

## NORENGROS AS – SUPPLIERS FORM – ETHICAL TRADE

<b>Name of Company</b>			
<b>Address</b>			
<b>Contact person</b>			
<b>Phone</b>			
<b>e-mail</b>			
<b>Web-site</b>			
<b>1. Are your company compliant to the International Labor Organization's (ILO) standards? Brief comments</b>			
Yes			
No			
<b>2. Are your company compliant to any specific quality measurement standards? (i.e. ISO 9000 / 14000 ) Brief comments</b>			
Yes			
No			
<b>3. Has your company adopted a Code of Conduct (CoC) whit regards to ETHICAL TRADE? (If yes, please attach the CoC to this report. If no, brief comments.)</b>			
Yes			
No			
<b>4. Which concrete activities have taken place the last 12 months to improve the internal knowledge in the company regarding ETHICAL TRADE?</b>			
Activities	Yes	No	Please describe the activities briefly.

Internal course			
External course			
Distributed documents on ETHICAL TRADE			
Others			
<b>5. How is this information of CoC given to suppliers?</b>			
Activities	Yes	No	Comments
Included in contracts			
Discussed in meetings			
Distributed as a matter of orientation			
Others			
<b>6. Do you review how your suppliers act upon your CoC?</b>			
Activities	Comments		
Self-assessment questionnaire from supplier <i>Number of suppliers reviewed:</i>			
We investigate the matter ourselves when visiting the suppliers. <i>Number of suppliers reviewed:</i>			
We use external auditors / inspectors <i>Number of suppliers reviewed:</i>			
Others <i>Number of suppliers reviewed:</i>			
<b>7. Does the company use positive incitements, i.e. better contract conditions (volume, duration, price) to achieve improvements in working conditions with the suppliers? (Brief comments.)</b>			
Yes			

No		
<b>8. Have your company or any of your suppliers earned any certification on working condition standards or environmental performance?</b>		
Company	Certification	Country / Province
<b>9. Is the sub-suppliers presented for your CoC? (Brief comments.)</b>		
Yes		
No		
<b>10. Have you made any concrete plans for your work on ETHICAL TRADE?</b>		
<b>11. Do you co-operate with other ETHICAL TRADE partners. (Brief comments.)</b>		
<b>12. Is information about your work on ETHICAL TRADE available on the corporate web-site?</b>		
Web-site		
<b>13. Have your company established and documented systems for tracing production batches? (i.e. raw material and supplier information, production date and machine / factory info and so on) Brief comments</b>		
Yes		
No		
<b>14. Does your product need any special warehouse conditions? (i.e. temperature, humidity, safety issues or any other special arrangements)</b>		
Yes		
No		

<b>15. Does the product(s) in question need any special waste treatment? (i.e. hazardous waste)</b>	
Yes	
No	
<b>16. Does the product(s) in question contain any hazardous chemicals? (i.e. dangerous for people, animals, environment) If "yes" please be specific.</b>	
Yes	
No	
<b>17. Any other comments?</b>	
<b>18. Enclosures:</b>	
<b>Date</b>	<b>Signature</b>

## Ethical Trade Initiative Norway's Base Code

ETI-Norway's Base Code is founded on key *United Nations (UN) and International Labour Organization* conventions and documents. The provisions of the *Base Code* constitute minimum rather than maximum standards. National laws shall be complied with, and where the provisions of law and this *Base Code* address the same subject, the highest standard shall apply.

### 1. Freely Chosen Employment (ILO CONVENTIONS NOS. 29 AND 105)

1.1 There shall be no forced, bonded or involuntary prison labour

1.2 Workers shall not be required to lodge "deposits" or identity papers with their employer and shall be free to leave their employer after reasonable notice.

### 2. Freedom of Association and the Right to Collective Bargaining (ILO CONVENTIONS NOS. 87, 98, 135 AND 154)

2.1 Workers, without distinction, shall have the right to join or form trade unions of their own choosing and to bargain collectively.

2.2 Workers representatives shall not be discriminated and shall have access to carry out their representative functions in the workplace.

