

# INTEC PUMPER AS CODE OF CONDUCT





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**OPENNESS**

**COMPETENCE**

**ACCOUNTABILITY**

**FLEXIBILITY**



# Background

Intec Pumpers objective is to be the obvious choice for customers and suppliers when it comes to pumps, pumping stations and related equipment. Intec Pumper seeks to ensure that it has the most satisfied customers in the sector, the highest levels of employee commitment, and to create sustainable and profitable growth.

Sustainable business activity entails work at multiple levels. Among other things, we are working to develop more sustainable products, conduct responsible procurement and minimise our environmental footprint.

Our values of accountability, openness, competence and flexibility serve to guide us in our day-to-day work. Together with this Code of Conduct, which summarises the high-level principles governing responsible behaviour, these values provide a framework that guides all conduct linked to our daily operations. Since our business partners are an important part of our operations, we also expect them to respect and engage with both our values and this Code of Conduct.

Our Code of Conduct is based on:

- The UN Universal Declaration of Human Rights and associated UN Conventions, such as the UN Convention on the Rights of the Child
- The ILO Conventions concerning Multinational Enterprises and Social Policy
- OECD Guidelines for Multinational Enterprises
- The UN Global Compact

Sign:



Ole Hellem

CEO

Intec Pumper AS



# Scope and application

Our ethical guidelines apply to all employees of Intec Pumper AS, all suppliers and business partners. The ethical guidelines are also used when evaluating business partners and suppliers.



## **Compliance with legislation**

This Code of Conduct does not replace legislation, and Intec Pumper AS must always comply with the legal requirements and regulations prevailing in the countries in which we operate. We demand the same requirements of our suppliers and business partners. If there is a conflict between this Code of Conduct and prevailing legislation, the legislation shall take precedence. However, in matters where this Code of Conduct sets a higher standard than existing legislation, the Code of Conduct shall apply.

## **Implementation and compliance monitoring**

Intec Pumpers Managing Director assumes overall responsibility for the implementation of, and compliance with, the company's Code of Conduct. All employees have a responsibility to implement and adhere to this Code as part of their respective roles and fields of responsibility. It is the responsibility of employees to ensure that they understand and comply with the content of this Code of Conduct and other related documents. Moreover, supervisors are responsible for ensuring that employees are updated on current policies as part of their annual appraisals.

We continuously monitor our operations in order to ensure that they comply with our obligations as set out in this Code of Conduct. All employees at Intec Pumper AS will receive annual training linked to the Code, which also constitutes part of our induction programme for new employees (onboarding).

## **Notification of discrepancies**

If you or your colleagues believe that Intec Pumper AS does not act in accordance with the Code of Conduct, or that Intec Pumper's business partners do not meet the conditions of the Code of Conduct, we encourage you to immediately contact the general manager of Intec Pumper.

## **Monitoring of suppliers**

By approving Intec Pumpers Code of Conduct, a Supplier also undertakes to adhere to it. Moreover, the Supplier grants both Intec Pumper and Intec Pumper's customers the right to monitor adherence to the Code by means of various types of inspections other measures. Any suspicion of a breach of Intec Pumper's Code of Conduct must be addressed without undue delay. Suppliers who enter into an agreement with Intec Pumper are responsible for implementing and following up that relevant parts of the Code of Conduct are complied with.

# Business code of ethics

Intec Pumper's conduct in all situations, regardless of the country or market, shall be characterised by responsibility and respect for customers, suppliers and the local communities in which we operate. Ethical conduct and good business practice are crucial to our development and profitability. We shall engage with our business partners entirely on the basis of commercial arguments. The aim here is to develop stable business relations within which Intec Pumper AS is regarded as a responsible and professional partner.





## **Fair competition**

We never enter into contracts or agreements with a competitor, either explicitly, implicitly, verbally or in writing, regarding pricing, discounts, promotions, tendering, sales terms or sales territory. We do not exchange sensitive market information with our competitors, either directly or through sector associations, suppliers or customers.

