narvik
TLF 76 95 53 00
narvik@norgesdekk.no