



**SG Armaturen AS**  
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# Code of Conduct

## Ethical Guidelines for suppliers of SG Armaturen AS (SG)

### Appendix

Ethics and ethical guidelines refer to rules, norms and principles. In this document, SG has drawn up some expectations and rules which describe how our suppliers/business-partners shall act in collaboration with SG. These guidelines are applicable to both suppliers, agents, distributors and other partners contracted by SG and all entities in the SG Group. The intention of these guidelines is to describe the principles, values and standard of behaviours to ensure a certain level of trust among the partners of SG. The Code of Conduct set forth SG's expectations when facing ethical dilemmas in the workplace. SG expects suppliers to ensure that this Code of Conduct is communicated to their employees, parent, subsidiary and affiliated entities as well as any subcontractors, and that it is done in the local language and in a manner that is understood by all.

#### **1. Acting in accordance with our ethical guidelines**

In most circumstances, we will recognise when we are acting in an ethically responsible manner, whereas other times it may be less clear whether one is acting responsibly. If in doubt about a situation, the matter must be addressed to SG top management. If this is not feasible, we recommend discussing the matter internally or check with UN's Code of Conduct descriptions or other relevant International guidelines.

#### **2. Duty of confidentiality**

In the written agreements or partnerships with SG there is critical and secret information shared about SG and SG's strategy. This pertains to information concerning business matters but also personal and relational information we access in the partnership. Everyone is expected to comply with this duty of confidentiality, both during the partnership and after the partnership has ended.

#### **3. SG's obligations**

SG complies with acts and regulations and shall conduct itself in a trustworthy manner that we can vouch for. This must characterise all decisions and resolutions that are taken, thereby securing a good reputation for the group.

#### **4. Forced labour and child labour**

No form of child labour, forced labour or other forms of slave labour shall occur in SG or within SG's partners. Our employees and partners shall have the right to form and join trade unions and work under conditions that are, at a minimum, in compliance with all relevant UN conventions. Reference is especially made to UN conventions relating to the rights of the child, civil and political rights and discrimination against women. Further information at: <https://www.ilo.org/global/lang--en/index.htm> 2)

#### **5. Environment**

SG has a significant social responsibility, also in relation to the environment. We have therefore chosen to become Eco-lighthouse certified. This is first and foremost out of consideration for the environment and our

future generations, but it is also based on business considerations. SG must always consider how the environment is affected by the decisions we make and arrive at the most appropriate way to act.

SG expects its suppliers to have an effective environmental policy and to comply with existing legislation and regulations regarding the protection of the environment. Suppliers should wherever possible support a precautionary approach to environmental matters, undertake initiatives to promote greater environmental responsibility and encourage the diffusion of environmentally friendly technologies implementing sound life-cycle practices.

Wastewater and solid waste generated from operations, industrial processes and sanitation facilities are to be monitored, controlled and treated as required prior to discharge or disposal.

Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, monitored, controlled and treated as required prior to discharge or disposal.

Waste of all types, including water and energy, are to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials. <sup>1)</sup>

## **6. Materials**

SG require our partners only to use approved materials in the production and transportation of both components and goods. Any use of hazardous materials should preferably be avoided and be compliant with RoHS 2 requirements and WEEE directive.

Directive 2011/65/EU was published in 2011 by the EU, which is known as RoHS-Recast or RoHS 2. RoHS 2 includes a **CE-marking directive**, with RoHS compliance now being required for CE marking of products.<sup>3)</sup>

WEEE compliance aims to encourage the design of electronic products with environmentally safe recycling and recovery in mind. RoHS compliance dovetails into WEEE by reducing the amount of hazardous chemicals used in electronics manufacture. RoHS regulates the hazardous substances used in the manufacture of electrical and electronic equipment (EEE), while WEEE regulates the disposal of this same equipment. All applicable products for the EU market must pass WEEE compliance and carry the "Wheellie Bin" mark. Manufacturers of EEE must not only follow RoHS compliance but also WEEE compliance for end-of-life.<sup>3)</sup>

## **7. Sustainability**

UN has made a clear global commitment to ensuring a sustainable society through its 17 Sustainable Development Goals. There is extensive work to be done in all corners of the globe.

In order to contribute to a more sustainable society, SG has resolved to work actively with 3 of these goals.

- 7) Affordable and Clean Energy
- 8) Decent work and economic growth
- 12) Responsible Consumption and Production

We encourage our partners to support the work for a sustainable global environment initiated by UN.



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## **8. Safety**

SG expects its suppliers to ensure, so far as is reasonably practicable, that: (a) the workplaces, machinery, equipment and processes under their control are safe and without risk to health; (b) the chemical, physical and biological substances and agents under their control are without risk to health when the appropriate measures of protection are taken; and (c) where necessary, adequate protective clothing and protective equipment are provided to prevent, so far as is reasonably practicable, risk of accidents or of adverse effects to health. 1)

## **9. Diversity**

SG is an international business. The company originated and has its head office in Norway, but we have several companies in Europe and factories in both Denmark and China. Our partners and customers are in multiple countries on all continents.

The group interacts with various cultures and backgrounds, and the business must also reflect this fact in its daily operations. SG shall be open, welcoming and display tolerance for these differences. Furthermore, SG shall strive for diversity in its operations, be it in relation to gender, religion, culture or ethnicity.

We have zero tolerance for bullying and harassment, and we shall encourage an inclusive and warm working environment.

## **10. Drugs and intoxicants**

Employee substance use affects the workplace, both directly in the context of work and in contexts where employees may be associated with the company. Therefore, there is a particular responsibility to maintain a drug-free workplace, both in SG companies and in our partners workplaces.

## **11. Integrity and impartiality**

At SG, we take responsibility for ensuring the completeness and accuracy of information and documents, and that all reporting of financial matters and other regulatory requirements is always precise and in compliance with the applicable acts and guidelines.

In circumstances where impartiality could be called into question, such matters must be clarified with SG in conjunction with possibly abstaining from related decisions.

## **12. Corruption**

All forms of fraud, bribery, money laundering and corruption are unacceptable.

## **13. Conduct in the market and privately**

It has previously been mentioned how one should conduct oneself in relation to confidential matters, and how the ways in which one discusses and describes SG can affect its reputation.

If encountering periods of frustrations in cooperation with the company, one should refrain from speaking about the company externally in a disparaging manner. Issues is expected to be addressed directly to SG Management or relevant contact person within SG and solved there.

## **14. Social media**

These ethical guidelines also apply to the use of social media. When the supplier uses social media at work, it is important to remember that SG should not be negatively affected by this conduct. Any use of marketing material and SG logo must be clarified with SG's marketing department or management.



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### 15. Notification of censurable conditions

Suppliers, agents, distributors and other partners shall notify of censurable conditions in SG. In case of any offences or matters that may entail a risk to life and health, partners have a statutory duty to notify SG Management.

If the ethical guidelines described in this document are observed in conjunction with the use of 'common sense', we are certain that all our partners will be able to continue building a solid and good reputation for the company. SG are a big supplier in the lighting/electrical industry, both nationally and internationally. Therefore, being a partner of SG requires everyone taking responsibility for an ethical responsible cooperation.

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Place/date: LILLESAND, NORWAY 18<sup>TH</sup> NOV '20

On behalf of SG Armaturen AS

On behalf of

Eivind Gunvaldsen  
Chief Executive Officer (CEO)

Name:  
Title:

#### References (sources):

1. [https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsccl/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsccl/conduct_english.pdf)
2. <https://www.ilo.org/global/lang--en/index.htm>
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