

# Ethical guidelines for I P Huse AS

September 2022

Morten Hopland  
CEO

## Our Code of Conduct and Corporate Social Responsibility

The purpose of I P Huse's ethical guidelines is to clarify the principles that should govern the company's business operations.

The purpose is to create a healthy corporate culture and preserve the integrity of I P Huse by helping employees promote standards of good business ethics.

The Code of Conduct covers our core values, as well as the Guidelines for Corporate Social Responsibility (CSR). Corporate social responsibility means responsibility for our decision-making and activities with consequences for society and the environment.

All employees must comply with the ethical guidelines.

We emphasise that our suppliers have attitudes that do not conflict with our principles.

### Stakeholders

Our main stakeholders are our customers, partners, employees, owners, suppliers, local communities, and local, national and international authorities.

### Ethics and personal conduct

The company's guidelines require employees to behave well when performing duties and work tasks. Employees shall behave fairly, sincerely and with integrity when they are with others.

As an employee of I P Huse, you are expected to carry out your work responsibly and to show respect for business contacts, colleagues and others, including other cultures and customs.

The company demands loyalty from the employees, and that they refrain from actions or interests that make it difficult to carry out the work objectively and efficiently. Conflicts of interest should be avoided.

### Human rights and labour rights

The company supports and respects the protection of international human rights. We are committed to ensuring an inclusive work culture and will provide equal opportunities and fair treatment to all employees.

Our employees have the right to organize themselves, join associations and negotiate with the enterprise. We do not allow any form of forced or child labour.

## Discrimination and equality

The company does not accept any form of discrimination, and wants to promote equality. Work against discrimination does not apply only to gender. Disability, sexual orientation, gender identity and gender expression, religion and belief, ethnicity, gravidity, parental leave and adoption are also areas where there is active work against discrimination.

## Health, Safety and Environment

We are constantly working to improve the working environment in our workplace. Our goal is to create a safe working environment and achieve the best possible physical, mental and social well-being for our employees.

We aim to conduct our business in such a way that the health and safety of our employees, customers, visitors and the environment are protected by applicable laws and regulations.

Employees have a personal responsibility to comply with the norms and restrictions that accompany these laws, rules and regulations.

## Climate and Environment

As part of our corporate social responsibility, we will constantly strive to minimize negative impact on the external environment.

Raw materials, energy and other resources shall be used efficiently and with respect for the environment in a sustainable manner. Environmental considerations shall permeate the entire value chain and form an integral part of our purchasing process.

## Relationships with customers, suppliers, competitors and public authorities

The company wants fair and open competition in all markets, both nationally and internationally. Customers shall be met with knowledge, respect and understanding. Suppliers shall be treated equally and fairly. Public authorities shall meet in an appropriate and open manner.

## Fighting corruption and money laundering

I P Huse does not accept any form of corruption, including extortion and bribery.

We also oppose all forms of money laundering. The Company will take appropriate measures to prevent our money transactions from being used for money laundering by others. The company complies with Norwegian law, and complies with Norwegian authorities' rules and requirements for sanctions or trade restrictions wherever this may exist.

## Confidentiality and privacy

It is important that each employee complies with the duty of confidentiality related to information about the company. This includes internal information about the company's operations, finances, future customers and potential negotiations.

The processing of personal data shall be restricted and handled with caution, in accordance with applicable legislation.

## Alcohol and drugs

The company's policy prohibits the illegal use, sale, purchase or possession of alcohol and drugs on the company's premises, except prescription drugs, if authorized by the company.

## Appropriate use of corporate values

Employees are responsible for protecting the company's assets against theft and loss, and must ensure that they are used appropriately. Company assets may only be used for legitimate business purposes, and only by employees with permission.

## Notification

At P Huse, we want a culture of openness, where giving and receiving feedback is part of our business. We want everyone to feel safe so that they can report, express concern and raise criticism in a constructive way.

## Violation of the ethical guidelines

Employees who see or learn about a situation they believe is a breach of the ethical guidelines are obliged to notify their immediate superior or someone in management.

Violations will be met with reactions adapted to the nature and extent of the violation. In accordance with the Working Environment Act and personnel regulations, breaches may have consequences for the employee.

The Company will not respond with retaliation or allow retaliation if an employee reports in good faith.