

## Code of Conduct

The company's ethical guidelines are intended to create common attitudes to how the organization should be run, so that owners, suppliers, customers, employees, public authorities and both cooperating and competing companies at all times have confidence in the company's professionalism and integrity.

### For employees

All employees must familiarize themselves with and follow the company's ethical guidelines.

For everyone in the company, the rule applies that if there is doubt, you should refrain or raise the issue with your immediate superior.

Violation of these guidelines will not be accepted and may have consequences for the employment relationship.

### For our suppliers

Our suppliers shall be made aware of our ethical guidelines and shall be requested to at least implement the same guidelines in their organization. The implementation of these guidelines will have an impact on our selection of partners.

## 1. Social responsibility

Our company shall demonstrate active social responsibility both locally and regionally where we are represented, by delivering services in a profitable, decent and sustainable manner.

Based on the company's core values, which are honesty, consideration and integrity, this shall characterize the company's culture and guide the company's decisions and actions.

In this way, we contribute to driving social development in a positive direction.

## 2. Business principles and ethical guidelines

Our company shall manage and conduct business in a fair and ethical manner.

### *Impartiality*

The Board of Directors and employees shall avoid encountering situations that could lead to a conflict between the company's interests and personal interests. If personal interests can influence a decision in a matter one participates in the processing of or one is responsible for implementing, this shall be discussed with the superior.

### *Task*

Directorships or ownership interests in commercial companies must in each case be clarified with the CEO. One should avoid secondary occupations that could lead to conflicts of loyalty.

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| PEMAC AS         | PEMAC AS          | Telefon  | E-mail  | Bank        | Foretaksnr |
| Kontor Adresse   | Postadresse       | 38056100 | mail@ Pamac.no  | 63170501235 | 943116415  |
| Skibåsen 39      | Postboks 9038     |          | Web   |             |            |
| 4636Kristiansand | 4696 Kristiansand |          | <a href="http://www.pamac.no">http://www.pamac.no</a> |             |            |

### *Trust, respect, loyalty*

The company's culture shall be characterized by honesty, considerateness and integrity. Each individual is obliged to avoid personal interests standing in the way of objective decisions in connection with work tasks.

You are loyal to the purpose and goals of the company's activities, follow up and implement decisions that are made, and comply with orders from your superior.

### *Anti-corruption*

The company shall work actively against all forms of corruption, including extortion and bribery.

### *Gifts*

Employees of the enterprise shall not seek to obtain gifts, benefits or other benefits that are inappropriate or that in any other way may be thought to damage the company's interest or reputation. Nor shall gifts or other benefits be offered that may be perceived as improper for the recipient or that may in any other way cast doubt on the recipient's integrity.

One shall refrain from any form of reward in connection with negotiations or for a particular contract or conduct on the part of the company.

Promotional items with symbolic value are not considered gifts.

### *Representation*

Moderate forms of hospitality and representation are part of the company's cooperative relationships and information development.

However, the degree of attention must not be developed in such a way as to damage the competitiveness and integrity of the company. Travel expenses and stays in connection with business travel are covered by the company, or trade union, public body or non-profit organizations.

The company's employees are expected to act in accordance with ethical guidelines on business travel, courses and other events.

## **3. Human rights**

Our company shall support and respect the protection of internationally recognized human rights and ensure that it is not complicit in violations of these.

The company shall work to eliminate all forms of discrimination in occupation and work on the basis of race, colour, religion, sex, age, national origin, sexual orientation, marital status or for medical or disability reasons.

The company shall not cooperate with suppliers where there is doubt about forced labour or child labour.

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## 4. Labour rights

The company's labour standards shall be in accordance with internationally recognised labour rights. This includes working to promote and realise freedom of association and recognition of the right to collective bargaining.

Employee standards in the areas of pay, working hours, disciplinary practices, employment contracts and working conditions shall be observed.

## 5. Socially responsible production

The company's guidelines for socially responsible production shall contain contractual terms that at least comply with the following UN and ILO conventions:

- Prohibition of child labour – Article 32 of the UN Convention on the Rights of the Child and ILO Convention No. 138 and 182
- Prohibition of Forced Labour/Slave Labour - ILO Convention No. 29 and 105
- Prohibition of Discrimination - ILO Convention No. 100 and 111
- Right to Freedom of Association and Collective Bargaining - ILO Convention No. 87 and 98
- Compliance with applicable country's labor law and labor laws

## 6. Confidentiality and duty of confidentiality

Our company shall treat sensitive information with care and loyalty, even when it is not subject to a duty of confidentiality.

All employees have a duty of confidentiality with regard to trade secrets and confidential information. All employees must be careful about how they handle sensitive information, also in relation to colleagues.

The duty of confidentiality also applies after an employee has left the company's service.

Our suppliers' and customers' ethical guidelines shall, when they are known to the company, be handled according to established procedure, respected and complied with.

## 7. Health and safety

Our company aims to carry out its operations without harm to people, the environment and material assets. The company shall have an HSE system in accordance with legal requirements and prepared in accordance with ISO 45001.

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HSE risks in connection with activities, products and services in the company shall be identified and evaluated, and risk-reducing measures developed.

The company has procedures that ensure HSE training for managers and supervisors. Other employees shall be ensured HSE competence in relation to their work tasks.

The company has procedures that ensure that HSE instructions and information are communicated to affected personnel.

## 8. Environmental protection

All our procedures shall be based on requirements for environmental awareness, and a continuous focus on how our processes affect the external environment. Including element such as; energy efficiency, material efficiency, waste reduction etc.

In this, the enterprise, where required, shall provide environmental training for all employees.

Employees shall, where required, be aware of the consequences that behaviour and decisions may have for the environment. Environmental assessments and costs shall be included in our decisions.