

RIVAL

# CODE OF CONDUCT

## **Preface**

RIVAL's Code of Conduct reflects our corporate culture and what we stand for.

Orderliness is the fundamental basis of the values, we live by at RIVAL – both internally and externally.

RIVAL provides and expects orderliness through responsibility, common sense and long-term decisions, and we expect that our partners have the same approach.

RIVAL's suppliers and other business partners must comply with applicable national and international legislation, rules and guidelines as well as internationally recognised human rights.

It is expected that our suppliers have the necessary procedures and systems to ensure compliance with this and with RIVAL's Code of Conduct.

## **Human Rights**

RIVAL's suppliers must comply with all internationally recognised human right standards, including:

- Complying with applicable law and regulations for maximum weekly working hours and hours of rest
- Ensuring all employees at least one weekly day off
- No use of child labour
- Ensuring that all young people between the ages of 15 and 18 are only employed for non-hazardous work and shall not be employed during night hours
- Preparing an employment contract between the company and the individual employee to ensure the rights of both parties
- Remunerating employees according to applicable laws and regulations
- Ensuring no discrimination of any kind at the workplace – in relation to race, gender, religion, age, nationality, sexuality or social status
- Respecting freedom of association for employees
- Ensuring a good and open communication in the company

## Health and Safety

As employer, the suppliers have the legal responsibility for the working environment and the overall responsibility for ensuring that no employees are physically or mentally injured as a result of the work. RIVAL's suppliers must prevent accidents at work and comply with the principle of "Safety before Business". Our suppliers must comply with all applicable rules and in addition:

- Ensure accessible safety equipment for everybody
- Ensure proper instructions to the company's machinery and other equipment
- Use risk assessments and safety inspection rounds to identify and eliminate risks in the everyday work
- Prepare a contingency plan
- Register near accidents and accident at work and develop concrete action plans to avoid future accidents
- Support a healthy working environment
- Provide proper sanitation

## Environment

RIVAL's suppliers must comply with all applicable regulations in the environmental area and in addition:

- Continuously make an active effort to minimise environmental impact
- Identify the applied chemical products, prepare risk assessments and collect safety data sheets for documentation and management
- Continuously replace substances that are injurious to the environment

## Quality and Development

RIVAL delivers high-quality subcontracting work to the customers, and therefore, it is essential that our suppliers support this and deliver the best quality as well.

Our suppliers must, as a minimum, have a quality system, follow the principles of ISO 9001 and thereby live up to the following requirements:

- Have incorporated procedures that ensure continuous uniformity throughout the value chain
- Ensure minimal quality costs
- Be ready for and prepared to continuous improvement and development

## **Business Ethics**

RIVAL works according to high business ethics standards.

Our suppliers must support this and have basic ideals as well as taking both a commercial and social responsibility. The ethical assessments must be included in all the decisions and choices that are made. This means that RIVAL's suppliers must live up to the following:

- No corruption, extortion, bribery or other criminal acts
- No use of "Conflict Minerals"
- Raw materials, components and products delivered to RIVAL must comply with the RoHS Directive and the REACH Regulation
- Ensured high standard IT security
- A personal data policy that ensures sensitive and confidential data must available
- A speak freely acceptance in the organisation
- Observance with import and export rules
- Integrity and thus honesty, fairness, respect and security must be recognised and supported
- No anti-competitive activities may be accepted

## **Implementation and Administration**

RIVAL's suppliers must establish procedures that help ensure compliance with RIVAL's Code of Conduct. Therefore, our suppliers must:

- Point out a management representative, who is responsible for the implementation of and compliance with RIVAL's Code of Conduct in all areas of the supplier's business including the supplier's business partners
- Answer questionnaires, participate in physical audits and provide documentation if requested
- Incorporate procedures for and document how the supplier ensures compliance with RIVAL's Code of Conduct in the company

If a significant "non-compliance" with RIVAL's Code of Conduct is found, and if this is not immediately corrected by the supplier upon request, RIVAL may terminate the cooperation with the supplier without notice.