

## Code of Conduct

Hagens Spring Group's Code of Conduct describes the ethics and behavior that we wish to follow.

The code of conduct is based on and follows:

- The universal declaration of human rights
- key UN conventions
- ILO conventions and recommendations

All legal requirements and regulations will be followed.

## Human Rights and Labor Rights

### Prevention of forced or involuntary labor:

We do not use any illegal workers, or any kind of forced or prison labor. Workers will not be required to leave any form of deposit, or identity papers/passport with us, and they can terminate a contract after legal notice. Overtime is voluntary, and employees do have permission to leave the factory under reasonable circumstances. They have free access to toilets, bath and water in the factory.

A signed working contract is made for all employees, which is provided in local language as a minimum.

### Working hours and adequate rest:

Working hours must be a mutual agreement between workers and employer.

The workers have the right to collective bargaining and freedom of association.

We do recognize ILO conventions and the Universal Declaration of Human Rights on freedom of association, freedom of opinion and expression, the right to organize and collective bargaining.

We will allow these rights, will not interfere with workers' unions, and will not prevent workers from joining these unions.

Workers will not face prejudice due to union membership or active participation in workers' committees.

### **Prevention of child labor and protection of young workers:**

Nobody under the age of 13 can be employed; workers below the age of 18 can only be employed in our factory, for light work and only part time job. We will follow the local law.

### **Adequate compensation:**

We will always follow the current laws concerning compensation for work, including overtime payments and payment procedures. Wages will not be withheld for any reason. Deductions from wages as a disciplinary measure, or any other deduction not required by law, will not occur.

The employees are entitled to at least the statutory minimum wage, or the standard benchmark rate in the industry, whichever is higher, and should be enough to meet basic needs.

### **Freedom from discrimination and harassment**

Employees will not be subjected to discrimination (including during recruitment, promotion, regarding access to training, termination or retirement) regarding race, color, caste, nationality, religion, gender, age, sexual orientation or marital status.

## **Health & Safety**

### **Training and communication**

All employees will undergo effective training and information sessions regarding health and safety precautions in the work place.

### **Working environment**

We provide a safe, clean and healthy working environment with adequate space and services for Employees.

### **Prevention of injury**

We will continuously investigate the working processes to ensure that employees are not working in a dangerous environment.

Where risks cannot be eliminated, we will provide sufficient and well-maintained personal protective equipment. We will have a training lesson in Fires Aid according to local law.

We will ensure that there will be a first aid kits available to all employees.

### **Fire safety and emergency preparedness**

All fire safety precautions will be taken, including adequate warning systems, provision of fire safety equipment, clear and well-marked exits and escape routes. The employees will be trained in fire response. And the written emergency response procedure will be presented to all employees.

### **Protection from chemical exposure**

All safety precautions in regards to the use, storage and handling of chemicals will be taken, and employees will be sufficiently trained in handling chemicals. There will be a MSDS listing on all chemicals on site.

## **Environmental Protection**

### **Environment**

All national and regional environmental laws will be followed

### **Chemical restrictions**

All chemicals and hazardous materials will be safely handled, transported and disposed according to law with detailed records kept.

### **Energy efficiency, air emissions and climate change**

We will work to reduce energy consumption.

### **Cleaner production and waste management**

We will work to improve resource efficiency e.g. by implementing cleaner production techniques and reduce waste during production processes. We will when it is possible re-use or recycle waste from the factory. We will keep detailed records of resource consumption as well as waste production.

## **Ethics**

### **Integrity**

We will display the highest level of ethical integrity when dealing with workers and suppliers. We will work against corruption in all its forms, including extortion and bribery.