## **Corruption/bribery**

Bribery and any other forms of corrupt conduct are strictly prohibited. Neither Intec Pumper AS in its own right nor any other party acting on behalf of Intec Pumper AS may grant, offer or mediate payments, gifts or other benefits that may affect or be perceived as affecting the objectivity of a business decision or a decision being made by a public authority. Likewise, neither Intec Pumper as a company nor anyone acting on behalf of the company shall accept, receive or request gifts or other benefits.

## **Conflicts of interest**

Every effort must be made to avoid conflicts of interest between Intec Pumper AS and Intec Pumper's business partners. Examples of such conflicts of interest may involve personal financial interests and purchase or sales transactions with family members or close friends. We shall always put Intec Pumper's interests ahead of our personal interests.

## **Integrity**

Intec Pumper AS is committed to maintaining high standards in matters concerning information security, integrity and transparency. The protection and administration of information in compliance with prevailing legal requirements is assigned high priority at Intec Pumper AS.

We are permitted to gather and process personal information, such as the contact details of employees at a given company, for the purposes of conducting our business operations. All confidential personal information is held securely. We shall not release information to any company outside of Intec Pumper AS unless this is required by prevailing legislation.

# Human rights and employment conditions

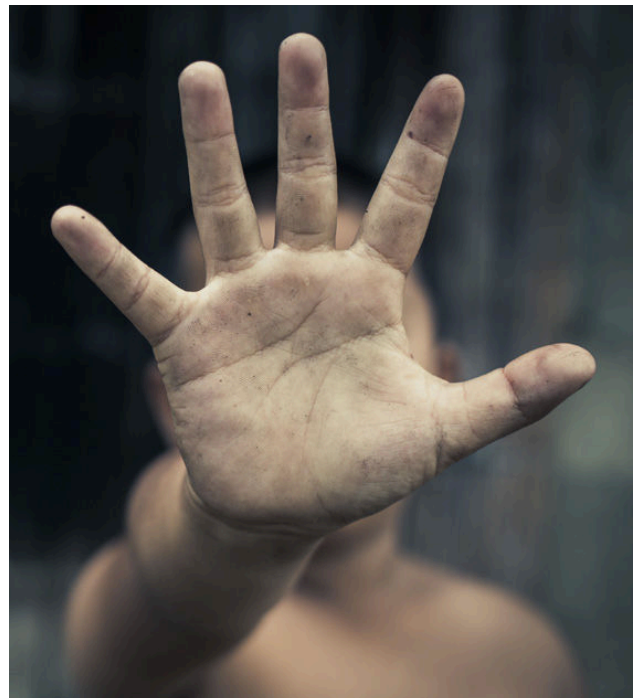
Human rights must be safeguarded throughout the entire value chain. Employees must be treated fairly – as equals and with respect.

## **Barnearbeid**

*(UN Convention on the Rights of the Child; ILO Conventions nos. 79, 138 and 182; ILO recommendation no. 146)*

All children<sup>1</sup> must be safeguarded from economic exploitation and from performing any work that may be harmful to their physical or mental health, or which adversely affects their opportunities to obtain an education.

Intec Pumper AS does not condone child labour. In cases where, in spite of the strenuous efforts of Intec Pumper AS to avoid it, it is established that children are found to be involved in product manufacture, the employer shall act in the interests of the child. Intec Pumper's business partners are expected to work together to identify a satisfactory resolution that improves the situation of each individual child.



## **Forced labour**

*(ILO Conventions nos. 29 and 105)*

*No form of forced labour or work linked to any kind of contingent punishment is permitted. All employees must be permitted free movement during the period of their employment. An employer is not permitted to confiscate identity cards, travel documents or other essential personal documents from his employees, thus preventing them from freely terminating their employment.*

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<sup>1</sup>In this context, a child is a person under the age of 15. If relevant national legislation prescribes a higher age, this shall be the age that applies.



