

		Information Code of Ethics Handbooks	
		Dokument-ID: 16 Versjon: 1 Status: Approved	Dokumentansvarlig: Eldrid R. Nilsen Approved by: Jon Andreas Rismyhr Godkjent fra: 11.09.2020 Document owner: Jon Andreas Rismyhr

1. GENERAL

The president of Safetec is responsible for the Safetec Code of Ethics.

The Code of Ethics is relevant for all employees and sub-contractors that are working for Safetec.

2. SAFETEC'S MISSION AND HSEQ POLICY

Safetec's Mission

We safeguard life, property and the environment by providing solutions that balance safety, reliability, security and efficiency. We are dedicated to adding value to the clients we serve.

Safetec's Health, Safety, Environmental and Quality (HSEQ) Policy

"We will respond to the needs of our clients and the public by delivering quality service in support of our Mission while providing for the safety of life and property and the preservation of the environment.

We are committed to continually improving the effectiveness of our HSEQ performance and management system with the goal of preventing injury, ill health, and pollution.

We comply with applicable legal and regulatory requirements as well as other requirements to which Safetec subscribes relating to HSEQ aspects, objectives, and targets."

3. SAFETEC CODE OF ETHICS

General

Everyone who works for Safetec must work in a safe, ethical and lawful manner and strive to be professional and accountable in everything that they do at work.

If you see anything in Safetec that is not in line with the Safetec Code of Ethics or you are in doubt about the ethical side of a situation, consult the management.

Human rights

Safetec prohibits all forms of harassment including sexual harassment, bullying, intimidation and other hostile behaviour.

Safetec prohibits all forms of discrimination based on personal characteristics such as race, gender, age, gender identity or religion.

Purchase of sexual services is not acceptable when on assignments or business trips for Safetec.

We are committed to protecting the privacy rights of our employees and everyone with whom we do business in accordance with privacy- and data protection legislation.

Safetec commits to respecting employees' right to freedom of association and collective bargaining without interference and free from discrimination, according to Principle 3 of the United Nations Global Compact.

Drugs and Alcohol

Drugs are not accepted in any work related or social situation in Safetec.

Alcohol is not accepted during work hours in Safetec.

Excessively influence of alcohol is not accepted in any social situation in Safetec.

[Safetec Norway has established an AKAN policy.](#)

Care

Care if you are worried about a colleague's health, welfare or consume of drugs/alcohol. Consult the HR manager if necessary.

Conflicts of Interest

If a situation arises that could involve a conflict of interest, it shall be disclosed to the management for appropriate action.

Vær oppmerksom på at dokumentet kan være endret etter utskrift.

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Anti-bribery

Safetec prohibits offering or accepting gifts, gifts of cash or services that are excessive in value to obtain an improper personal or business advantage.

Anti-corruption, Anti-money laundering, Anti-trust and Fraud

Safetec does not accept any form of corruption, money laundering or fraud.

We will not engage in or tolerate anyone who engages in anti-competitive behaviour.

Modern slavery

Safetec does not accept modern slavery or child labour. Modern slavery is defined as severe exploitation of other people for personal or commercial gain.

Employees are encouraged to report any suspicion of modern slavery or child labour to the management or through Safetec's whistleblowing channel.

Due diligence

Safetec will only cooperate with partners who respect laws, human rights and ethical standards.

Meals, Entertainment, Travel and Hospitality

When procuring goods or services we do our best to be as economical as practically possible.

Environment

We do our best to perform our work as environment friendly as practically possible.

Safetec will strive to minimize our environmental footprint.

Political purposes

Positions in Safetec and the Safetec company name is not to be used for political purposes. Any political activity must be personal and not linked to Safetec.

Trade restrictions/economic sanctions

Safetec shall act in compliance with the trade restrictions and economic sanctions that are prevailing for Norway.

Social media

Use common sense when using social media, keeping in mind that you have an obligation to protect the Company's reputation and safeguard confidential information of the Company and its customers.

Company assets

As employees in Safetec we are all obliged to safeguard Safetec's assets against loss, theft or misuse.

Notifications

If you suspect or experience a breach of Safetec's ethical guidelines, please report this in our improvement log (use the option "Confidential notification" as type of registration).

See also the HR Manual (Norway) for routines regarding notification of unacceptable conditions.