



**Supplier Code  
of Conduct**

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## Introduction

Stafa Industrier AS is the Parent company of the Stansefabrikken Group companies (hereafter referred to as Stansefabrikken) with manufacturing- and sales companies in Scandinavia, Germany and Lithuania. The group consist of solid and competitive companies providing product and manufacturing services to a range of well recognised customers in the north European and Scandinavian market.

The Stansefabrikken group aims to be "The Chosen Partner" and is committed to acting as a responsible company worldwide. To achieve this, we rely on strong collaboration with our suppliers and partners. We are committed to engaging suppliers which comply with applicable laws and act loyally and in line with our intentions. This includes maintaining high standards in environmental, social and business ethics.

## Stansefabrikken requirements

**The Stansefabrikken group expects all our suppliers and other business partners to adhere to and comply with the guidelines set out in this document, applicable national and international laws and regulations, as well as contractual obligations.**



# Stansefabrikken Core Values

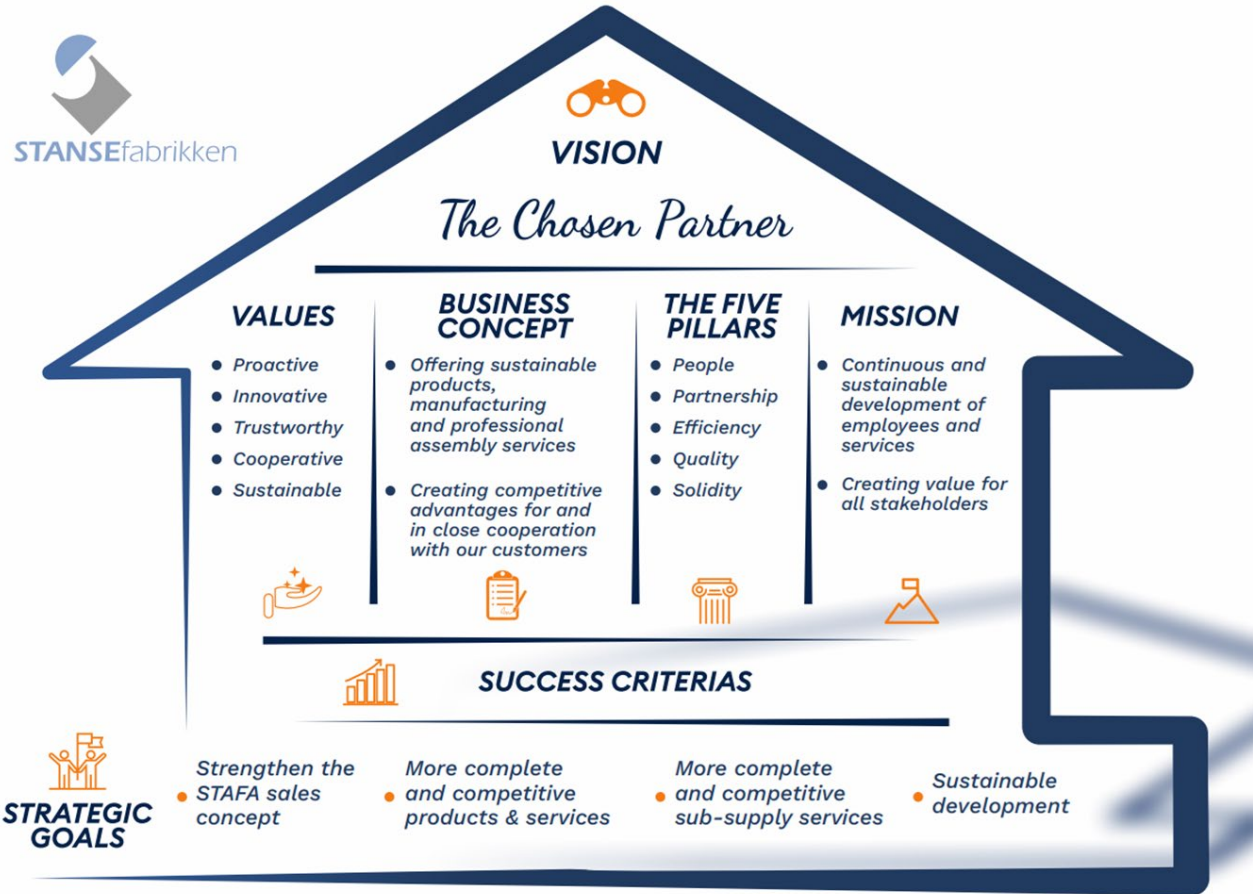
**Proactive:** We prioritize customer needs. Our goal is to exceed customer expectations by maintaining high speed and service levels in various processes, ensuring a positive customer experience and outperforming competitors.

