



HOUSE OF
CONTROL



Code of Conduct House of Control

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Introduction

1. House of Control is a certified Environmental Lighthouse company.

For that reason, the focus on human rights and sustainability is significant to us. This statement provides an overall view of our environmental and human rights fundamentals that we expect our suppliers to also strive complying with.

2. Requirements for own business

2.1. Responsible Procurement Practices

Responsible purchasing means that the House of Control wants to reduce the company's environmental impact. Green procurement has a significant positive environmental impact, and is intricately linked to environmental aspects such as consumption, waste, and climate emissions.

House of Control sets requirements for suppliers' environmental profile and requests certified environmental management systems, such as Environmental Lighthouse, ISO 14001 or EMAS.

2.2. Requirements for suppliers and partners

House of Control AS expects our suppliers of goods and services procured not to contravene applicable laws and regulations, key UN conventions, ILO conventions and national labor legislation at the place of production. The United Nations Universal Declaration of Human Rights must be honored.

Where national laws and regulations cover the same theme as these guidelines, the highest standard shall apply.

2.3. Anti-Corruption

The House of Control has zero tolerance for all forms of corruption and bribery. The Company's employees shall under no circumstances accept bribes from suppliers, customers, or other actors with whom they are engaged. Attendance at events where employees represent the House of Control must be commercially justified. The company shall contribute to counteracting corruption among its suppliers and partners by making demands on suppliers regarding their ethics and social responsibility.

2.4. Prudence assessment

The House of Control shall conduct due diligence to identify the business in order to prevent adverse impacts on the environment and human rights.

2.5. Declaration of Human Rights

Our business activities shall be driven in a manner that respects the UN Principles on Human Rights, the OECD Model Due Diligence for Responsible Business, and the ILO Declaration on Fundamental Rights at Work.

2.6. Discrimination

The House of Control recruit's employees who reflect the society we live in, regardless of gender, background, ethnicity, sexual orientation, religion, identity, age, and disability. We expect our suppliers to do the same. We have zero tolerance for discrimination, and the work for equality should be reflected in all our personnel processes, including recruitment, promotion, pay and working conditions, development opportunities, facilitation and a balance between work and life. This is explained in more detail in our Equality Statement 2021.

3. Code of Conduct

The House of Control's pricing principles for contributing to sustainable business practices have been adopted based on the ILO Convention's principles of respect for human rights.

3.1. Child labor

(United Nations Convention on the Rights of the Child, ILO Convention No. 138, 182 and 79, ILO Recommendation No. 146)

Child labor means any economic activity conducted by a person of compulsory school age or younger, be it paid employment, self-employment or unpaid family work.

The minimum age for workers shall not be less than 15 years and shall be in line with the national minimum age for employment or the minimum age for compulsory schooling, whichever is the higher. If the local minimum age is set at 14 years in line with the exemption in ILO Convention 138, this can be accepted.

- Renal recruitment of child labor in contravention of the above minimum age shall not take place.
- Children under the age of eighteen shall not perform work that is detrimental to their health, safety, or morals, including night work.
- Action plans shall be established for the early phasing out of child labor in contravention of ILO Conventions 138 and 182. The action plans shall be documented and communicated to relevant staff and other stakeholders. Support schemes shall be provided whereby children are given the opportunity to receive education until the child is no longer of compulsory school age.

3.2. Forced labor/slave labor

(ILO Convention No. 29 and 105)

- There shall be no forced labor, slave labor, or involuntary labor.
- Workers shall not be required to deliver deposits or identity documents to the employer and shall be free to terminate the employment relationship with reasonable notice.

3.3. Trade union organization and collective bargaining

(ILO Convention No. 87, 98, 135 and 154)

Workers shall, without exception, have the right to join or establish trade unions of their choice and to bargain collectively. The employer shall not interfere with, hinder, or discourage trade union organization or collective bargaining.

Trade union representatives shall not be discriminated against or prevented from conducting their trade union work.

Where the right to free organization and/or collective bargaining is restricted by law, the employer shall facilitate, and not hinder, alternative mechanisms for free and independent organization and bargaining.

3.4. Discrimination

(ILO Convention No. 100 and 111 and the United Nations Convention on the Elimination of All Forms of Discrimination against Women)

There shall be no discrimination in employment, remuneration, training, promotion, termination, or retirement based on ethnicity, religion, age, disability, gender, marital status, sexual orientation, trade union work or political affiliation.

Protection shall be provided against sexually intrusive, threatening, insulting or exploitative conduct and against discrimination or unfair dismissal, such as marriage, pregnancy, parenthood, or HIV status.

3.5. Brutal treatment

Physical abuse or punishment, or threat of physical abuse, is prohibited. The same applies to sexual or other abuse and other forms of humiliation.

3.6. Health, environment, and safety

(ILO Convention No. 155 and recommendation no. 164)

Workers shall have regular and documented health and safety training. Health and safety training shall be repeated for newly recruited and redeployed workers.

Work shall be done to ensure a safe and healthy working environment for workers. Hazardous chemicals and other substances should be managed properly. Necessary measures shall be taken to prevent and minimize accidents and damage to health resulting from, or related to, conditions at the workplace.

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

3.7. Regular Hiring

Obligations towards workers, in line with international conventions, national laws and regulations on regular employment, shall not be circumvented through the use of short-term engagements (such as the use of contract workers, casual workers and day workers), subcontractors or other working relationships. All workers are entitled to a contract of employment in a language they understand.

Apprenticeships shall be clearly defined in terms of duration and content.

3.8. Working hours

(ILO Convention No. 1 and 14)

Working hours shall be in accordance with national laws or industry standards and shall not exceed working hours in accordance with applicable international conventions. Normal weekly working hours should not normally exceed 48 hours.

Workers shall have at least one day off per 7 days.

Overtime shall be limited and voluntary. The recommended maximum overtime is 12 hours per week, i.e., a total working time of 60 hours per week. Exceptions to this can be accepted if it is regulated by a

collective agreement or national law.

Workers shall always have overtime allowance at working hours above normal working hours (see clause 8.1 above), minimum in line with applicable laws.

3.9. Salary

(ILO Convention No. 131)

The remuneration of workers for a normal working week shall be at least in line with national minimum wage regulations or industry standard, whichever is the higher. Salaries should always be sufficient to meet basic needs, including some savings.

Salary conditions and payment of wages must be agreed in writing before work commences. The agreement shall be understandable to the worker.

Deductions from a payment as a disciplinary action are not allowed.

4. Conditions outside the workplace

4.1. Environment/Sustainability

Measures to reduce adverse impacts on health and the environment throughout the value chain shall be implemented through emission minimization, the promotion of efficient and sustainable use of resources, including energy and water, and the minimization of greenhouse gas emissions in production and transport. The local environment of the production site shall not be operated on over-exploitation or damaged by contamination.

National and international environmental legislation and regulations shall be complied with, and relevant emission permits shall be obtained.

4.2. Corruption and Bribery

All forms of bribery are unacceptable, such as the use of alternative channels to secure illegitimate private or work-related benefits to customers, agents, contractors, suppliers, or their employees as well as public officials.

Our suppliers are expected to comply with ethical and good business practices and follow the laws that are always applicable.

5. Violation of the policy

- The supplier of the House of Control undertakes to comply with the requirements set out in this document
- House of Control suppliers undertake to notify themselves of breaches of the Code of Ethics.
- In case of violation of the ethical guidelines, the House of Control will require improvement of routines at the supplier
- If, following a call for improvement, the supplier does not want or can change compliance with the ethical guidelines, cancellation of the contract may occur.