***CODE OF CORPORATE SOCIAL RESPONSIBILITY***

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***Supplier Code of Conduct***

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# Introduction

Statsbygg recognizes its social and environmental responsibilities and is committed to conducting business in a responsible and sustainable manner. Statsbygg realizes the critical role that our suppliers and business partners play and expects our suppliers to adhere to the same ethical standards and principles of social responsibility.

Statsbygg expects decent working conditions and adequate environmental standards in our supply chains. Wewill continuously work to improve our own policies and practices, including our purchasing practices. Our endeavors include an ongoing dialogue with our suppliers and other stakeholders to seek mutually beneficial supplier relationships built on common values.

Statsbygg’ s suppliers (hereafter “suppliers”) shall ensure that their sub-suppliers and subcontractors are made aware of this Supplier Code of Conduct and shall take all necessary measures to ensure their compliance.

Suppliers shall comply with all applicable laws, regulations, and international standards on governing business conduct, respecting human rights in general and labor rights in particular. Furthermore, Statsbygg requires its suppliers to conduct their business in accordance with internationally recognized principles of business ethics.

# National legislation

Suppliers shall operate in compliance with the legislation, rules, and regulations of the countries in which they operate. In circumstances where the provisions of relevant local and national laws in the country of performance, as well as the present code, pertain to the same subject matter without constituting a direct conflict, it is incumbent upon the suppliers to adhere to whichever source dictates the highest standards in terms of social responsibility, ethics, and environmental sustainability.

If any of the requirements in the present code conflicts with applicable local and national legislation, in the sense that it will represent a breach of applicable legislation if the present code is applied, the supplier shall comply with the present code to the widest extent compatible with applicable national and local legislation. The supplier has the burden of proof as to whether there is a conflict between the present code and local or national legislation.

# Human Rights [[1]](#footnote-2)

Suppliers shall respect human rights and ensure that they are not complicit in human rights abuses. Suppliers shall mitigate adverse human rights impacts such as displacement of people or negative impact on people’s livelihood or loss of childhood.

Suppliers are recommended to conduct human rights due diligence in accordance with OECD Guidelines for Multinational Enterprises[[2]](#footnote-3) and related guidance[[3]](#footnote-4). Human rights due diligence is an established methodology for respecting human rights, it consists of six steps:

* Embed responsible business conduct into policies & management systems
* Identify & assess adverse impacts in operations, supply chains & business relationships
* Cease, prevent or mitigate adverse impacts
* Track implementation and results
* Communicate how impacts are addressed
* Provide for or cooperate in remediation when appropriate

Through human rights due diligence, suppliers are required to take proactive steps to identify and address any actual or potential adverse human rights impacts which they have caused, contributed to or are directly linked to, through their operations, supply chains or business relationships.

# Working conditions

Suppliers shall respect and protect internationally proclaimed human rights stated in the International Bill of Human Rights[[4]](#footnote-5) and the labor rights stated in the International Labor Organization (ILO) Declaration on Fundamental Principles and Right at Work.[[5]](#footnote-6)

## Modern slavery [[6]](#footnote-7)

Suppliers shall prohibit modern slavery, including, but not limited to, human trafficking, exploitation, forced or compulsory labor or servitude.

## Freedom of association and the right to collective bargaining [[7]](#footnote-8)

Suppliers shall respect the workers right to join or form trade unions of their own choosing and to bargain collectively. The supplier shall neither interfere with nor obstruct the organizing of unions or collective bargaining.

Workers’ representatives shall not face discrimination and shall be entitled to fulfill their representative functions in the workplace.

Whenever the right to freedom of association and collective bargaining is restricted under national law, the suppliers shall allow workers to elect freely their own representatives.

## Child labor [[8]](#footnote-9)

Suppliers shall prevent and prohibit child labor. “Child labor” means work by anyone under the age of 15, unless the work in question is acceptable for children to perform according to the ILO Minimum Age Convention 1973 (C 138),[[9]](#footnote-10) if national or local law stipulates a higher minimum working age, the oldest age shall apply.