## Responsible extraction of minerals

Conflict minerals<sup>2</sup> are minerals extracted in high-risk and conflict-affected areas, the use of which directly or indirectly contributes to the financing of armed groups likely to commit serious human rights violations. Intec Pumper AS is committed to the ethical purchase of minerals that are used in our products and to work together with our suppliers to address the process of responsible minerals purchase. We are also committed to making it possible for our customers to meet their reporting obligations.

## Marginalised population groups

(Articles 1 and 2 of the UN International Covenant on Civil and Political Rights; ILO Convention no. 169)

The production and use of natural resources must not contribute to the destruction and/or deterioration of resource bases or sources of income used by marginalised population groups that results from the expropriation of extensive land areas or the exploitation of water or other natural resources on which such groups depend. In the event of conflicts with local communities regarding the utilisation of land or other natural resources, the parties must engage in negotiations that enshrine respect for individual and collective rights to areas or resources on the basis of local custom and practice. This principle also applies in situations where rights have not been formalised.

## Employment terms and conditions/wages and salaries

(ILO Conventions nos. 87, 98, 135 and 154)

*Intec Pumper respects its employees' rights to organise, or not, by the formation of trades unions and to negotiate collectively or individually in accordance with local legislation. No employee shall risk being subject to harassment or reprisals as a result of exercising these rights.*



<sup>2</sup>The term 'conflict minerals' refers to tin, tantalum, wolfram and gold, and is used by the EU, the OECD and the UN, among others. Read more about this on the website [www.responsiblemineralsinitiative.org](http://www.responsiblemineralsinitiative.org).

## **Employment terms and conditions/wages and salaries**

*(ILO Convention no. 131)*

Intec Pumper AS must ensure that employment contracts, terms of employment, wages and benefits comply with national legislation. Employees must receive minimum wage in accordance with local laws and regulations. Overtime must be paid extra. Wages must be paid regularly. Deductions from wages must be transparent and must never be used as a disciplinary measure.

All employees must have a written, understandable and legally binding employment agreement. The employer must not systematically use part-time, short-term or temporary employees, interns or false apprenticeship contracts, in order to pay lower wages and fewer benefits.

