



HedeDanmark

**CONTRACTOR
CODE OF
CONDUCT**

HEDEDANMARK A/S

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ENVIRONMENT, CORRUPTION, CONTRACTUAL CONDITIONS, EVALUATION, COMPLIANCE ETC.

Natural responsibility

HedeDanmark a/s is an international service and trading company in the green sector. We are a leading provider of services in the fields of forests, open lands, gardens, parks and open urban spaces.

Taking a responsible approach to society is a natural part of our day-to-day business. We see this as a responsibility we share with our stakeholders, including our contractors. This Contractor Code of Conduct¹ describes what we expect of you as one of our contractors.

We expect at a minimum:

- that you comply with the laws and regulations in the country where you provide your services
- that you meet the conditions set out in this Contractor Code of Conduct
- that you follow our guidelines for proper conduct (see www.hededanmark.dk)

You can expect us to do the same.

If there is any discrepancy between legislation and other regulation, the content of this Contractor Code of Conduct or the terms set out in our contract with you, you must comply with the stricter standard.

We also expect you to follow our guidelines for proper conduct when you provide services to us. This means:

- that you keep your promises
- that you have a positive and approachable style
- that you take the initiative
- that you act responsibly
- that you treat others as you would like to be treated

¹ HedeDanmark's Contractor Code of Conduct is based on relevant international guidelines, including the OECD Guidelines for Multinational Enterprises, the UN Global Compact principles, the UN Guiding Principles on Business and Human Rights, ILO conventions on child labour (C138, C182), forced labour (C029, C105), equal remuneration and discrimination (C100, C111) and freedom of association (C087, C098).

ENVIRONMENT, CORRUPTION, CONTRACTUAL CONDITIONS, EVALUATION, COMPLIANCE ETC.

Who does the Contractor Code of Conduct apply to?

HedeDenmark's Contractor Code of Conduct applies to all suppliers providing services to HedeDenmark and any of our Danish subsidiaries.

We define services as work performed by you on behalf of HedeDenmark consisting of manual and/or mechanical work. Suppliers providing such services are referred to as 'contractors' in this Contractor Code of Conduct.

Deliveries of finished goods are not covered by the concept of 'services' and are not covered by this Contractor Code of Conduct.

Contractors performing work for HedeDenmark may only use sub-contractors subject to prior agreement with HedeDenmark. If, as a contractor to HedeDenmark, you use sub-contractors, we expect you to ensure they are familiar with the content of our Contractor Code of Conduct and that they comply with the code at all times. As a contractor to HedeDenmark, you may be requested to document that your contractors meet the expectations set out in this Contractor Code of Conduct.

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Our expectations

Contractors to HedeDanmark must comply with the following basic principles:

LABOUR STANDARDS

When you provide services to HedeDanmark, you must at all times comply with the legislation in the countries where the services are provided.

The salary you pay your employees must be sufficient to ensure that they can maintain a reasonable standard of living. You must comply with any minimum wage legislation applying in the countries where you provide services to us.

HEALTH AND SAFETY

We expect you to ensure that your employees work in a safe and healthy environment. This involves providing your employees and any business partners with all relevant instructions for performing their work in a safe manner. We also expect that all your employees have access to any protective equipment and safety equipment required to perform their work in a safe manner.

Finally, you must of course comply with any health and safety legislation in the country where the work is performed.

INTOXICANTS

HedeDanmark employees must not be under the influence of alcohol or other intoxicants during working hours. This means a blood alcohol level of 0. The same rule applies to you and your employees when you perform work for HedeDanmark.

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Human rights

CHILD LABOUR AND FORCED LABOUR

You must not be directly or indirectly involved in the use of child labour. You must at all times comply with the applicable legislation on the employment of young people in the countries where you or any of your business partners employ young people. As a general rule, employees under the age of 18 must never perform hazardous work.

You may only derogate from the above requirements if special exemptions apply, e.g. in connection with hazardous work performed by apprentices etc.

You must not use forced labour. You must not request any of your employees to hand over their passports or pay any money deposits to you.

DISCRIMINATION

You must treat your employees equally. You must not discriminate against or treat employees differently on the grounds of race, colour, age, language, religion, nationality, political conviction, sexual orientation, trade union membership, ethnic background or other status.

FREEDOM OF ASSOCIATION

You must respect the right of your employees to decide whether they wish to establish or become members of a trade union.

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Environment, corruption, contractual conditions, evaluation, compliance etc.

ENVIRONMENT

We expect that you stay updated on and comply with all relevant environmental laws and regulations. You must also continually strive to prevent, minimize and remedy any adverse impact on the environment resulting from your work. This includes reducing the volume of waste and emissions to air, soil and water, handling chemicals in an environmentally responsible manner and contributing to the reuse and recycling of materials and products.

CORRUPTION, BRIBERY AND CARTEL ACTIVITIES

You, your employees and contractors, if any, must not offer, promise, provide, accept, tolerate, demand or intentionally benefit from bribery or facilitation payment.

You and your contractors, if any, must not be parties to any unlawful price-fixing agreements or the like.

INFORMATION ON HEDEDANMARK'S CONTRACTUAL CONDITIONS FOR OUR OWN EMPLOYEES

All contractors working for HedeDanmark must be informed on HedeDanmark's current collective agreement and contractual conditions for HedeDanmark. HedeDanmark's own employees are covered by the Forestry Agreement (Skovbrugsoverenskomsten) between GLS-A and 3F, the Local Collective Agreement between HedeDanmark and 3F – into which local agreements may have been entered.

At the same time, you are informed that working for HedeDanmark involves the fact that we have the opportunity to inform 3F on the contractors with whom we are working.

The above does NOT mean that you as a contractor in any way are obliged to be covered by our collective agreement, contractual conditions or that 3F in any way can make demands on this subject.

EVALUATION AND INSPECTION

We expect you to comply with all principles and expectations set out in this Contractor Code of Conduct and our guidelines for proper conduct if you wish to work for us. We reserve the right to evaluate and inspect at any time your compliance with the principles and expectations set out in this Contractor Code of Conduct. Consequently, we may ask you to document your compliance, and we may perform an inspection at your premises. We expect your full cooperation in this respect.

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NON-COMPLIANCE

If, contrary to our expectations, you fail to comply with our Contractor Code of Conduct, we will generally engage in a constructive dialogue with you on initiatives to be implemented, including how and when you will again comply with our Contractor Code of Conduct.

In the event that this is not possible, or in the event of a serious breach of our Contractor Code of Conduct, we may be forced to review the conditions of our contract with you.

Any non-compliance with this Contractor Code of Conduct will be deemed to be a serious breach. Ultimately, any non-compliance with this Contractor Code of Conduct may force us to end our collaboration.

ENVIRONMENT, CORRUPTION, CONTRACTUAL CONDITIONS, EVALUATION, COMPLIANCE ETC.

Questions

If you have any questions concerning our Contractor Code of Conduct or our guidelines for proper conduct, or if you require additional information, please contact the department you have worked for or wish to work for. Alternatively, please feel free to contact Karsten Schmidt, Head of CSR, on email KAS@hededanmark.dk.

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