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## **KEN A/S supplier – Code of conduct**

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Through a close co-operation with its supplier KEN A/S wants to increase its social responsibility. It is the target of KEN A/S to ensure that suppliers of goods and/or performances at any time operate in accordance with KEN A/S code of conduct.

### **CONDITION OF EMPLOYMENT**

#### **Child labour**

Child labour is not tolerated.

Persons younger than the compulsory education age or younger than 15 years may not be employed. If local legislation or local regulations are conditional to higher age limit this must be respected. The supplier must at any time be able to verify the age of the whole workforce.

#### **Forced labour and physical/psychical spitefulness of employees**

Forced labour or involuntary work is not tolerated in any form, this include work in prison, compulsory work, slavery and other forms of work taking place against own will or choice.

Employees may not be exposed to physical or psychical spitefulness – including corporal punishment, threats of violence, sexual humiliation or any other kind of maltreatment.

#### **Compensation and working time**

As a minimum the employees must be paid according to local legislation. Further to this the supplier must supply the benefits which are required by legislation.

It is the responsibility of the supplier that the maximum working hour per week as stated by the national legislation is kept.

Except in extraordinary work situations all employees must have at least one day off in a period of 7 days.

#### **Discrimination**

Cultural differences must be acknowledged and accepted. Never the less all employees must be treated according to abilities and qualifications in any decision, related to the work, employment, education, dismissal or termination and other relevant conditions for the employees.

The employees must not be discriminated on basis of opinions or personal conditions such as race, age, national origin, sexual orientation or sex.

#### **Freedom of association**

The company allows all employees to freely practice, sign up for or refrain from signing up with organisations handling the interests of the employees. The company must not expose the employees to threats or spitefulness

when peacefully carrying out these rights. If requested – negotiations must be made collective in accordance with current rules and without any risk of interference or restrictions.

### **WORKING ENVIRONMENT/HEALTH AND SAFETY**

All employees must have a safe and healthy working environment, meeting current local legislation and provision and must as a minimum ensure that:

- Facilities meet current fire regulations and legislation concerning building safety
- Facilities ensure sound light and ventilation on the working station
- Circulation areas and exits are accessible at any time
- Employees are familiar with safety procedures – including relief- and evacuation plans
- All types of safety equipment must be tested and controlled on a regular basis and systematically.

The supplier must carry through what ever is needed to prevent industrial accidents and injuries and/or illnesses related to working environment.

### **EXTERNAL ENVIRONMENT**

The supplier must comply with any local legislation and conditions related to protection of external environment. KEN A/S will give preferential treatment to any supplier dealing conscientious and who avoids straining the environment.

### **CONTROL AND EVALUATION**

KEN A/S reserves the right to inspect relevant suppliers and their facilities. Suppliers are responsible for keeping all relevant material, documenting that this code of conduct is observed, and the supplier must at the request of KEN A/S supply necessary documentation such as governmental approvals, inspection reports and similar documentation. Audits can be carried through as described in the KEN A/S quality manual.

Supplier code of conduct is an integrated part of the co-operation agreement between the supplier and KEN A/S and is agreed to when starting business with KEN A/S.

Date:

On behalf of the Buyer

Date:

On behalf of the Supplier

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