**Innovative:** We constantly seek new ways to perform our work more efficiently.

**Trustworthy:** We keep our promises and take responsibility for our actions.

**Cooperative:** We help each other and work together to achieve common goals.

**Sustainable:** We look for opportunities to work environmentally friendly and implement eco-friendly projects.





## Guidelines

### 1. Compliance with Laws

Suppliers must respect and comply with all applicable laws, rules, and regulations in the countries where they operate. This includes all aspects of production, products and services.

The Stansefabrikken group is subject to the Transparency Act and is committed to conduct business in accordance with the UN Guiding Principles for Business and Human Rights. We respect all internationally recognized human rights, including those enshrined in the Universal Declaration of Human Rights, the UN Covenant on Civil and Political Rights, the UN Convention on Economic, Social and Cultural Rights, the International Labour Organization's (ILO) Declaration on Fundamental Principles and Rights in working life, and applicable standards within international humanitarian law. We expect our suppliers to be equally committed and, through their own supplier management, contribute to ensuring that the entire supply chain meets the necessary standards for quality, ethics and sustainability.

### 2. Human Rights and Working Conditions

Suppliers must support and respect internationally recognized human rights and ensure they are not complicit in human rights abuses.

#### *Child Labour*

Suppliers shall not engage in child labour. In accordance with international standards and national laws, no persons under the age of 15 (or higher where required) shall be employed. For work that may be hazardous or harmful to health, safety, or morals, the minimum age shall be 18 years. Suppliers must have procedures in place to verify the age of all employees and ensure that no children are exploited in the workforce.

#### *Forced Labour*

Suppliers shall not engage in forced labour, including but not limited to forced, bonded, indentured, or prison labour or human trafficking. All employees shall have the freedom to terminate their employment after reasonable notice without penalty or fee. Suppliers shall not require employees to deposit identity papers or money as a condition of employment.





### *Wages*

Suppliers must ensure fair wages and working conditions. Workers shall receive a wage sufficient to cover their basic needs, such as food, housing, health and education. Wages shall be equal for equal work, regardless of gender, race or other grounds of discrimination.

### *Working Conditions*

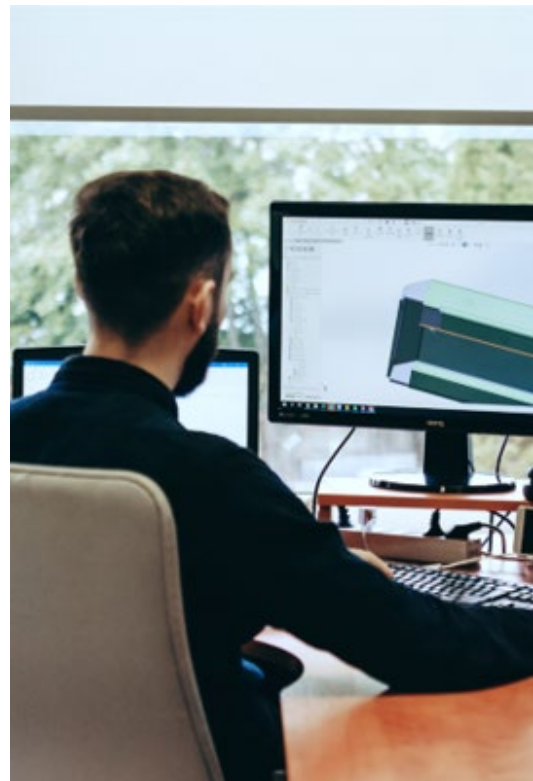
Workers shall have the right to reasonable working hours, rest periods and holidays. Workers shall have the right to organize in trade unions and bargain collectively with employers about wages and working conditions.

### *Work Environment*

Suppliers must provide a safe and healthy work environment where health, safety, and environmental concerns are prioritized. The workplace shall be free from hazards that could lead to accidents or injuries, and the work environment shall promote well-being and support positive mental health.

### *Discrimination*

Suppliers must have zero tolerance for discrimination in employment, wages, training opportunities, career advancement or any other term or condition of employment, based on previous work experience, race, gender, ethnicity, religion, belief, origin, nationality, age, disability, marital status, sexual orientation, association membership and political views.