Children shall not be engaged in labor which is hazardous to their health, safety or natural and sound human development or night work.

Policies and procedures for remediation of child labor prohibited by ILO conventions no. 138 (Minimum Age Convention 1973) and 182 (Worst Forms of Child Labor Convention, 1999), shall be established, documented, and communicated to personnel and other interested parties. If a child is discovered working at the premises of the supplier, the supplier shall immediately take steps to address the situation in accordance with the best interests of the child.

## Non-discrimination [[10]](#footnote-11)

Suppliers shall treat their workers with dignity and respect. There shall be no discrimination at the workplace in hiring, compensation, access to training, promotion, termination, or retirement based on ethnicity, religion, age, disability, gender identity, marital status, sexual orientation, union membership or political opinion.

Suppliers shall take measures to protect workers from sexually intrusive, threatening, insulting or exploitative behavior, and from discrimination or termination of employment on unjustifiable grounds. Suppliers shall support women’s rights including the promotion of equal pay for work of equal value and gender equality.

## Harsh or inhumane treatment

Physical and psychological abuse or punishment, threats of such abuse, verbal abuse, harassment of any kind as well as all other forms of intimidation, is prohibited.

## Health and safety [[11]](#footnote-12)

Suppliers shall comply with applicable health and safety regulations and ensure a safe and healthy work environment. The supplier shall take adequate steps to prevent accidents and injury to health by, as far as is reasonably practicable, minimizing the causes of hazards inherent in the working environment. The supplier shall ensure that hazardous chemicals and other harmful substances are handled and managed with due care.

Workers shall regularly receive health and safety training. Workers shall be provided with access to adequate sanitary facilities.

## Wages [[12]](#footnote-13)

Suppliers shall provide fair and reasonable pay that comply with national law or industry standards, whichever is highest.

Wages and benefits shall as a minimum meet national legal standards or industry benchmark standards, whichever is higher. Suppliers shall pay minimum living wage and the wages shall be paid with the operating country’s legally accepted means of payment, preferably through bank transaction. All workers shall be provided with a written and comprehensible employment terms outlining their wage conditions and method of payments before entering employment.

Wage theft in any form is prohibited.

## Working hours [[13]](#footnote-14)

Working hours and adequate rest shall comply with national laws and industry standards, and not exceed the maximum limits of prevailing international standards. Workers shall always receive overtime pay for all hours worked over and above the normal working hours, and as a minimum in accordance with national legislation.

## Regular employment [[14]](#footnote-15)

The rights of employees under international conventions, national law and regulations concerning regular employment shall not be undermined using short-term hiring (such as contract labor, casual labor, or day labor), sub-contractors or other similar arrangements.

## Marginalized populations [[15]](#footnote-16)

The supplier shall protect the rights of vulnerable, disadvantaged, or marginalized groups in the societies, including the rights of minorities and indigenous people to access land, forest and water and prevent forced eviction.

Neither extraction of natural resources nor other production processes related to this contract shall have adverse effects on the resources and income base of marginalized populations, for instance by claiming large land areas or heavily using water or other natural resources on which these populations are dependent.

# Environment

All parts of the supply chain shall take a responsible and precautionary approach to environmental challenges and minimize adverse impacts on human health and the environment. This includes minimizing pollution, promoting an efficient and sustainable use of resources, including energy and water, and minimizing greenhouse gas emissions in production and transport. Neither construction sites nor production plants shall exploit or degrade the local environment.

National and international environmental legislation and regulations shall be respected, and relevant discharge permits shall be obtained.

Suppliers shall implement systematic and standardized practices with high level of quality and environmental awareness. Suppliers are expected to encourage the use and development of sustainable technologies. This includes choosing sustainable effective technology and parts where possible. All suppliers shall strive to increase the use of technologies that will help the supplier lower their environmental footprint.

