



CODE OF CONDUCT

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INTRODUCTION TO TRUCKTECH`S COC

At Trucktech we promote decent working and environmental through the whole organization and in our supply chain. We have prepared this code of conduct to illustrate what we expect of our suppliers and business partners. The code of conduct covers fundamental human rights, workers' rights, the environment, and corruption in our supply chain. Trucktech aims to continuously improve a good and open dialogue with our suppliers, to work towards our ethical guidelines.

We expect all our suppliers to supply goods and services that are produced in compliance with our CoC and current regulations. The suppliers are also responsible for communicating Trucktech's CoC to all their subcontractors and ensure that they deliver goods and services according to national and international regulations and laws.

Our requirements on labour standards are based on key international standards such as the UN's Universal Declaration of Human Rights, The United Nations Global Compact, The UN Guiding Principles on Business and Human Rights and the International Labour Organization's conventions.

1. FORCED AND COMPULSORY LABOUR

ILO Conventions No. 29 and 105

1.1 There shall be no forced, bonded or involuntary prison labour. All work shall be voluntary. No workers shall be kept in employment against their will and all workers must be free to leave work or terminate their employment without reprisal.

1.2 Workers shall not be required to lodge deposits or identity papers with their employer.

1.3 Terms of contract shall be fully communicated to and understood by workers and workers are free to leave the employer after reasonable notice.

1.4 Employee loan or credit schemes managed directly or indirectly by the employer shall be managed in a clear, transparent, and fair manner.

1.5 By use of recruitment agency, all commissions and other fees in connection with the employment should be covered by the employer.

2. FREEDOM OF ASSOCIATION AND THE RIGHT TO COLLECTIVE BARGAINING

ILO Conventions No. 87, 98, 135 and 154

2.1 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, obstruct, the formation of unions or collective bargaining.

2.2 Workers representatives shall not be discriminated and shall have access to carry out their representative functions in the workplace.

2.3 Worker representatives must be democratically elected by the workforce. Where labour unions are established, representatives must be from unions following all applicable regulations for labour union activity.

2.4 Where the right to freedom of association and/or collective bargaining is restricted under law, the employer shall facilitate, and not hinder, the development of alternative forms of independent and free workers representation and negotiations.

3. CHILD LABOUR

ILO Conventions No. 79, 138 and 182. And ILO recommendation No. 146.
Un Convention on the Rights of the Child

3.1 The minimum age for workers shall not be less than 15 and comply with

- i) the national minimum age for employment, or;
- ii) the age of completion of compulsory education, whichever of these is higher. If local minimum is set at 14 years in accordance with developing country exceptions under ILO Convention 138, this lower age may apply.

3.2 There shall be no recruitment of child labour defined as any work performed by a child younger than the age(s) specified above.

3.3 No person under the age of 18 shall be engaged in labour that is hazardous to their health, safety or morals, including night work. Young workers (defined as workers above minimum age but below the age of 18) shall be given the opportunity to participate in education and training programmes.

3.4 Policies and procedures for remediation of child labour prohibited by ILO conventions no. 138 and 182, shall be established, documented, and communicated to personnel and other interested parties. Adequate support shall be provided to enable such children to attend and complete compulsory education.

4. NON- DISCRIMINATION

ILO Conventions No. 100 and 111. The UN Convention on Discrimination Against Women

4.1 There shall be no discrimination at the workplace in hiring, compensation, access to training, promotion, termination or retirement based on ethnic background, religion, caste, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

4.2 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.

4.3 All workers with the same experience and qualifications should receive equal pay for equal work.

4.4 Non-discrimination policies for hiring, promotion and disciplinary practices must be clearly defined and communicated to all workers and employees.

4.5 Female workers shall be given equal opportunities and be entitled to the same benefits as men in the workplace. There shall be no distinction, exclusion, or restriction based on gender.

5. INHUMANE TREATMENT AND HARASSMENT

ILO Conventions No. 190

5.1 Physical abuse or punishment, or threats of physical abuse, sexual or other harassment and verbal abuse, as well as other forms of intimidation, is prohibited.

5.2 All employees shall be treated with respect and dignity. Physical abuse or discipline, harsh or inhumane treatment, sexual or other harassment, verbal, or mental abuse of workers, including the threat of such treatment, as well as other forms of intimidation, is strictly prohibited.