### 3. Ethical Competition

Suppliers must be honest, compete fairly and avoid unethical or illegal business practices. Suppliers must take responsibility for their actions and their consequences.

### 4. Quality

Suppliers must commit to delivering high-quality products and services that meet Stansefabrikken's standards and fulfil all agreed-upon requirements.



### 5. Financial Integrity

Suppliers must maintain accurate and complete business records and communicate financial results and other important information correctly and in a timely manner.

### 6. Anti-Corruption

Suppliers must act with a high level of integrity and avoid all forms of corruption and bribery. Ethical business practices must be followed, and bribes or other inappropriate advantages must not be offered or accepted.

## 7. Conflicts of Interest

Suppliers must avoid situations that could lead to conflicts of interest and ensure that their actions do not harm Stansfabrikken's reputation. Personal interests must not influence professional decisions or actions. In the event of potential conflicts of interest, the supplier must act transparently, inform relevant parties and take necessary measures.

## 8. Data Security

Suppliers must protect personal information and comply with all applicable data protection laws. They should have appropriate data security measures, policies and training in place to ensure data confidentiality and privacy.

## 9. Environmental Principles

### *Sustainable Development*

Suppliers must work to minimize the environmental impact of their products and processes and facilitate sustainable development. Energy and raw materials must be used efficiently, and waste and by-products minimized. The precautionary principle must be applied by avoiding materials and methods that pose environmental and health risks.

### *Chemicals and Conflict Materials*

Suppliers must comply with all laws and regulations regarding chemicals and materials, avoid their use as much as possible and/or seek safer alternatives.

Conflict materials, such as tin, tantalum, tungsten, and gold (3TG), mined illegally in conflict areas, must not be used in any way.





## 10. Collaboration

### *Communication*

Suppliers must share all necessary information with Stansefabrikken to ensure effective cooperation. Communication must be open and honest, based on mutual respect for each other's roles and responsibilities.

### *Information Security*

Suppliers must use trusted information from Stansefabrikken only for business purposes. The confidentiality and integrity of information must be maintained without unintended or unauthorized changes.



## 11. Reporting

Suppliers must provide their employees with a mechanism to report violations of the guidelines outlined in this document. This reporting mechanism must be well-publicized, easily accessible and allow for anonymous or confidential submissions. It must also ensure that any reports are handled without retaliation and are thoroughly investigated.

Employees of our suppliers may also report issues directly to Stansefabrikken via our digital portal, available on our website at [www.stansefabrikken.com](http://www.stansefabrikken.com):

<https://portal.mittvarsel.no/transparencygate/stansefabrikken/vBswl4pkGYQC1DTt.3956?lang=ency Act - Stansefabrikken>

## In Case of Violations

In the event of violations of the Stansefabrikken groups Code of Conduct, the boards of Stansefabrikken have adopted the following procedure for supplier follow-up:

1. Closer follow-up of the supplier
2. Communicate our guidelines
3. Consider renegotiating the contract
4. Reevaluate cooperation
5. As a last resort, terminate the contract/cooperation

## Relevant Laws and Regulations

This is an excerpt of the most important laws and regulations on which Stansefabrikken's guidelines are based. Note that the list is not exhaustive, and Stansefabrikken requires suppliers to respect and comply with all applicable laws, rules and regulations in the countries where they operate.

- UN Global Compact
- ILO International Conventions (International Labour Organization)
- OECD's guidelines for multinational companies (The Organization for Economic Cooperation and Development)
- UN Guiding Principles on Business and Human Rights
- The Transparency Act
- Environmental standards: International environmental standards such as ISO 14001, which provide requirements for environmental management systems
- Anti-corruption laws
- CSDDD (Corporate Sustainability Due Diligence Directive)
- GPSR (General Product Safety Regulation)
- REACH (Registration, Evaluation, Authorisation and Restriction of Chemicals)
- RoHS (Restriction of Hazardous Substances)
- WEEE (Waste Electrical and Electronic Equipment Directive)
- GDPR (General Data Protection Regulation)

## Confirmation of Compliance

We, the undersigned, hereby declare that we have thoroughly read and understood the guidelines and principles outlined in the Stansefabrikken Group's Supplier Code of Conduct.

By signing this document, we confirm our full acceptance of the terms and our unwavering commitment to adhere to and uphold all requirements stipulated therein. We acknowledge that compliance with these standards is a fundamental condition of our business relationship with the Stansefabrikken Group.

## Supplier Information

Company Name: \_\_\_\_\_

Representative Name (Print): \_\_\_\_\_

Title/Position: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature:**