# Business ethics [[16]](#footnote-17)

Statsbygg expects the highest standards of integrity in all business interactions. Suppliers and their agents shall ban all forms of corruption, extortion and embezzlement and shall promote zero tolerance for bribery. The suppliers shall implement adequate monitoring and enforcement procedures to ensure compliance.

Neither the supplier nor its employees shall ever offer, give, request, accept or collect any type of improper payments, bribes, gifts, contributions, hospitality, favors or benefits directly or indirectly to improperly obtain or retain a personal or undue business advantage from their customers, suppliers, or business partners.

The supplier and Statsbygg can exchange token gifts. The supplier might offer hospitality, such as social events, meals, or entertainment as a natural part of normal business relations, provided the costs are modest. The supplier shall not offer hospitality, travels, or gift of any kind in situations of contract negotiation, bid evaluation or award of contract.

Suppliers shall adopt adequate measures to avoid participation in money-laundering and terrorist financing.

Suppliers shall not participate in counterfeiting or any other violations of intellectual property rights, including trademarks, patents business models, trade secrets and other intangible rights that underlie products and services.

# Data privacy

Suppliers shall respect the data subjects’ right to privacy, dignity and human autonomy when collecting, processing, or storing personal data of employees, customers or other stakeholder’s whether processed manually or automated regardless of its form and context.

Suppliers shall understand their role in protecting personal data and complying with project specific information security protocols.

Suppliers shall have a system to securely process, store, transmit and destroy data in compliance with laws and regulations.

# Whistleblowing

Suppliers shall have an effective management system for handling complaints relating to human rights, workers’ rights, environmental issues, and corruption. The supplier shall ensure that both workers and external parties, such as local communities and civil society organizations, are able to submit complaints.

Suppliers shall allow their employees to voice their concerns and provide secure mechanisms for whistleblowing and raising human rights grievances, and they shall protect whistleblowers from retaliation. Suspected violations can also be reported through Statsbygg’ s whistleblowing channel.[[17]](#footnote-18)[[18]](#footnote-19)

# Boycotts, economic sanctions, and political measures

Suppliers shall avoid doing business with industries or companies when there is a broad international consensus to boycott these industries or companies, e.g., because of war. Suppliers shall also respect economic sanctions and import and export control measures. These sanctions seek to promote peace and security, prevent conflicts, support rule of law and human rights and defend principles of international law and democratic values. Adhering to sanctions is therefore not only a legal matter but also in line with the ethical values in this Suppliers Code of Conduct.

# Audits and non-compliance

Whenever Statsbygg requests, the supplier shall promptly document their own efforts and the efforts of their sub-suppliers to comply with the present supplier code of conduct. Statsbygg’s audits may take form of joint follow-up meetings and inspections, by Statsbygg or a professional third party assigned by Statsbygg, or other ways of mapping the working conditions at production sites. The supplier shall be obliged to provide the name and contact information of any sub-supplier requested by Statsbygg to map compliance with the requirements.

In the event of a breach of the Supplier Code of Conduct, Statsbygg and the supplier shall discuss corrective actions and jointly prepare a contingency plan for remedying the breach. Remediation shall take place within a reasonable period specified by Statsbygg.

Whenever Statsbygg finds that (i) a supplier is unwilling or unable to carry out corrective actions, or (ii) the supplier or any of its sub-suppliers has committed a substantial breach or repeated breaches of the requirements, Statsbygg is, without further notice, entitled to terminate all contracts with the supplier. Statsbygg will not be liable for any loss suffered by the supplier due to such termination.

# Signature

We hereby declare that we understand, accept and will adhere to the terms and requirements as stated in this document.

