

Supplier name	Organization number	Address	Contact person	Email-address and telephone number
I hereby confirm on behalf of the above-mentioned organization that we comply with and are in accordance with Kvitebjørn Varme AS's ethical guidelines for suppliers.				
Person responsible for the agreement with Kvitebjørn Varme AS	Name	Position / Title	Place and date	Signature

Kvitebjørn Varme AS - Ethical Guidelines for Suppliers

Kvitebjørn Varme AS is responsible for the societal consequences arising from its operations, including environmental impact, working conditions, and other social aspects. This responsibility extends throughout the value chain of our business, including our suppliers. The guidelines cover labour rights and environmental considerations, as well as other ethical dimensions in accordance with international conventions established by the ILO and the UN (including provisions from the UN Convention on Economic, Social and Cultural Rights of 1966, the UN Convention on Civil and Political Rights of 1966, and the ILO's core conventions on fundamental rights and principles at work). The document describes the minimum standards expected from all Kvitebjørn Varme AS suppliers. Kvitebjørn Varme AS also expects suppliers to impose these minimum standards on their subcontractors and sub-suppliers. We expect Kvitebjørn Varme AS suppliers to comply with all laws and regulations in the countries where they conduct business. In cases where international conventions and national legislation address the same issue, the highest standard shall always apply.

The content of the guidelines is non-negotiable and must be adhered to by our suppliers and their subcontractors throughout the contract period. The goods and services provided under this contract shall be produced under conditions that comply with the guidelines below. Non-compliance with the guidelines may be considered a breach of contract. Kvitebjørn Varme AS emphasizes that we do not terminate collaborations due to violations of our guidelines before a plan for improvement is presented and discussed.

Kvitebjørn Varme AS, or a designated third party from Kvitebjørn Varme AS, may conduct inspections and audits at the supplier's premises to assess the extent to which the supplier is fulfilling the principles. If deviations are identified, the supplier shall bear the cost of corrective measures. Kvitebjørn Varme AS may require the supplier to provide the necessary documentation at any time to demonstrate compliance with these obligations. The supplier must submit the documentation within a reasonable period set by Kvitebjørn Varme AS. If the supplier fails to fulfil these obligations, Kvitebjørn Varme AS may withhold the entire or part of the contract amount, impose daily penalties for delays, or terminate the agreement. The supplier has the same responsibility for subcontractors and consultants. This document will become part of the contract document upon signing. The addendum will not have any technical, economic, or scheduling implications. No other terms in the contract will be changed.

GUIDELINES

1. Forced Labour/Slave Labour (ILO Convention No. 29 and 105)

1.1 There shall be no form of forced labour, slave labour, or involuntary labour.

1.2 Workers must not provide deposits or identity papers to employers and shall be free to terminate their employment with reasonable notice.

2. Freedom of Association and Collective Bargaining (ILO Convention No. 87, 98, 135, and 154)

2.1 Workers shall have the right to join or establish trade unions of their choice and to engage in collective bargaining, without exception.

2.2 The employer shall not discriminate against trade union representatives or hinder them from performing their trade union activities.

2.3 If these rights are limited by law, the employer shall facilitate, and under no circumstances hinder, parallel mechanisms for free and independent organization and negotiation.

3. Child Labour (UN Convention on the Rights of the Child, ILO Conventions No. 138, 182, and 79, ILO Recommendation No. 146)

3.1 Children under 18 years of age shall not perform work that jeopardizes their health or safety, including night work. **3.2** Children under 15.

3.2 Children under 15 years of age (14 or 16 years in certain countries) shall not perform work that may harm their education.

3.3 Recruiting child labour in violation of the above conventions is unacceptable. If such child labour already exists, efforts must be made to phase it out promptly. At the same time, arrangements should be made to ensure that children are provided with livelihood and education until they are no longer of compulsory school age.

