



CBK Distribusjon AS
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Code of Conduct

1.0 Introduction

This code of conduct applies to our sourcing and trading partners specifically where we are importer of the products. At CBK Distribusjon, we promote decent working and environmental standards in our supply chains. We cooperate closely with our suppliers and business partners in pursuit of this aim. Accordingly, we have prepared this code of conduct to illustrate what we expect of our suppliers and business partners. The code of conduct covers human rights, workers' rights, the environment and corruption.

2.0 Local and national requirements

Suppliers to CBK Distribusjon must comply with all applicable national laws, industry minimum standards, and International Labour Convention and United Nations conventions. Should the provisions of local and national law and the requirement of this Code of Conduct differ, the highest standard shall apply.

CBK Distribusjon's suppliers are to supply goods and services that are produced in compliance with the code of conduct. Moreover, the suppliers are to communicate the code of conduct to their sub-suppliers, and to monitor implementation.

A supplier must be able to document compliance with the code of conduct at CBK Distribusjon's request. Such documentation may take the form of self-declaration, follow-up meetings, and/or inspections of the working conditions at production sites. The supplier will be obliged to name and provide contact information for any sub-supplier that CBK Distribusjon wishes to inspect.



In the event of a breach of the code of conduct, CBK Distribusjon and the supplier will jointly prepare a plan for remedying the breach. Remediation must take place within a reasonable period of time. The contract will only be terminated if the supplier remains unwilling to remedy the breach following repeated enquiries.

CBK Distribusjon strive to work with suppliers who treat their workers with dignity and respect, adhere to applicable laws and regulations, and make their products in an environmentally sustainable manner. This is in compliance with our customers' expectations.

3.0 Labour conditions

3.1 Forced Labour

Suppliers shall not use forced labour, whether in the form of involuntary prison labour, indentured labour, bonded labour, or otherwise.

Employees shall not be required to pay a deposit or surrender their identity papers to an employer, and they shall be free to terminate a work contract after a reasonable period of notice. Employees shall have the right to leave the workplace after reasonable notice.

3.2 Child labour

Suppliers shall not employ people younger than 15, or the minimum age for completing compulsory education in the country of manufacture, whichever is higher.

Children under the age of 18 shall not engage in labour that is hazardous to their health, safety, or morals. Night work is not accepted.

If child labour is found, the supplier must make immediate action. An action plan must be developed and implemented. Such a plan must be in the best interests of the child, the family, level of education and social situation. If such a plan is not developed and implemented, CBK Distribusjon and our business providers could stop all activity with this supplier promptly.



3.3 Freedom of Association and Collective Bargaining

Suppliers shall recognize and respect the right of employees to freedom of association and collective bargaining.

If such rights are limited by law, the supplier shall facilitate, and in no way hinder, parallel mechanisms for free and independent association and bargaining.

Discriminate against trade union representatives or prevent them from doing trade union work or limiting their access to their members in the workplace is not acceptable.

CBK Distribusjon nor any of its suppliers or employees, shall ever offer or accept illegal or unlawful monetary gifts or other forms of remuneration in order to secure business-related or private benefit, or benefit for customers, agents or suppliers.

Corruption in any form is not accepted, including bribery, extortion, kickbacks and improper private or professional benefits to customers, agents, contractors, suppliers or employees of any such party or government officials.

3.4 Discrimination and Personal Integrity

Suppliers shall not subject any person to discrimination in employment (including hiring, salary, benefits, advancement, discipline, termination, or retirement) on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, or social or ethnic origin.

Suppliers shall treat every employee with respect and dignity, and shall not subject any employee to physical, sexual, psychological, or verbal harassment or abuse.

3.5 Wages and Working Hours

Suppliers shall pay employees at least the minimum wage required by local law or exceed legal minimums and/or industry standards. Wages shall always be sufficient to cover living expenses and provide some additional disposable income.

In addition to their compensation for regular hours of work, suppliers shall compensate employees for overtime hours at the applicable premium rate in their country.



In countries that have not established premium overtime rates, suppliers shall not pay employees less than their regular hourly rate for overtime hours.

Working hours and public holidays shall be in accordance with national legislation or industrial standards and shall not exceed the working hours laid down in current international conventions.

Employees should not be required to work more than 60 hours a week except in extraordinary business circumstances. Overtime shall be voluntary and is recommended to be limited to maximum 12 hours per week. Employees should be granted at least one day off in every seven-day period.

3.6 Health and Safety

Suppliers shall comply with applicable environmental laws and regulations and provide a safe and healthy working environment to prevent accidents and injury to health

Regulations and procedures must be established and followed regarding occupational health and safety, fire protection and emergency preparedness. Systems to avoid potential threats to health and safety of all employees shall be established.

A management representative responsible for the health and safety of all employees shall be appointed.

Safety training should be held regular. Such training must be repeated for new and reassigned employees.

Employees shall have access to clean sanitary facilities and clean drinking water. If necessary, the supplier shall also ensure access to facilities for safe food storage.

In cases where the supplier provides accommodation, it shall be clean, safe, good ventilation, and have access to clean sanitary facilities and clean drinking water. Fire safety and emergency evacuation plans must be of the same standard as in the working environment. There must also be held regular safety training in the residential.

4.0 Monitoring and Compliance

4.1 Management systems

The supplier shall define and implement a policy for social accountability. The social accountability policy shall be communicated and accessible to all employees.



Top management shall define and implement a management system to ensure that the requirements of this Code of Conduct can be met.

Management is responsible for the correct implementation and the communication of the requirements of the Code of Conduct to all employees.

The supplier must respond to concerns of employees with regards to compliance of the supplier's policy and/or the requirements of this Code of Conduct.

4.2 Monitoring

CBK Distribusjon shall have the right to monitor factories producing for CBK Distribusjon through audits by third parties and visits by CBK Distribusjon or our business partner's personnel.

4.2 Compliance

If we determine that a particular factory does not comply with our Code of Conduct, we typically strive to work with the supplier to develop and implement an appropriate corrective action plan. CBK Distribusjon may elect to end its relationship with a supplier at any time for failing to adhere to our Code of Conduct.

Date: _____

Name of company: _____

Signature: _____

Signatories printed name:

(Please add company stamp)