

Imenco Management System - Global

Procedure for Code of Conduct

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CODE OF CONDUCT

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CODE OF CONDUCT

1 Purpose and Scope

The purpose of this document is to provide information on what requirements and expectations Imenco sets in relation to values and standards for human rights, employee rights, environmental and anti-corruption.

2 Responsibility and Authority

Imenco's Codes of Conduct apply to directors, managers, employees and employees of Imenco. It is the responsibility of department managers to make these guidelines known and ensure compliance. As an employee of Imenco, you are obliged to familiarize yourself with and comply with the guidelines. Anyone who violates Imenco's rules or guidelines must be prepared to be met with a reaction adapted to the nature and extent of the violation.

3 Working Environment and Employment Conditions

Imenco shall be a good and professional workplace with an inclusive work environment and shall comply with recognized international conventions, including the International Labor Organization's (ILO) core conventions. You must act with respect and integrity towards colleagues and others with whom you come into contact through the work. Imenco shall promote good health and a safe working environment in accordance with national and international standards. You have a co-responsibility for achieving this goal. We will do our best to control Health, Environment and Safety risk in the workplace. We will also take necessary precautions to prevent accidents and occupational diseases. The physical working environment is regulated through procedures and manuals and the various requirements laid down in laws and regulations. The work environment also encompasses the importance of task distribution and the handling of workload. To the extent that it affects the working relationship, Imenco is obliged to consider alternative solutions.

3.1 Discrimination

Imenco abstains from discrimination and will do its best to promote equality in the workplace. Direct or indirect negative discrimination on grounds of race, color, gender, sexual orientation, age, disability, language, religion, political or other cultural belief, national or social origin, property, birth or other status shall not take place. We do not tolerate behaviors that employees may perceive as degrading. This includes psychological or sexual harassment. It also includes discriminatory facts or languages and physical contact that is sexual, coercive, threatening, defamatory or exploitative.

3.2 Forced Labor

Imenco waives forced labor and all working relationships with Imenco must be entered voluntarily and without threats. All employees should have the right to organize themselves.



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3.3 Child Labor

An employee shall not be less than 15 years or 14 years if this is in accordance with national law and the ILO Convention's exception for developing countries. Youth over the age of 15 may have jobs that are not detrimental to their safety, health, development or schooling.

Adolescents between the ages of 15 and 18 can, in certain cases, still do the work if it happens as part of a vocational training. Children under the age of 15 or school attendants may perform light cultural or similar work if the child is 13 years of age; The working hours shall not exceed 2 hours per day on days of teaching and 12 hours per week on weeks of teaching, and 7 hours per day on tuition-free days and 35 hours on tuition-free weeks. If vendors, for example, abroad, are found to let school-age children work, it is important to make sure that the vendor creates a scheme that gives children access to education and financial support, rather than simply removing them from their work. If you become aware of working conditions in violation of rules, you should immediately notify your immediate superior or other suitable superior. The working relationship must be immediately corrected to what is best for the child.

4 CONFIDENTIALITY AND INFORMATION

Company internal information that the employee learns and is aware of shall not be used or left to others. The same confidentiality applies to information about our customers and similar matters thereof. The duty of confidentiality also applies after the end of work or contractual relationships if the information must be deemed to be sensitive or otherwise confidential.

5 CORRUPTION AND BRIBERY

Imenco clearly distances itself from all forms of corruption. You shall never directly or indirectly offer or receive illegal or improper monetary gifts or other allowances to obtain business or private benefits for yourself or others.

Gifts can in some cases be received when the value is low and when given in full transparency. You should always exercise caution in relation to offering or accepting gifts and courtesy gestures. You shall not receive gifts or other allowances if it is reasonable to assume that this is appropriate to influence business decisions. If in doubt, contact your Manager.

There shall be no favoritism of suppliers in that the company's resources and/or purchases are used for the purpose of providing friends, family, or others with close connection.

6 ENVIRONMENTAL PROTECTION

Imenco is committed to safeguarding the external environment and contributing to the development and improvement of the local environment and the global ecosystem. The company aims not to pollute the external environment, and to be a contributor to sustainable development of society. We will promote to the development and prevalence of environmentally friendly technology. As an employee you are responsible for contributing achieving this policy.



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7 PROPERTY MANAGEMENT

Imenco's property and assets, such as buildings and equipment, shall be managed and secured duly. You will comply with your company's security requirements regards to premises access and use of your company's facilities, IT resources, and access to electronic resources and documents. The company's equipment and property can only be used for personal purposes if this is agreed in connection with the employment relationship or as follows from Imenco's rules and guidelines.

8 TRANSPARENCY ACT

At Imenco AS, work with transparency and human rights is an important part of our business. All parts of Imenco AS's activities are based on recognition of the fundamental rights and freedoms that belong to all people in the world. Imenco AS works actively to deal with negative impacts on basic human rights and working conditions. Imenco AS strives for transparency and will ensure that the public has access to information about how Imenco AS handles negative consequences for basic human rights and decent working conditions. To ensure that Imenco AS's commitment to respect human rights the way the company conducts its business, Imenco AS has carried out due diligence assessments in accordance with the Transparency Act which follows the OECD's (Organisation for Economic Cooperation and Development) guidelines for multinational companies.

These due diligence assessments are followed up by the management at Imenco AS.

Approved by Senior Management 2023