



# Code of Conduct

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## **Introduction**

We at EXPO-NET Danmark A/S conduct honest, fair and trustworthy business. We see it as our obligation to assure all interested parties of our responsibility and the way we conduct business. We strive to take responsibility and understand the importance of the environment, society, and our employees.

We expect all of our business associates to adhere to the guidelines below as an active part of our business relationship.

If the following guidelines are not adhered to or are in breach, EXPO-NET reserves the right to terminate the cooperation with the business associate.

## **Compliance with Legislation**

EXPO-NET tries at all times to comply with all relevant and applicable laws local, national, and international.

## **Child Labour & Young Workers**

EXPO-NET does not accept any use of child labour. We support and respect the internationally declared human rights. Child labour is defined as 'work done by a child'. In this context, we adhere to International Labour Organization's (ILO) convention 138 (in which the countries in question are listed) on not to use labour done by a child under 15 years or 14 years respectively.

We sharply distance ourselves from financial exploitation of children and any other activities that may be considered dangerous or harmful to children's health, safety or morale.

If we employ young people above minimum age, but under 18 years, we ensure that they are employed to perform work that cannot jeopardize their health, safety and morale, and that the job is within applicable legislation.

## **Discrimination**

EXPO-NET does not accept any kind of discrimination related to work or other conditions of employment. We respect people's diversity due to race, religion, gender, age, nationality and/or sexuality.

Employment, wage, education, promotion, resignation, pension or other related decisions are always to be based on legal regulations and objective criteria such as individual competences and the ability to do their job in line with their job description and in line with company ethos.

## **Fair Treatment**

EXPO-NET does not accept that employees are exposed to any physical punishment, threats of violence, physical, sexual, psychological or verbal harassment, abuse in the workplace or any work-related situations.



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## **Forced Labour**

EXPO-NET does not accept any kind of forced labour. Furthermore, we do not accept work that is related with punishment, slavery or any other kind of work that is carried out against the person's own will.

## **Work Environment – Occupational Health & Safety**

EXPO-NET takes pride in ensuring great working conditions for our employees – physical as well as psychological.

Safety in the workplace is very important to us. For that reason, we constantly work to reduce work related injuries and accidents. We make sure that our employees get the necessary and adequate training in connection to the given job. Furthermore, all accidents and “close-to-accidents” are registered. The safety representative are advised of any injury, accident or ‘near miss’, to facilitate continuous improvements.

EXPO-NET ensures that our employees are not exposed to any harmful processes, chemicals, substances or any dangerous external factors.

There are always healthy and hygienic facilities at disposal to the employees i.e. clean toilet and showering facilities for all genders.

## **Hours of Labour & Wages**

EXPO-NET strives to comply with national legislation and regulations in association with working time. Wages, notifications, benefits and overtime pay comply with national legislation and regulations as a minimum.

## **The Right to Privacy**

EXPO-NET protects our employees' and suppliers right to privacy when we collect, store or process personal data and/or when we introduce employee monitoring. We respect the personal dignity, privacy and rights of each individual.

## **Freedom of Association & the Right to Collective Bargaining**

EXPO-NET's employees have the right to freely join (or not join) any trade union of their own choice for the promotion and defence of their occupational interests and to bargain collectively on their behalf.

## **Environment**

EXPO-NET abides all the national demands applicable to the environment. We work targeted to lower our emission to air, water and ground. We also enhance the efficiency of the use of our resources, in addition, we comply with the current REACH-regulation and the RoHS-directive.

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## **Business Ethics**

EXPO-NET commits to comply with ethical and integrity principals in all business activities. We have clear guidelines empowering our employees to make reasonable and responsible ethical decisions.

## **Fraud, Corruption & Bribery**

We emphatically oppose all kinds of corruption, including blackmailing and extortion, bribery, money laundering or other kinds of illegal activities that can lead to an unlawful competitive advantage and we have zero tolerance towards any form of bribery and corruption.

## **Gifts & Hospitality**

All gifts that we receive from business contacts will be collected and used as prizes at a raffle during EXPO-NET's Employee Christmas Party. Gifts that EXPO-NET gives to business contacts are legal and appropriate, and gifts or hospitality are given with a clear business purpose or link.

## **Export Control & Sanctions**

Economic sanctions and export control laws prevent us from working with specific countries and/or their governments; we conduct due diligence when selecting suppliers and avoid using sanctioned entities and persons.

## **Conflict Minerals**

We rely on our suppliers to provide information on the origin and sources of any minerals or metals used for the manufacture of the raw materials they supply.

## **Our Suppliers' Observance of the Code of Conduct**

We at EXPO-NET expect our suppliers to implement the guidelines of this Code of Conduct, and it is a minimum requirement that our suppliers comply with the local legislations and regulations in the countries in which they operate. In addition, we expect that our suppliers can document a redistribution of the Code of Conduct claims to any sub-suppliers.

## **Contact**

If business associates have any questions or comments to the Code of Conduct, please contact EXPO-NET's management.