5.3 Measures must be established to protect workers from all forms of harassment and genderbased violence, both physical and psychological, including sexually intrusive, threatening, insulting or exploitative behaviour. Policies and procedures in support of these requirements must be clearly defined and communicated to all workers and employees.

6. HEALTH AND SAFETY

ILO Conventions No. 155. ILO Recommendation No. 164

6.1 The working environment shall be safe and hygienic, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in, the course of work.

6.2 Workers shall receive regular and documented health and safety training, and such training shall be repeated for new or reassigned workers, in a language they understand.

6.3 The facility shall be equipped with adequate First Aid supplies and must be accessible to all workers.

6.4 Access to portable water and sanitary eating facilities shall be provided.

6.5 Toilets facilities shall be hygienic, functional and segregated per local requirements and sufficient in number for the size of the workforce. Workers shall be allowed reasonable time to use lavatory facilities. Toilet facilities must be divided by gender.

6.6 Ventilation, lightning and temperature control shall be adequate as to prevent injury to health. Every working are shall have access to windows, fans, air condition and/or heath to secure good ventilation.

6.7 The facility shall have a sufficient number of clearly marked emergency exits and these shall remain unblocked and free from obstruction in case of fire or other emergency situations.

6.8 Fire extinguishers and/or sprinkler systems shall be functional and maintained. Fire extinguishers shall be visible and easily accessed to all workers.

6.9 Machines and equipment shall have functional and visible safety devices.

6.10 Proper measures shall be taken to determine whether protective gear is needed. Protective gear shall be available to workers at no personal cost. It is the responsibility of management that is in consistent use.

6.11 Hazardous material and waste shall be stored and handled in a safe and proper manner and collected by qualified and certified waste collecting companies.

7. WAGES AND BENEFITS

ILO Conventions No. 131

7.1 Wages and benefits paid for a standard working week shall as minimum meet national legal stand-ards, industry benchmark standards or the wage negotiated in a collective agreement, whichever is higher. Wages should always be enough to meet basic needs, including some discretionary income.

7.2 All workers shall be provided with a written and comprehensible contract outlining their wage conditions and method of payments before entering employment. The wages should be paid directly to the worker, regularly and on time.

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

7.4 Pay slips or other information regarding wages should be presented in a understandable manner to the worker. The pay slip shall also indicate the number of working days, wages/ piece rate per day, overtime hours and overtime pay, bonuses etc.

7.5 The piece rate shall be calculated so that those producing the least amount always receive minimum wage within normal working hours.

7.6 Holiday pay, sickness allowance, maternity leave compensation, as well as other compensated absences established by law shall be covered by the manufacture pursuant to the par-ticular country`s law and regulations.

7.7 Social benefits shall at least conform to national law or the prevailing industry standard, which-ever is higher.

8. WORKING HOURS

ILO Conventions No. 1 and 14

8.1 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.

8.2 Workers shall be provided with at least one day off for every 7 day period.

8.3 Overtime shall be limited and voluntary. Recommended maximum over time 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.

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

8.5 Piece- rate work should not be exempted from the right to overtime compensation.

9. REGULAR EMPLOYMENT

ILO Conventions No. 95, 158, 175 ,177 AND 181

9.1 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), subcon-tractors or other labour relationships.

9.2 All workers are entitled to a contract of employment in a language they understand. The contract should at minimum include: name of employer and employee, starting date, birth date, position, regular wage, overtime compensation, benefits, notice period, and all legal requirements for employment contract relevant to the country.

9.3 The duration and content of apprenticeship programmes shall be clearly defined.

10. ENVIRONMENT

10.1 Measures to minimize adverse impacts on human health and the environment shall be taken through-out the value chain. This includes minimizing pollution, promoting an efficient and sustainable use of resources, including energy and water, and minimizing greenhouse gas emissions in production and transport. The local environment at the production site shall not be exploited or degraded.

10.2 National and international environmental legislation and regulations according shall be respected, and relevant discharge permits obtained.

10.3 No product purchased by Trucktech may contain chemical compounds banned according to EU`s environmental legislation. The chemical compounds used in our products shall always meet the National and international environmental legislation and regulations.

11. CORRUPTION

11.1 Corruption in any form is not accepted, including bribery, extortion, kickbacks and improper private or professional benefits to customers, agents, contractors, suppliers or employees of any such party or government officials.