



# Code of conduct for suppliers to Aalborg Engineering

## Management

100-02

The Aalborg Engineering Slovakia Ltd. Code of Conduct describes our ethical guidelines. It is of great importance to us - through our contracts and our communication - to ensure that the conditions at our suppliers meet our standards and guidelines – well knowing that legislation and differences in cultures all over the world mean different conditions.

We emphasize to all our partners and suppliers the importance of the production is being carried out by people who are treated with respect and work under good conditions.

Accept and compliance of our Code of Conduct is an integrated part of the business agreements that Aalborg Engineering Slovakia Ltd. enters into. It is ensured through contracts, thorough information, continuous reporting and control. The Aalborg Engineering Slovakia Ltd. Code of Conduct is in general based on the 10 principles mentioned in the “UN Global Compact”.

Please read the following Aalborg Engineering Code of Conduct:

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#### **Child Labour**

Aalborg Engineering Slovakia will not accept and will not conduct business with any supplier that uses child labour. The supplier is not allowed to use employees at an age younger than 15 years old in production or anywhere else in the business. If national law sets the limit for the definition of a "child" at any other age, the national law applies.

In countries where the law permits apprenticeship programs, we will accept that children of this age work a few hours per day. The factory must be able to prove that this work is not interfering with the child's education, that the work is limited to a few hours per day, that the work is light and clearly aimed at training, and that the person is properly compensated. If we have any reason to doubt that these conditions are met, such apprenticeship program will not be accepted.

It is the responsibility of each supplier to verify the age of all workers, and this information must be accessible for audit at any time.

If child labour is detected, Aalborg Engineering Slovakia will request the factory to make sure that measures taken are in the child's best interest. We will, in co-operation with the factory, seek to find a satisfactory solution, taking into consideration the child's age, social situation, education etc.

Any measures taken should always aim to improve, not worsen, each individual child's situation.

Aalborg Engineering Slovakia reserves the right to involve local or international organizations with a view to securing the child's future.

#### **Compensation and Working Hours**

Wages should be paid regularly, on time and be fair in respect of the work performance. Wages, compensation for overtime and payment procedures should comply with the current law of the country of the supplier. Additionally, suppliers must provide all legally mandated benefits. Withholding wages must not be used as a disciplinary measure.

Working hours should be in accordance with the current law of the country of the supplier. This applies both to daily and weekly working hours.

Working hours exceeding 60 hours per week must be on a voluntary basis and must be planned in a way that ensures safe and humane working conditions.

#### **Non-discrimination**

Aalborg Engineering Slovakia will not conduct business with suppliers, which discriminate in hiring and employment practices on the grounds of race, religion, age, national origin, political opinion, union membership, sexual orientation, or gender.

Female workers should be given their stipulated maternity leave in case of pregnancy. Dismissal of pregnant female workers is not acceptable.

#### **Harassment and abuse**

The employees of the Suppliers shall be treated with dignity and respect. Under no circumstances shall physical punishment, harassment of any type or abuse of power be permitted.



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#### **Forced Labour**

Aalborg Engineering Slovakia will not conduct business with any supplier that uses forced or involuntary labour.

If foreign workers are employed on contract basis, they should never be required to remain employed for any period against their own will.

#### **Health and Safety**

All suppliers to Aalborg Engineering Slovakia must provide a safe and healthy working environment in compliance with all National laws and regulations.

As a minimum our suppliers must ensure that:

- their facilities meet all National laws and regulations governing health, safety, and environment; fire protection equipment, including fire alarms and fire extinguishers, is installed, maintained and inspected in accordance with all local laws and regulations;
- emergency medical and evacuation plans and procedures are well known to managers and employees;
- for medical purposes, the supplier shall place at least 1 well-stocked first aid kit in each production unit.
- lighting and ventilation are properly installed and maintained;
- all machinery is properly maintained and serviced, and equipped with proper protection measures;
- all hazardous materials are safely stored and disposed of in accordance with all local laws and regulations;
- the employees have access to a drinking water supply;
- sanitary facilities should as a minimum follow local laws.

#### **Environment**

The environment is of increasing concern globally and Aalborg Engineering Slovakia expects the suppliers to act responsibly in this matter.

The suppliers of Aalborg Engineering Slovakia shall comply with all National laws and regulations regarding the protection of the environment.

Our suppliers must strive to reduce waste and emissions to air, ground and water, handle chemicals in an environmentally safe way, and handle, store and dispose of hazardous waste in accordance with all National laws and regulations.

#### **Subcontracting**

Aalborg Engineering requires our suppliers to use the present Code of Conduct in cooperation with their own suppliers, and to ensure their compliance. Suppliers have full responsibility for ensuring that subcontractors comply with Aalborg Engineering Slovakia Code of Conduct. All suppliers shall always keep Aalborg Engineering Slovakia informed as to where each order is being produced.



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### Monitoring and Evaluation

Aalborg Engineering Slovakia will monitor relevant suppliers and their facilities to ensure compliance with Aalborg Engineering Slovakia Code of Conduct. Suppliers will maintain on site all documentation that may be needed to demonstrate compliance with Aalborg Engineering Slovakia Code of Conduct.

The suppliers authorise Aalborg Engineering Slovakia itself or through third parties to carry out inspections, which guarantee the observance of this Code, providing these supervisors with access to the necessary data and documentation and means to ensure this process:

We require all suppliers to provide Aalborg Engineering Slovakia with:

- Full access concerning where each order is being produced.
- Full access for on-site inspection, including unannounced visits, by Aalborg Engineering Slovakia and/or assigned representatives.
- Access to records, which will enable us to determine compliance with the Aalborg Engineering Slovakia Code of Conduct.

Aalborg Engineering Slovakia will enter into a constructive dialogue with the supplier to improve the overall working environment for the employees. Aalborg Engineering Slovakia will request adequate action plans to correct monitoring findings.

If improvements do not progress in a manner acceptable to Aalborg Engineering Slovakia, we will terminate the supplier relationship.

### Publication

The managers of the suppliers shall inform their employees about the contents of the present Code of Conduct.

Aalborg Engineering Slovakia expects all suppliers to respect the above Code of Conduct on an ongoing basis and to actively do their utmost to achieve our standards. We trust our own staff to take a lot of responsibility in their work, and we expect from our suppliers that they do the same. We believe in co-operation and we are willing to work with our suppliers to achieve workable solutions in each individual case and project.

### Document Revision History

Revision date/init	Revision Description
21-01-2019/QA	Initial Release