2.3 Where the right to freedom of association and collective bargaining is restricted under law, the employer shall facilitate, and not hinder, the development of parallel means for independent and free association and bargaining.

### 3. No Child Labour (UN CONVENTION ON THE RIGHTS OF THE CHILD, ILO CONVENTIONS NOS. 138, 182 AND 79, AND ILO RECOMMENDATION NO. 146)

3.1 Children and young persons under the age of 18 shall not be engaged in labour that is hazardous to their health or safety, including night work.

3.2 Children under the age of 15 (14 or 16 in certain countries) shall not be engaged in labour that is detrimental to their education.

3.3 New recruitment of child labour in infringing of the above mentioned conventions is unacceptable. If child labour, as described above, is already in existence, sustained efforts shall be made to redress the situation as quickly as possible. However, the children concerned shall be given the possibility of earning a livelihood, as well as acquiring an education until they are no longer of compulsory school age.

### 4. No Discrimination (ILO CONVENTIONS NOS. 100 AND 111 AND THE UN CONVENTION ON DISCRIMINATION AGAINST WOMEN)

4.1 There shall be no discrimination at the work place based on ethnic background, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

4.2 Measures shall be established to protect workers from sexually intrusive, threatening, insulting or exploitative behavior, and from discrimination or termination of employment on unjustifiable grounds, e.g. marriage, pregnancy, parenthood or HIV status.

## **5. No Harsh or Inhumane Treatment**

5.1 Physical abuse or punishment, or threats of physical abuse, sexual or other harassment and verbal abuse, as well as other forms of intimidation, shall be prohibited.

## **6. Safe and Hygienic Working Conditions** (ILO CONVENTION NO. 155 AND ILO RECOMMENDATION NO. 164)

6.1 The working environment shall be safe and hygienic, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in, the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

6.2 Workers shall receive regular and documented health and safety training, and such training shall be repeated for new workers.

6.3 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.

6.4 Accommodation, where provided, shall be clean, safe and adequately ventilated, and shall have access to clean toilet facilities and potable water.

## **7. Adequate Wages** (ILO CONVENTION NO. 131)

7.1 Wages and benefits paid for a standard working week shall meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. Wages should always be enough to meet basic needs.

7.2 All workers shall be provided with a written and comprehensible contract outlining their wage conditions and method of payments before entering employment.

7.3 Deductions from wages as a disciplinary measure shall not be permitted.

## **8. No Excessive Working Hours** (ILO CONVENTION NO. 1 AND 14)

8.1 Working hours shall comply with national laws and benchmark industry standards, whichever affords greater protection. It is recommended that working hours do not exceed 48 hours per week (8 hours per day).

8.2 Workers shall be provided with at least one day off for every 7 day period

8.3 Overtime shall be limited. Recommended maximum overtime is 12 hours per week.

8.4 Workers shall always receive overtime pay, minimum in accordance with current legislation.

## **9. Providing Regular Employment**

9.1 Obligations to employees under international conventions and social security laws, and regulations arising from the regular employment relationship, shall not be avoided through the use of short term contracting (such as contract labour, casual labour or day labour), sub-contractors or other labour relationships.

9.2 All workers are entitled to a contract of employment that shall be written in a language they understand.

9.3 The duration and content of apprenticeship programmes shall be clearly defined.

## **CONDITIONS OUTSIDE THE WORKPLACE**

### **10. Consideration for Marginalized Populations**

10.1. Production and extraction of raw materials for production shall not contribute to the destruction of the resources and income base for marginalized populations, such as in claiming large land areas or other natural resources on which these populations are dependent.

### **11. Protection of the Environment**

11.1. Environmental measures shall be taken into consideration throughout the production and distribution chain ranging from the production of raw material to the consumer sale. Local, regional and global environmental aspects shall be considered. The local environment at the production site shall not be exploited or degraded by pollution.

11.2 National and international environmental legislation and regulations shall be respected.

11.3 Relevant discharge permits shall be obtained where required.

11.4 Hazardous chemicals and other substances shall be carefully managed.

***KILDE: [http://www.etiskhandel.no/English/Base\\_Code/index.html](http://www.etiskhandel.no/English/Base_Code/index.html)***