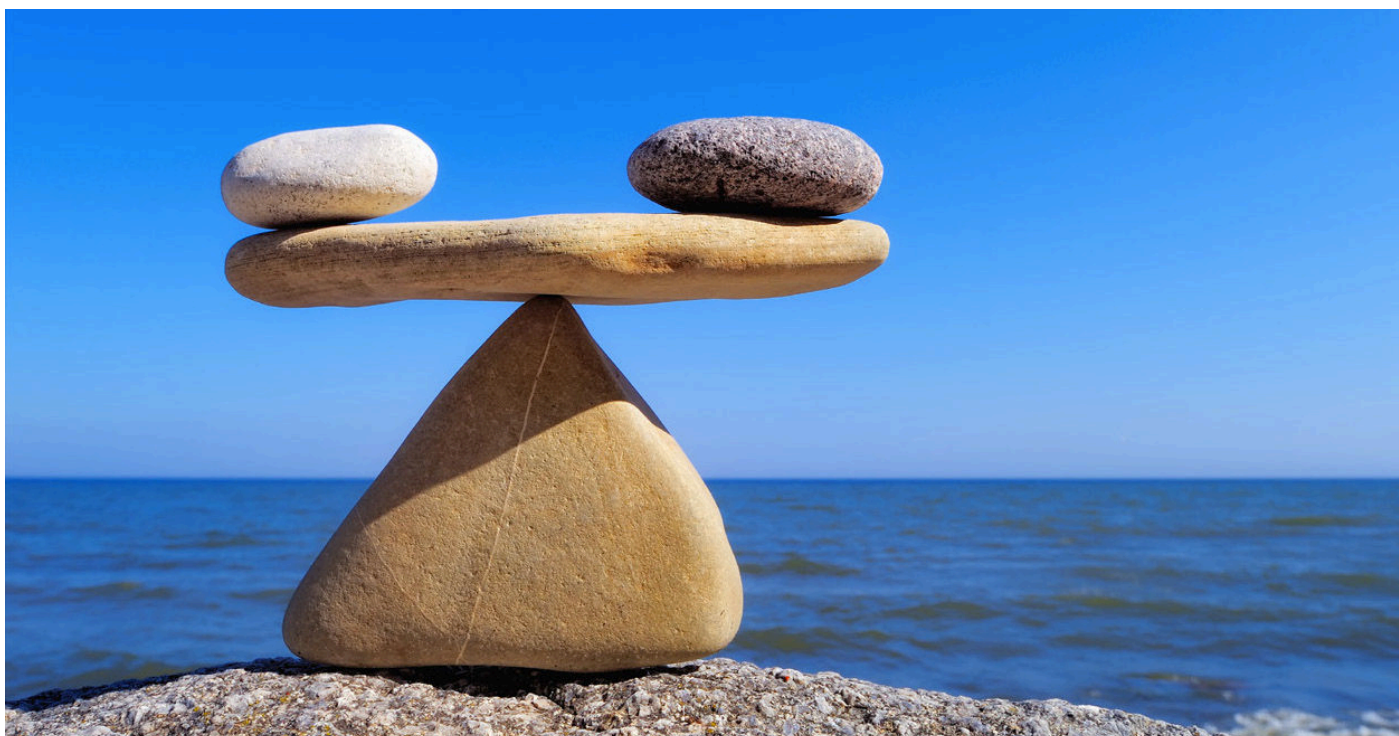
Employees on parental leave cannot be fired or threatened with dismissal and must have the opportunity to return to their previous position with the same conditions and benefits.

All workers must have access to clean water and toilets that are adapted to the number of employees. If housing is made available, it must be suitable for its purpose and meet the same requirements as stated in the previous sentence.

## **Working hours**

*(ILO Conventions nos. 1 and 14)*

Intec Pumper AS must ensure that mandatory working hours provisions are adhered to and that working hours are in accordance with national legislation or prevailing wage/salary agreements. Mandatory overtime work shall be restricted, and Suppliers must ensure that any overtime is only carried out with employee consent. Suppliers must respect and adhere to prevailing legislation, international conventions and collective agreements in matters concerning working hours and breaks, including overtime and holidays, sickness absence, parental leave, as well as provisions governing other forms of leave. Suppliers must respect their employees' needs for restitution and must ensure that all employees have a right to adequate paid holiday which, as a minimum requirement, must comply with prevailing national/international legislation.



### **Diversity and equality**

Intec Pumper AS values and promotes diversity and gender equality. By promoting an inclusive culture, we are committed to maintaining a working environment based on respect for each person's unique and equal value and their right to fulfil their full potential. In situations where this is necessary, action must be taken in the workplace to ensure that measures are put in place with the aim of achieving individual equal rights and opportunity regardless of ethnicity, gender, gender identity, disability, religion or faith, sexual orientation and age. We distance ourselves from all forms of discrimination, harassment and degrading treatment. Our adopted perspective on humanity is based on a respect for each person's unique and equal value.

Intec Pumper AS shall work to ensure that active measures are taken to achieve equal rights and opportunity in the workplace regardless of differences in gender, ethnicity and life stance. We shall also work specifically to counter discrimination rooted in said differences.

### **Discrimination, harassment and brutal treatment**

*(ILO Conventions nos. 100 and 111; the UN Convention on the Elimination of all Forms of Discrimination against Women)*

Intec Pumper is against all forms of discrimination, harassment and degrading treatment, and must put measures in place to combat discrimination in these areas. All forms of discrimination and harassment must be notified and dealt with without delay, with due consideration for the victim.



