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## Mantena's Ethical Requirements for Contractors

### 1. The purpose of Mantena's Ethical Requirements

Mantena considers ethical and responsible conduct as binding values for Mantena. The purpose of Mantena Ethical Requirements for Contractors is to ensure that all those who supply goods and services to Mantena has a corresponding consciously and binding relationship with these values.

Mantena's Ethical Requirements apply to all Contractors to Mantena and their subcontractors. Contractor shall be responsible for their own and subcontractors' compliance Mantena Ethical Requirements. These requirements are part of the contract with the Contractor, and transgression may have consequences, cf. pt. 11.

### 2. General humans rights

Contractor shall ensure that operations not directly or indirectly violate fundamental human rights, as enshrined in the UN Declaration of Human Rights. The Contractor shall work to prevent that their own business can lead to or contribute to such violations.

### 3. Child labour

The Contractor shall respect and comply with the provisions of child labor in the UN Convention on the Rights of the Child article 32 as well as ILO Conventions No. 138 on ages and No. 182 on child labour.

As part of this, the Contractor shall not in violation of the Convention use:

- Workers who are in school age, or under the age of 15
- Workers under 18 years at night shift or work that is physically dangerous and/or hazardous to health.

### 4. Forced labour/slave labour

Contractor shall comply with ILO Conventions No. 29 on forced labour and No. 105 on slave labour, including by ensuring that the Contractor is not conducive to forced, bonded or involuntary labour. As part of this, all workers will be free to terminate their employment at Contractor reasonable notice.

### 5. Discrimination etc.

Contractor shall comply with ILO Conventions No. 100 on Equal Remuneration and No. 111 on discrimination, and the UN Convention on Discrimination against Women, among others by ensuring that there is no unfair or illegal discrimination on grounds of sex, race, sexual tendency, political opinion, or for other reasons.

### 6. Employee rights, pay and working conditions

The Contractor shall comply with ILO Conventions No. 87 on freedom of association and No. 98 on collective bargaining and the right to collective bargaining. As part of this, the Contractor must:

- Ensure and respect national laws on employee rights
- Ensure and respect the minimum wage laws
- Ensure that his employees or hired workers' rights are met

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The Contractor must ensure and respect the terms of employment, including:

- Requirements for working hours and working environment
- Rules on acceptable wage levels

The Contractor shall ensure that the working environment complies with statutory requirements with a view to inter alia:

- Information about health risks for workers
- Requirements for access to security equipment

The Contractor shall respect workers and third party privacy and shall not register or monitor these without complying with the laws of the country in question.

## 7. Environment

Where the Contractor carries out potentially environmentally harmful activities, or where Mantena otherwise requires it, the Contractor shall have a publicly available environmental policy.

Contractor will work to achieve the least possible environmental impact of Contractor's operations including continuous follow-up:

- Reduced energy and resource use
- Reduction of any emissions, among other factors by participating in relevant systems for recycling, pant, etc. of the supplier's goods and inputs
- Development of more environmentally friendly solutions

## 8. Business Ethics

The Contractor must adhere to relevant rules and regulations in all relevant aspects, including the tax- and fee-law and competition laws.

The Contractor actively and continuously work towards extortion, corruption and money laundering. As part of this, the Contractor shall:

- If there are more than 30 employees, and otherwise where Mantena requires, have a publicly available policy against corruption and make investigations of circumstances where it is reasonable to assume that corruption may have occurred
- Have established rules about gifts to employees, business partners etc. and comply with these.
- Comply with general requirements for good business practice, neatness and accountability in the implementation of the Contractor's operations
- Comply with requirements for impartiality, and report on cases of possible conflict of interest, cf. point. 9.

## 9. Inspection and Reports

Mantena shall have the right to carry out the inspections of the Contractor and his subcontractors, to ensure that Mantena Ethical Requirements implemented.

The Contractor is obliged immediately report violations of Mantena Ethical Requirements that the Contractor discovers in their own business or subcontractors. The Contractor shall immediately take appropriate action to remedy the current violation.

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The Contractor has an obligation to report immediately to Mantena a possible conflict of interest between consideration to Mantena and the consideration of third parties to which the Contractor has a business relationship, which the Contractor owns, owned by, or is in joint ownership with.

#### **10. Information to employees and subcontractors**

The Contractor shall provide employees and subcontractors sufficient and necessary introduction Mantena Ethical Requirements so that all those involved in carrying out work for Mantena have knowledge and understanding of these.

#### **11. Consequences of breach**

Violation of Mantena Ethical Requirements, regarded as a material breach, may lead to:

- That Mantena to cancel the contract with the Contractor, cf. also the terms of the contract
- The Contractor will not be qualified as a supplier to new competitions for contracts Mantena

As a Contractor to Mantena, we declare hereby that we understand and meets Mantena Ethical Requirements for Contractors. The same applies to any subcontractors that be used by us in connection with the fulfilment of any agreement.

We understand that we are committed to complying with Mantena's Ethical Requirements for Contractors throughout the contract period if a contract awarded.

Contractor: \_\_\_\_\_

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

Place: \_\_\_\_\_

Signature: \_\_\_\_\_

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