4. Discrimination (ILO Conventions No. 100 and 111, and UN Convention on the Elimination of All Forms of Discrimination Against Women)

4.1 There shall be no discrimination in employment based on ethnic origin, religion, age, disability, gender, marital status, sexual orientation, trade union membership, or political affiliation.

4.2 Measures shall be taken to protect against sexually intrusive, threatening, abusive, or exploitative behaviour, as well as discrimination or termination on unjust grounds such as marriage, pregnancy, parental status, or HIV status.

5. Harsh Treatment

5.1 Physical abuse or punishment, or the threat of physical abuse, shall be prohibited. The same applies to sexual or other abuse, as well as various forms of humiliation.

6. Health, Environment, and Safety (ILO Convention No. 155 and Recommendation No. 164)

6.1 Efforts shall be made to provide workers with a safe and healthy working environment. Necessary measures shall be taken to prevent and minimize accidents and health hazards resulting from or related to workplace conditions.

6.2 Workers shall receive regular and documented training in health and safety. Health and safety training shall be repeated for new employees.

6.3 Workers shall have access to clean sanitary facilities and clean drinking water. If applicable, the employer shall also provide facilities for safe storage of food.

6.4 If accommodation is provided by the employer, it shall be clean, safe, adequately ventilated, and have access to clean sanitary facilities and clean drinking water.

7. Wages (ILO Convention No. 131)

7.1 Workers' wages shall at least comply with national minimum wage regulations or industry standards and always be sufficient to cover basic needs.

7.2 Wage conditions and payment shall be stipulated in writing before work commences. The agreement shall be understandable to the worker.

7.3 Deductions from wages as a disciplinary measure shall not be allowed.

8. Working Hours (ILO Convention No. 1 and 14)

8.1 Working hours shall comply with national laws or industry standards and not exceed the maximum working hours set by relevant international conventions. It is recommended that the weekly working hours do not exceed 48 hours (8 hours per day).

8.2 Workers shall have at least one day off per week.

8.3 Overtime shall be limited. It is recommended to have a maximum of 12 hours of overtime per week.

8.4 Workers shall always receive overtime compensation, minimum in accordance with applicable laws.

9. Regular Employment

9.1 Obligations towards workers, in line with international conventions and/or national laws and regulations regarding regular employment, shall not be circumvented through the use of short-term engagements (such as contract workers, casual laborers, and day laborers), subcontractors, or other employment relationships.

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

9.3 Apprenticeship programs shall be clearly defined in terms of duration and content.

CONDITIONS OUTSIDE THE WORKPLACE

10. Marginalized Population Groups

10.1 Production and extraction of raw materials for production shall not contribute to the destruction of resource and income bases for marginalized population groups, for example, by confiscating large land areas or other natural resources that these population groups depend on.

11. External Environment

11.1 Environmental measures are considered throughout the production and distribution chain, from raw material production to retail. Both local, regional, and global environmental aspects shall be taken into account. Important environmental challenges that suppliers are expected to address include the loss of biodiversity, long-term damage to ecosystems, air pollution with consequences for the climate, damage to marine ecosystems, and soil degradation caused by the use of chemicals. Suppliers are expected to work on waste management and the phasing out of non-renewable resources. Exploitation of the local environment at the production site shall be avoided, and measures shall be taken to prevent damage from pollution. Suppliers are expected to choose modern and efficient technology that reduces greenhouse gas emissions and other emissions from products and services.

11.2 National and international environmental legislation and regulations shall be complied with.

11.3 Relevant emission permits shall be obtained where necessary.

11.4 Hazardous chemicals and other substances shall be managed in a responsible manner.

12. Bribery and Corruption

12.1 Suppliers shall maintain a high ethical standard and good business practices. Applicable laws, regulations, and agreements shall be followed. Merely complying with the law in a literal sense is not sufficient to maintain a high ethical standard. Suppliers cannot give or receive benefits that can be considered unacceptable rewards for obtaining, retaining, or directing business activities. Such benefits can include, for example, cash, goods, travel, or services of any other kind.