

1. Introduction

1.1 Purpose

The purpose of this code of conduct is to ensure that, to the greatest extent possible, id huset's suppliers operate in accordance with internationally recognised minimum standards on human rights, labour and the environment.

Id huset meets the said standards and therefore expects no less from its suppliers. Consequently, any co-operation with id huset is conditional upon the supplier accepting and acknowledging this code of conduct by way of its signature.

1.2 Scope of application

This code of conduct applies to all id huset's suppliers. The provisions hereof extend to all workers, regardless of their status or relationship with the supplier. The provisions therefore also apply to workers having an informal relationship with the supplier, being engaged by way of short-term contracts or on a part-time basis.

1.3 Compliance

In addition to meeting the provisions of this code of conduct, suppliers must comply with national legislation as well as other applicable standards, *e.g.*, collective bargaining agreements or other codes of conduct. In the event of discrepancy between the provisions of this code of conduct and national legislation or other applicable standards, the supplier must aim at ensuring compliance with the higher or more stringent requirements.

2. Standards

2.1 International standards

This code of conduct is based on the general principles laid down in the eight fundamental ILO Conventions (The International Labour Organization's Declaration on Fundamental Principles and Rights at Work) and the Universal Declaration of Human Rights, particularly Articles 23, 24 and 25 of the latter.

2.2 Forced labour

The supplier must not participate in, nor benefit from, any form of forced labour. This includes slavery, bonded labour and human trafficking.

The workers must at any time be able to leave their workplace. Consequently, the supplier must abstain from retaining the passports, identity cards and other personal papers of its workers.

2.3 Child labour and young workers

Under no circumstances may the supplier use or benefit from any form of child labour. The minimum age of the workers must not be lower than the age of completion of compulsory schooling. Irrespective of the results thereof, the supplier cannot employ workers younger than 15 years of age (14 years of age where established by national legislation in accordance with the ILO developing-country exception).

If the supplier becomes aware that it employs children of school age, this must not result in the immediate termination of the employment. On the contrary, the supplier must provide for a remedial school programme which is financially supported by the supplier.

Where permitted by national legislation, the supplier is allowed to employ children between the ages of 12 and 15 to perform a few hours of light work per day. However, this cannot interfere with the child's schooling.

The supplier must abstain from employing workers below the age of 18 to perform any type of work which is likely to jeopardise their safety or health.

2.4 Non-discrimination

The supplier cannot, either directly or indirectly, discriminate on the basis of race, gender, colour, sexuality, language, religion, political persuasion, national or social

origin. Consequently, the employment, remuneration, promotion and termination of workers must be based on objective and relevant criteria.

2.5 Freedom of association

The supplier must not interfere with the workers' rights to form and join associations. Those representing the workers must under no circumstances be subject to discrimination and must be given full access to the workers at the workplace. The supplier must recognise representatives elected by the workers and negotiate with them in good faith in respect of all important workplace matters.

If trade unions are not allowed in the area of operation of the supplier, or only state-authorized organisations are allowed, the supplier must make it easier for the workers to create alternative forums in which they may freely discuss work-related subjects.

2.6 Working environment

The supplier must ensure that the workers are offered a secure and safe working environment. Consequently, the workers must be provided with safety equipment and be given detailed instructions enabling them to safely perform their jobs.

The supplier must provide a suitable, clean and sanitary infrastructure, including access to toilets and potable water.

If the supplier provides accommodation for its workers, the same requirements must be met.

2.7 Employment terms

In every respect, the supplier must protect its workers from any form of verbal, psychological, physical or sexual harassment at the work place.

The workers must receive remuneration in compliance with the minimum standards of the country in question, and the remuneration must measure up to the value created by the worker for the supplier. Notwithstanding the said standards, the remuneration paid by the supplier must enable the workers to meet their own basic needs and the needs of their families. Overtime must be remunerated. The remuneration must be paid on a current basis in accordance with the laws of the country in question. Deductions from the said remuneration must be transparent and can never be used as a disciplinary measure.

The supplier must provide all workers with a written, understandable, and legally binding employment contract.

The workers are entitled to paid holiday and sick leave every year, and the workers have a right to parental leave. Women on maternity leave will not face dismissal or threat of dismissal and must be able to return to their former employment on the same terms and conditions.

The supplier must ensure that the working week is limited to a maximum of 48 hours. Any overtime work must be voluntary, infrequent, and can never exceed 12 hours per week. Workers are entitled to at least one day off per week and must be allowed to take breaks while working.

3. Implementation

3.1 Documentation

To ensure compliance with this code of conduct, the supplier is required to keep records and provide documentation. Records must be available to id huset at any time upon request. Appropriate records include, but are not limited to:

- Name and age of all workers
- Timesheets
- Payroll records, including wage slip and overtime wage records
- Specification of accidents
- Environmental records and other public permits
- Relevant internal policies (e.g., regarding working environment and recruitment)
- Records of non-compliance with this code of conduct, including a summary of the corrective actions taken to remedy the deficiencies.

Furthermore, the supplier must be able to document that the workers have read and understood this code of conduct and their consequential rights.

3.2 Relations to sub-suppliers

The supplier is responsible for ensuring that any sub-suppliers comply with this code of conduct. As part of this obligation, the supplier must:

- Inform which companies are part of the supply chain in relation to id huset's products.
- Choose its partners and suppliers based on their ability to comply with id huset's code of conduct.
- Make an effort to check that sub-suppliers operate in compliance with this code of conduct.

3.3 Monitoring

To the greatest extent possible, id huset monitors its suppliers in order to ensure that this code of conduct is complied with. Consequently, the supplier must at any point in time accept on-site inspections, irrespective of whether such inspections are carried out unannounced.

In connection with the said on-site inspections, the supplier must grant physical access to all premises and records.

This access must also be granted to any independent third parties appointed by id huset to carry out such on-site inspections.

3.4 Enforcement and corrective action

If a supplier does not comply with the requirements of this code of conduct, the supplier must promptly take corrective action to remedy the deficiencies as well as take measures to prevent similar problems from recurring in the future.

If any specific non-compliance is found during on-site inspections, the supplier is by id huset given a time limit within which it must take corrective action. If the supplier is not capable of taking corrective action, id huset is willing to enter into a constructive dialogue with the supplier to develop and implement an action plan to improve the working conditions. If the supplier accepts to use its best endeavours to comply with the said action plan, the co-operation between id huset and the supplier may continue.

In the event of repeated and serious non-compliance with the requirements of the code of conduct, id huset reserves the right to terminate the co-operation, also in respect of orders already placed.

3.5 Zero-tolerance standards

Notwithstanding item 3.4 above, id huset will under no circumstances do business with suppliers who violate fundamental human rights. The following practices are therefore considered unacceptable and will lead to immediate termination of the co-operation, and the supplier will be reported to the relevant authorities:

- Use of forced labour, including slavery, forced prison labour and human trafficking
- Worst forms of child labour, including forced child labour, child prostitution and other types of work jeopardising the health and safety of the children
- Any harsh, inhumane or degrading treatment or punishment of workers

- A working environment exposing the workers to life-threatening surroundings in which case such workers have not been informed of the risks and where safety precautions have not been made
- Deliberate pollution of air and water or substantial soil contamination.