Name

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# Appendix 1

* UN Convention on Corruption - <https://www.unodc.org/unodc/en/treaties/CAC/>
* UN’s Global Compact's 10 principles –https://[www.unglobalcompact.org/](http://www.unglobalcompact.org/)
* OECD Guidelines for multinational enterprises - <http://www.oecd.org/corporate/mne/>
* OECD (2011), OECD Guidelines for Multinational Enterprises, OECD Publishing. <http://dx.doi.org/10.1787/9789264115415-en>
* The «OECD (2018), OECD Due Diligence Guidance for Responsible Business Conduct” provides a comprehensive guide to due diligence in line with the OECD Guidelines: <http://mneguidelines.oecd.org/OECD-Due-Diligence-Guidance-for-Responsible-Business-Conduct.pdf>

# Appendix 2

List of references to international conventions and declarations:

* **Human Rights** – <http://www.un.org>:
  + UN The International Bill of Human Rights
  + UN the Universal Declaration of Human Rights
  + UN the International Covenant on Civil and Political Rights
  + UN the International Covenant on Economic, Social and Political Rights
* **Freely Chosen Employment:** ILO Conventions Nos. 29 and 105
* **No Discrimination:** ILO Conventions Nos. 100 and 111 and UN Convention on Discrimination Against Women
* **Freedom of Association and the Right to Collective Bargaining:** ILO Conventions Nos. 87, 98, 135 and 154
* **Safe and Hygienic Working Conditions:** ILO Convention No. 155 and ILO Recommendation No. 164
* **No Child Labour:** UN Convention on the Rights of the Child, ILO Conventions Nos. 138, 182 and 79 and ILO Recommendation No. 146
* **Adequate Wages:** ILO Convention No. 131
* **No Excessive Working Hours:** ILO Convention No. 1 and 14

* For more information from the International Labour Organization (ILO), visit [www.ilo.org.](http://www.ilo.org/)
* For more information about the Ethical Trading Initiative Norway (ETIN), visit <http://etiskhandel.no/English>

1. International Bill of Human Rights [↑](#footnote-ref-2)
2. OECD (2011), OECD Guidelines for Multinational Enterprises, OECD Publishing. <http://dx.doi.org/10.1787/9789264115415-en> [↑](#footnote-ref-3)
3. The «OECD (2018), OECD Due Diligence Guidance for Responsible Business Conduct” provides a comprehensive guide to due diligence in line with the OECD Guidelines: http://mneguidelines.oecd.org/OECD-Due-Diligence-Guidance-for-Responsible-Business-Conduct.pdf [↑](#footnote-ref-4)
4. https://www.ohchr.org/en/what-are-human-rights/international-bill-human-rights [↑](#footnote-ref-5)
5. https://www.ilo.org/declaration/lang--en/index.htm [↑](#footnote-ref-6)
6. ILO Conventions Nos. 29 and 105 [↑](#footnote-ref-7)
7. ILO Conventions Nos. 87, 98, 135 and 154 [↑](#footnote-ref-8)
8. UN Convention on the Rights of the Child, ILO Conventions Nos. 138, 182 anud 79, and ILO Recommendation No. 146 [↑](#footnote-ref-9)
9. https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100\_ILO\_CODE:C138 [↑](#footnote-ref-10)
10. ILO Conventions Nos. 100 and 111 and the UN Convention on Discrimination Against Women, UN Covenant on Civil and Political Rights, Art. 7 [↑](#footnote-ref-11)
11. ILO Convention 155 and ILO Recommendation 164 [↑](#footnote-ref-12)
12. ILO Convention No. 131 [↑](#footnote-ref-13)
13. ILO Convention No. 1 and 14 [↑](#footnote-ref-14)
14. ILO Convention No. 95, 158, 175, 177 and 181 [↑](#footnote-ref-15)
15. UN Covenant on Civil and Political Rights, art. 1 and 2 [↑](#footnote-ref-16)
16. UN Convention on Corruption UNCAC and OECD’s Guidelines [↑](#footnote-ref-17)
17. https://www.statsbygg.no/kontakt/varsling [↑](#footnote-ref-18)
18. https://skjema.onacos.no/KPMG/Prod/skjema/KPMG17/Varslingstjeneste\_for\_Statsbygg [↑](#footnote-ref-19)