

## CODE OF CONDUCT

### Compliance with laws

As a supplier to Mento AS we will comply with all applicable laws and regulations where we operate.

### Business ethics

As a supplier to Mento AS we will sell and market our products and services fairly and honestly on the basis of their quality, capabilities, price, service level and other legitimate attributes.

### Improper Payments

As a supplier to Mento AS we will not, in order to obtain or retain business or any advantage in the conduct of business, offer, promise or give any improper advantage to a public official (or a third party) to make the official act or refrain from acting in relation to the performance of his/her official duties. This applies regardless whether the advantage is offered directly or through an intermediary.

### Gifts, Hospitality and Expenses

As a supplier to Mento AS we will not offer directly or indirectly, to Mento employees or representative or anyone closely related to them gifts except for promotional items of minimal value normally bearing a company logo.

Hospitality such as social events, meals or entertainment may be offered if there is a clear business reason, but the cost must be kept within reasonable limits. Travel accommodation and other expenses for the individual representing Mento will always be paid by Mento.

Hospitality expenses, gifts or other favours shall not be offered or received in situations of contract bidding, evaluation or award.

### Conflict of Interest

As a supplier to Mento AS we, and our employees, will not take part in or seek to influence any decision under circumstances that can give rise to an actual or perceived conflict of interests. Such circumstances may be a business interest or a personal interest in the subject matter – economically or otherwise – directly or through someone closely related. If we become aware of a potential conflict of interest we will, without delay, notify Mento AS.

### Minority Rights

As a supplier to Mento AS, we recognise and shall respect the special importance of the social, cultural, religious and spiritual values and practices of the indigenous and tribal peoples and their relationship with the land or territories. To the extent our work may affect indigenous peoples, a process to minimize and manage such impacts will be undertaken.

### Minimum Age of Labour

As a supplier to Mento AS we shall not employ children below the age of 15. If the child is secured the right for education, play, rest and family life, limited exceptions may be made if this is clearly in the best interests of the child.

### Forced Labour

As a supplier to Mento AS we will not engage or employ people against their own free will, nor will personnel be required to lodge “deposits” or identity papers upon commencing employment.

### Freedom of Association & Right to collective Bargaining

As a supplier to Mento AS we recognise that our employees are entitled to be – or refrain from being – union members and to be represented in collective bargaining agreements. In countries where these rights are restricted our employees will anyway have the right to influence their work situation.

### Working Hours

As a supplier to Mento AS we will comply with local law or agreements regarding working hours.

### Wages

As a supplier to Mento AS we will ensure that wages paid to employees and hired labour are considered fair.

### Employment Practices

As a supplier to Mento AS we will treat our employees equally and fairly. We will not accept any form of harassment or discrimination.

### Health and Safety

As a supplier to Mento AS we will work ambitiously, through continuous improvement, for a healthy work environment and safe and secure conduct according to internationally recognized health and safety management principles, practices and applicable law.

### Drugs and alcohol

As a supplier to Mento AS we will strive to ensure that our employees do not distribute, possess, use or work under the influence of drugs or alcohol.

### Accuracy of records and finance

As a supplier to Mento AS we shall have accurate record-keeping based on International Financial Reporting Standards and principles for Anti-money laundering

Document id:	533693	Revision no.:	03	Approved date::	30.10.2018
Approved by:	Helge Møller				Page 1 of 2

### Security Recourses

As a supplier to Mento AS we will observe strict requirements for the selection of security contractors to avoid human rights risks in countries where security firms are not properly regulated.

### Environment

As a supplier to Mento AS we will work according to internationally recognized environmental management principles and aim for continuous improvement. We will comply with national environmental legislation and discharge permits. We will work to achieve energy efficiency and minimize harmful discharge, emissions and waste production in a lifecycle perspective.

### Selection of Business Partners, Agents and other Intermediaries

As a supplier to Mento AS we will promote that potential business partners, agents and intermediaries adopt the principles set forth in this Code of Conduct.

### Standard towards own Suppliers

As a supplier to Mento AS we will promote the implementation of the principles set forth in this Code of Conduct towards own suppliers, subcontractors, business partners, agents and business relations.

### Code of Conduct signed by supplier

Supplier name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Date \_\_\_\_\_  
 Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Signature \_\_\_\_\_

*By signing this document you confirm that you will fulfill the requirements in the Code of Conduct. To the extent you are not able, upon our request, to provide supporting documentation with respect to fulfillment of the requirements; you confirm your willingness to start a process of documenting your promotion and performance.*

Document id:	533693	Revision no.:	03	Approved date::	30.10.2018
Approved by:	Helge Møller				Page 2 of 2