Revision history:

Rev:	Field of application:	Date:	Written by:	Approved by:
00	Establishment of a new document	Jan 23	KME	GMB

Background

Duun Industrier AS (hereinafter Duun) must comply with all applicable laws and regulations and conduct its business with integrity, respect for different cultures, and for the rights of individuals in everything we do. Duun works actively to ensure that our subcontractors share our focus on sustainability, safety, integrity, ethics and morality. Therefore, it is expected that our suppliers also comply with the same high standards and confirm this by signing this document. The signature confirms compliance with the points set out in this supplier declaration.

In addition, it is a prerequisite for further cooperation that our suppliers follow up their subcontractors in their compliance with these standards.

Upon request from Duun, suppliers must be able to document their work to ensure that the entire supply chain complies with local and international rules and standards to ensure acceptable working conditions in the production of goods and services. This Supplier Declaration is based on international standards and objectives that include the UN's 17 sustainability goals, the UN's Human Rights, the OECD's guidelines for multinational companies, the Core Convention for the International Labour Organization (ILO) and the ten principles of the UN Global Compact.

Compliance with the laws

As a supplier to Duun we will comply with all applicable laws and regulations, act ethically and in a sustainable and socially responsible manner. We will respect internationally recognized human rights, labour rights and avoid being complicit in abuses of any kind. Where the provisions of applicable local laws, the highest standard shall apply.

Conflict of interests

As a supplier to Duun we, and our employees, will not take part in or seek to influence any decision in circumstances that can give rise to an actual or perceived conflict of interest. If we become aware of a potential conflict of interest, we must notify Duun without delay.

Corruption and improper payments

As a supplier to Duun, we must comply with applicable laws and regulations regarding bribery, corruption, fraud and all other prohibited business practices. We will not request, accept, or receive an improper advantage for the purpose of awarding contracts or other business benefits. Further, we will not offer, promise, or give any improper advantage to public officials, individual employees, or private sector, in order to obtain contracts or benefits, or to seek to influence persons to act (or not act) in accordance with the person's official obligations.

This basic rule applies regardless of whether the improper advantage is offered directly or through an intermediary.

Gifts, hospitality and expenses

We are aware of Duun's restrictive policy towards gifts, and we will not offer gifts or services except for promotional items of low value.

Hospitality such as meals and entertainment can be provided as long as there is clear business reason, and the costs are kept within reasonable limits.

Travel, accommodation and other expenses

People traveling on a business trip for Duun, will always be paid by Duun, unless other arrangements are agreed in the contract with Duun.

Gifts, hospitality or expenses must never be offered or received in connection with a bidding process or associated with a contract award.

Money laundering

As a supplier to Duun, we will actively oppose all forms of money laundering, including taking measures to prevent our financial transactions from being used by others to launder money.

Competition

As a supplier to Duun, we must not under any circumstances cause or become involved in violations of rules on free competition, including illegal price collusion, illegal market sharing, or other relevant laws on free competition.

Data privacy

As a supplier to Duun, we comply with contractual, international and local data privacy laws on secure data processing.

Health and safety (HSE)

As a supplier to Duun, we work purposefully and continuously for a healthy, safe and secure work environment for all our employees and all employees in the value chain.

Forced labour
As Duun suppliers, we refrain from any pressure on our employees or suppliers to carry out work against their will. We will also refrain from demanding a deposit from employees or binding identity papers.

Minimum age of labour
As a supplier to Duun, we will not employ children below the age of 16 on the payroll, and persons under the age of 18 will not perform any risky/hazardous work.

Freedom of association
As a supplier to Duun, we recognize the employees' right to organize and to collectively negotiate rights. We also recognize equally their right to remain non-unionised.

Employment
As a supplier to Duun, we must operate in accordance with local laws and agreements when it comes to working hours arrangements.
We must ensure that wages paid to employees and hired labour are considered fair and in compliance with local law and agreements.
We must ensure that all our employees are provided with written agreements of employment setting out employment conditions in a language understandable to the employee and that the employee has knowledge of and access to their rights.

Non-discrimination
As a supplier to Duun, we treat our employees and hired labour equally and fairly. We do not accept any form of harassment or discrimination based on age, gender, religion or any other reason. We support equal rights and fair treatment in employment for our employees and hired labour, including migrant workers.

Minority rights
As a supplier to Duun, we will pay special attention of the rights of indigenous people and minority groups who are in any way affected by our operations. We will work actively to minimize all impacts.

Environment, climate and nature protection
As a supplier to Duun, we must work to minimize negative impacts on the environment throughout our production and the full life cycle of our products. We will work to make our processes more energy efficient and minimize harmful emissions and continuously reduce the emission of greenhouse gases. We must comply with national and international laws and emission permits.

Dangerous substances and product safety
We label hazardous materials, chemicals and substances and ensure they are safely handled, transported and stored. We also ensure they are recycled to the largest extent possible and disposed of in a safe way for both, personnel and the environment. We avoid all substances listed in the A20 list (environmental toxins list).

Human trafficking and sexual services
As a supplier to Duun, we do not accept any form of human trafficking and/or sexual services by our employees or our suppliers' employees in connection with our operations.

Business partners, agents or other intermediaries
As a supplier to Duun, we will ensure that no third-party intermediary or agent will be contracted to work for Duun without specific approval in advance.

Whistleblowing – access to remedy
As a supplier to Duun, we will ensure that all our employees and suppliers have the opportunity to report concerns about potential breaches of the requirements set out in this document. Duun must be notified if any investigation is launched that includes business with Duun.
We will ensure that complaints or notifications related to the points in this Supplier Declaration, and that are within our sphere of influence, are handled in a professional manner and that measures are taken to correct the discrepancy.

By signing this document, we confirm that we comply with the requirements in the Supplier Declaration. We agree that Duun may audit in the above-mentioned areas and if deviations are not corrected, this may result in the termination of the business relationship.

Organization number and name of supplier: …………………………… / …………………………………………………………..

Date/place): …………………. / …………………………………………………………………………..

Signature: ………………………………………………………………………………………

Name in capital letters: ………………………………………………………………………..

Job title: …………………………………………………………………………...