# The working environment and safety

Intec Pumper is working systematically to promote a safe and healthy working environment. Risks that may lead to accidents or health impairment must be dealt with without delay.

## The working environment

*(ILO Convention no. 155 and Recommendation no. 164)*

Our work to promote the working environment is grounded in legislation prevailing in the countries in which we operate. In the case of Intec Pumper AS, this entails the promotion of a safe working environment. For example, workplaces must be kept clean, production machinery shall be safe to use, and instructions regarding personal protective and work equipment must be adhered to.



Intec Pumper AS continues to work to promote attitudes and behaviour that serve to ensure a healthy safety culture.

### **Safety**

Hazardous materials and dangerous equipment must be stored, handled and transported in compliance with prevailing legislation. Emergency exits must be clearly marked. Exits must not be blocked and must be well-lit. All employees must be informed of the location of safety devices such as emergency exits, fire extinguishers, first aid equipment, etc.



### **Abuse of alcohol and/or narcotic substances**

The process of creating safe and secure workplaces requires putting measures in place to prevent and combat the adverse consequences of harmful substance use. Intec Pumper AS operates with zero tolerance of the use of alcohol and other narcotic substances during working hours. Nor does it permit persons under the influence of said substances to remain on company premises. The objective of this rule is to prevent sickness, accidents and substance abuse, and to facilitate a process of support and rehabilitation should this become necessary.

# The environment and quality

Intec Pumper AS is working actively to reduce the negative environmental impact of our operations, with a focus on products, transport, energy consumption and recycling. Intec Pumper AS gives due consideration to quality and environmental issues at all levels within the company. Adherence to prevailing mandatory environmental regulations in all countries in which the company operates must be regarded as a minimum requirement.

*(ILO Convention no. 155 and Recommendation no. 164)*

Intec Pumper AS supports and encourages sustainable innovation as a means of meeting customer demand. In matters relating to quality and the environment, the expectations of all stakeholders are taken into consideration. This means that dialogue with our customers, suppliers and other partners represents a source of renewal and improvement.

## **Product content**

The monitoring of Norwegian and European legislation governing permitted substances and the use of hazardous substances is a matter of course. Intec Pumper AS expects, and is working towards ensuring, that products and services always meet prevailing legal and safety requirements.





# Personal data protection and information security (GDPR)

Suppliers must adhere at all times to prevailing personal data protection and information security legislation in matters concerning the collection, storage, transfer, sharing and other administration of personal data. Suppliers must implement proportionate procedures and systems to prevent the unauthorised acquisition, use or sharing of data/information and materials. Suppliers must put in place the technical and organisational measures necessary to ensure the safeguarding of personal data and confidential information.

## **Suppliers' management systems; inspections and reporting**

An effective management system is essential to the implementation of this Code of Conduct. Intec Pumper AS wishes to emphasise the importance of ensuring that suppliers operate with systems that support said implementation.

## **Expectations are highlighted by means of the following:**

- The supplier must appoint a responsible person holding a key position within the company to implement the Code of Conduct within his/her organisation.
- The supplier shall make the Code of Conduct known to all relevant divisions within his organisation.
- The supplier shall obtain the consent of Intec Pumper AS prior to the delegation of production, or parts of the production process, to a subsupplier/ subcontractor in situations where this has not been agreed in advance.
- The supplier must be able to provide an account of where the goods that have been ordered by Intec Pumper AS have been manufactured. Documentation and storage
- Intec Pumper AS, or an appointed third party, is entitled to carry out audits and inspections at supplier/subsupplier premises in order to check that the supplier is adhering to Intec Pumper AS Code of Conduct.
- The supplier undertakes to offer his assistance in implementing audits and inspections, including by making essential documentation fully available.

Signatur leverandør: \_\_\_\_\_



# INTEC PUMPER

[pumper.no](http://pumper.no)