

# CODE OF CONDUCT

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## 1. PURPOSE AND SCOPE

The purpose of this document is to provide information on what requirements and expectations Norwegian Offshore Rental sets in relation to values and standards for human rights, employee rights, environmental protection, and anti-corruption behaviour.

## 2. RESPONSIBILITY AND AUTHORITY

The Code of Conduct applies to all directors, managers, and employees of Norwegian Offshore Rental. It is the responsibility of the Managing Director to make these guidelines known and ensure compliance. Every member of Norwegian Offshore Rental shall familiarize and comply with the guidelines. Anyone who violates Norwegian Offshore Rental rules or guidelines shall face the consequences in proportion to the nature and extents of the violation.

## 3. WORKING ENVIRONMENT AND EMPLOYMENT CONDITIONS

Norwegian Offshore Rental shall be a good and professional workplace with an inclusive work environment and shall comply with recognized international conventions, including the International Labor Organization's (ILO) core conventions. Our members shall act with respect and integrity towards colleagues and others with whom they come into contact through their employment.

Norwegian Offshore Rental shall promote good health and provide a safe working environment in accordance with national and international standards. Our members have a co-responsibility for achieving this goal. We shall control Health, Environment and Safety risk in the workplace to prevent accidents and occupational diseases. The physical working environment is regulated through procedures and manuals and the various requirements laid down in laws and regulations. The work environment includes the task allocation and workload management. When the task allocation impacts the working dynamics the immediate manager shall explore alternative solutions.

### 3.1. Discrimination

Norwegian Offshore Rental rejects any form of discrimination and shall promote equality in the workplace. Direct or indirect discrimination on grounds of race, colour, gender, sexual orientation, age, disability, language, religion, political or other cultural belief, national or



social origin, property, birth, or other status shall not take place. We uphold a zero-tolerance policy towards behaviours that employees may interpret as degrading. This encompasses psychological or sexual harassment, as well as discriminatory statements or language, and any form of sexual, coercive, threatening, defamatory, or exploitative physical contact.

### **3.2. Forced Labour**

Norwegian Offshore Rental rejects forced labour. All engagements with Norwegian Offshore Rental must be entered into voluntarily and without any form of coercion or threats. All employees are entitled to form associations or unions.

### **3.3. Child Labour**

An employee shall not be less than 15 years or 14 years if this is in accordance with national law and the ILO Convention's exception for developing countries. Youth over the age of 15 may have jobs that are not detrimental to their safety, health, development, or education. Adolescents between the ages of 15 and 18 can, in certain cases, work as part of a vocational training. Children under the age of 15 or school attendants may perform light cultural or similar work if the child is 13 years of age; The working hours shall not exceed 2 hours per day on days of teaching and 12 hours per week on weeks of teaching, and 7 hours per day on tuition-free days and 35 hours on tuition-free weeks. If vendors, for example, abroad, are found to let school-age children work, it is important to make sure that the vendor creates a scheme that gives children access to education and financial support, rather than simply removing them from their work. If you become aware of working conditions in violation of rules, you should immediately notify your immediate manager or other suitable superior. The working relationship must be immediately corrected in the best interest of the child.

## **4. CONFIDENTIALITY AND INFORMATION**

Company internal information that the employee learns and is aware of shall not be used or left to others. The same confidentiality applies to information about our customers and similar matters thereof. The duty of confidentiality also applies after the end of work or contractual relationships if the information must be deemed to be sensitive or otherwise confidential.



## **5. CORRUPTION AND BRIBERY**

Norwegian Offshore Rental prohibits corruption in all its forms. Our members shall never directly or indirectly offer or receive illegal or improper monetary gifts or other allowances to obtain business or private benefits for their self, family members or third parties. Certain gifts can be received when the value is low and given in full transparency. You should always exercise caution in relation to offering or accepting gifts and courtesy gestures. You shall not receive gifts or other allowances if it is reasonable to assume that this can influence business decisions. In case of doubt the employee shall seek advice from the immediate manager.

There shall be no bias towards suppliers. Suppliers shall be evaluated based on competitive pricing, quality, availability, or other objective criteria rather than any connections to friends, family, or third parties.

## **6. ENVIRONMENTAL PROTECTION**

Norwegian Offshore Rental is committed to safeguarding the external environment and contributing to the development and improvement of the local environment and the global ecosystem. The company aims not to pollute the external environment, and to be a contributor to sustainable development of society. We will promote the use and prevalence of environmentally friendly technology. Our members are responsible for contributing towards the achievement this policy.

## **7. PROPERTY MANAGEMENT**

Norwegian Offshore Rental property and assets, such as buildings and equipment, shall be managed and secured appropriately. The employees shall comply with the company's security requirements regarding access to or from the premises, use of company's facilities, IT resources, access to electronic resources and documents. The company's equipment and property can only be used for personal purposes if this is agreed in connection with the employment relationship or permitted by Norwegian Offshore Rental rules and guidelines.

## **8. TRANSPARENCY ACT**

Norwegian Offshore Rental acts with transparency and Human Rights are an important part of its business. We work actively to deal with negative impacts on the basis of Human Rights and fair working conditions. Transparency is paramount for Norwegian Offshore Rental, and we shall ensure that our company performs every year the assessment indicated in the Transparency Act and that the public



has access to the information regarding how we execute our assessment and how we address adverse consequences related to basic Human Rights and decent working conditions. We perform our assessment with due diligence following the OECD's (Organisation for Economic Cooperation and Development) guidelines for multinational companies.

