

## Requirements and expectations for suppliers

All procurements carried out by UiO require suppliers to comply with our Code of Conduct. The Code of Conduct contains principles for sustainable business practices encompassing fundamental requirements for human rights, workers' rights, anti-corruption, animal welfare and the environment. UiO expects our suppliers and partners to work purposefully and systematically to comply with these principles.

### Our suppliers shall:

- Act in good faith towards UiO as the client and comply with the terms of the contract.
- Comply with our Ethical Guidelines, including our Principles for Sustainable Business Practice (Code of Conduct).
- Actively engage in due diligence, i.e., carry out risk assessments of adverse impacts on people, society and the environment, and stop, prevent and mitigate such impacts.
- Measures must be monitored and the effects assessed and communicated to those affected.
- Where the supplier is responsible for the adverse impact or harm, they are also responsible for remedying it.
- Demonstrate a willingness and ability to continuously improve the situation for people, society and the environment through cooperation.
- At the request of UiO, be able to document how they and any subcontractors seek to comply with the guidelines.

UiO imposes stringent requirements on supplier integrity relating to awareness of ethical trade, bribery, corruption, and all other forms of unethical conduct, or any indications thereof, in all procurement processes. If the supplier, after several requests, fails to demonstrate a willingness or ability to comply with the guidelines for suppliers, UiO may terminate the contract.

## Code of Conduct - Principles for Sustainable Business Practices

The Principles for Sustainable Business Practices for UiO's suppliers are based on UN and ILO conventions. They set minimum, and not maximum, standards that our suppliers are required to observe. Legislation at the production site shall be respected. Where national laws and regulations cover the same topics as these guidelines, the highest standard shall apply.

### Forced labour/slave labour

ILO Conventions Nos 29 and 105 apply.

- There shall be no form of forced labour, slave labour or involuntary labour.
- Workers shall not pay deposits or hand over identity papers to employers, and shall be free to terminate the employment relationship by giving reasonable notice.

### Organised labour and collective bargaining

ILO Conventions Nos 87, 98, 135 and 154 apply.

- Workers shall, without exception, have the right to join and establish trade unions of their own choice and negotiate collectively.
- Employers shall not interfere with, prevent or work against organised labour or collective bargaining.

- Trade union representatives shall not be discriminated against or prevented from carrying out union work.
- If freedom of association and/or the right to collective bargaining are restricted by law, the employer shall facilitate, and not prevent, alternative mechanisms for free and independent association and bargaining.

### **Child labour**

The UN Convention on the Rights of the Child, ILO Conventions Nos 138, 182 and 79, and ILO Recommendation No 146 apply. The minimum age for workers shall be no less than 15 and in line with the national minimum age for employment, or the minimum age for compulsory schooling, applying from the highest age. If the local minimum age is 14 in line with the exemptions of ILO Convention No 138, this may be acceptable.

- New recruitment of child labour in breach of the above-mentioned minimum age shall not take place.
- Children under the age of 18 shall not carry out work that may harm their health, safety or morals, including night work.
- Action plans shall be established on phasing out child labour in breach of ILO Conventions Nos 138 and 182 as soon as possible.
- The action plans shall be documented and communicated to relevant personnel and other stakeholders.
- Support schemes shall be facilitated that provide an opportunity for children to take an education until they have completed their compulsory schooling.

### **Discrimination**

ILO Conventions Nos 100 and 111 and the UN Convention on the Elimination of All Forms of Discrimination against Women apply.

- There shall be no discrimination in employment, pay, training, promotion, termination or retirement on the basis of ethnicity, caste, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.
- Protection must be established against sexual coercion, threatening, offensive or exploitative behaviour, and against discrimination on unreasonable grounds, such as marriage, pregnancy, parenthood or status as HIV positive.

### **Cruel, inhuman, or degrading treatment (Universal Declaration of Human Rights - UDHR)**

- Physical mistreatment or punishment, and threats of such physical mistreatment, are prohibited.
- The same applies to sexual and other forms of abuse and other forms of degrading treatment.

### **Health, safety and the environment**

ILO Convention No 155 and Recommendation No 164 apply. Efforts shall be made to secure a safe and healthy working environment for all workers. Harmful chemicals and other substances shall be handled responsibly. Necessary measures shall be implemented to prevent and minimise accidents and harm to health/injuries as a result of, or related to, matters in the workplace. Employees shall receive regular and documented training in health and safety. Health and safety training shall be repeated for new and relocated employees.

- Workers shall have access to clean sanitary facilities and clean drinking water.
- If relevant, the employer must also ensure access to facilities for safe storage of food.

- If the employer offers lodgings, these shall be clean, safe and well-ventilated with access to clean sanitary facilities and clean drinking water.

## **Pay**

ILO Convention No 131 applies.

- Worker's wages for a normal working week shall be at least that of national minimum pay provisions or industry standards, whichever is highest.
- Wages shall always be sufficient to cover basic needs, including some savings.
- Circumstances surrounding pay, including disbursement, shall be agreed in writing before the work can commence.
- The agreement shall be comprehensible to the worker.
- Pay may not be deducted as a disciplinary sanction.

## **Working hours**

ILO Conventions Nos 1 and 14 apply.

- Working hours shall be in line with national laws or industry standards, and not exceed working hours in accordance with applicable international conventions.
- Normal working hours shall not normally exceed 48 hours per week.
- Workers shall have at least one day off every seven days.
- Overtime work shall be limited and voluntary. The recommended maximum of overtime work is 12 hours per week, i.e., total working hours of 60 hours per week.
- Exceptions from the recommendation can be made if regulated in a collective agreement or national legislation.
- Workers shall always be paid overtime supplements in connection with working hours that exceed normal working hours (see above), as a minimum in accordance with applicable legislation.

## **Regular employment**

- Commitments to workers, in line with international conventions, national laws and regulations on regular employment, shall not be avoided by using short-term appointments (such as use of contract workers, casual workers and day labourers), subcontractors or other working relationships.
- All employees are entitled to an employment contract written in a language they understand.
- The duration and content of apprentice programmes shall be clearly defined.

## **Marginalised groups**

The production and use of natural resources shall not contribute to destroying the resource and income basis for indigenous people or other marginalised groups, for example by seizing large areas of land, unsustainable use of water or other natural resources the population is dependent on.

## **The environment**

- Adverse environmental impacts shall be reduced throughout the value chain.
- In accordance with the precautionary principle, measures shall be implemented to continuously minimise greenhouse gas emissions and local pollution, the use of harmful chemicals and pesticides, and to ensure sustainable resource consumption and management of water, oceans, forests and land, while preserving biodiversity.
- National and international environmental legislation and regulations shall be complied with, and relevant emission permits shall be obtained.



## **Corruption**

- All forms of bribery are unacceptable, as is the use of alternative channels to secure illegitimate private or work-related advantages for clients, agents, contractors, suppliers or their staff, as well as public servants.

## **Animal welfare**

- Animal welfare shall be respected. Measures should be implemented to minimise adverse impacts on the welfare of livestock and work animals.
- National and international animal welfare legislation shall be complied with.