

# Code of Conduct for Serman & Tipsmark A/S and our Suppliers

## Introduction

The world around us makes higher and higher demands on companies' responsible conduct towards society, environment and employees. This focus on sustainability and social responsibility is fully in line with Serman & Tipsmark's basic attitude using [FN's Global Compact](#) as our starting point.

Starting from our basic attitude, Serman & Tipsmark has formulated guidelines which we expect that all our suppliers will, as a minimum, commit themselves to comply with, too.

Control activities will primarily be aimed at suppliers where the risk of non-compliance of this Code of Conduct is highest and where the expectation is that a collaboration with the supplier will result in the requested ongoing improvements.

Non-compliance of Code of Conduct or non-fulfilment of plans of actions concerning improvement may result in Serman & Tipsmark's termination of the collaboration with the supplier.

## Working environment and social conditions

- **Child labour and youth labour**

Serman & Tipsmark does not apply child labour. "Child labour" refers to work carried out by a child under the age of 15 or 14 in the countries listed in ILO Convention 138. All children shall be protected against economic exploitation and against performing work which can be considered dangerous or hazardous to their health, safety and moral.

Young workers, which are above the minimum age but under the age of 18 can only be employed to carry out work which is not hazardous to their health, safety and moral.

- **Discrimination**

Serman & Tipsmark respects cultural differences and does not discriminate employees at the working place on grounds of race, religion, gender, age, nationality or sexuality.

Employment, salary, education, promotion, dismissal, pension and any other work-related decision shall be based on relevant and objective criteria.

- **Fair treatment**

Serman & Tipsmark's employees are not subjected to corporal punishment, threats, physical, sexual, mental or verbal harassments, abuse at the working place or in work-related situations.

- **Forced labour**

Serman & Tipsmark does not apply any form of compulsory labour, work involving any form of punishment, slavery or other forms of work which is carried out against a person's will or wish.

- **Health and Safety at Work**

Serman & Tipsmark will ensure good working conditions for its employees and complies with prevailing statutory laws and regulations.

We take all necessary steps to prevent accidents and injuries at the working place. This implies among other things training of employees, registration of high potential incidents, a safety organisation, etc.

We will also ensure that the employees are protected against hazardous processes, chemicals, substances or the like. We will ensure healthy and hygienic facilities for the employees such as clean and hygienic toilets and bathing facilities, which are suitable and accessible for members of both genders.

- **Working hours and salary**

Serman & Tipsmark complies with national laws and regulations on working hours. In principle overtime shall be agreed upon with the employee and shall be voluntary.

Salary, benefits and overtime payment shall as a minimum follow national law and regulations.

- **Right to privacy**

Serman & Tipsmark respects the right of the employees to a private life, when the company collects and files private information or introduces supervision of employees.

- **Right of association and common bargaining**

Serman & Tipsmark allows its employees to join a union of his/her own choice with a view to protection of his/her interests of employment.

We respect the roles of labour organisations and allow these to operate independently.

## **Environment**

Serman & Tipsmark complies with statutory national laws concerning the environment. We work actively to reduce emissions to air, water and earth and to improve our use of resources. In connection with chemicals the REACH regulation and the RoHS Directive being in force at any time, shall be complied with.

## **Dual-use**

To the extent that Serman & Tipsmark supplies products falling under Dual-use, we commit ourselves to pass on such information. This also applies to our suppliers.

## **Business ethics**

Serman & Tipsmark attaches great importance to integrity and honesty in all business activities and does not accept any form of corruption, including bribery and blackmail.

The supplier cannot offer or accept bribery or other forms of illegal incentives, which can result in an illegitimate advantage in terms of competition.

## **Follow-up and compliance by supplier**

Implementation of this Code of Conduct is the responsibility of the supplier. Serman & Tipsmark reserves the right to make inspections in order to ensure compliance with Code of Conduct. Inspections can be carried out by an independent third party and can be unadvised.

All suppliers shall as a minimum comply with local laws and regulations in the countries where they are operating.

In order to ensure that the above will be distributed in the supply chain, Serman & Tipsmark expects that the supplier will see to it that he can document redistribution of the demands to any sub-suppliers.

## Contact

Any Questions and comments to Code of Conduct that the supplier may have can be passed on to Peter Bach Pedersen of Serman & Tipsmark using [pbp@serman-tipsmark.dk](mailto:pbp@serman-tipsmark.dk).

## Signature

The signing supplier accepts the obligations set forth in this Code of Conduct

Company \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_