

## Business partner declaration | Ethics and Corporate social responsibility

Multiconsult brings value to clients, society and the company through cooperation and multidisciplinary consultancy and planning services through all project stages. Our business is based on trust and we have established ethical guidelines based on our core values: commitment, teamwork and responsibility. These values lay the foundation for our established business principles and the behaviour we desire and expect from our employees and anyone who at any time represents Multiconsult. Our work with social corporate responsibility is organised in accordance with ISO:26000 Guidance on corporate social responsibility.

This document serves to clarify expectations we have of our business partners, as part of our work to ensure compliance with our core values. By signing this declaration, Multiconsult's business partners confirm that they will comply with the requirements set out in this document. Where a business partner cannot produce documentation of compliance with the requirements, the business partner must agree to implement and document the necessary processes to ensure compliance.

### Compliance with Laws and Regulations

As a business partner of Multiconsult, we will comply with applicable international and national laws, regulations (including local) and conventions<sup>1</sup>. In cases where more than one accepted convention, law or regulation applies, compliance shall be with the most stringent requirement, unless this is in conflict with national legislation.

### Bribery and corruption

As a business partner of Multiconsult, we will not offer or accept bribes, commissions or other unacceptable payments, regardless of reasons or circumstances. We will refrain from giving or receiving gifts or payments, or offer anything of significant value to public officials who can give, or be perceived to give, us, Multiconsult or the recipient an unfair advantage. Nor will we accept or offer gifts or hospitality events that can influence the parties' actual or perceived integrity or independence. Gifts and other favours received from or given to business contacts shall be in accordance with good business practice and of modest value.

### Conflict of interest and Impartiality

As a business partner of Multiconsult, we will not take part in, or seek to influence, any decision in circumstances that can give rise to an actual or perceived conflict of interest. Such circumstances may be a business- or financial interest in other companies, directly or through close relatives or friends. We are committed to openness and will notify Multiconsult, without delay, if we become aware of situations that represent potential conflict of interest or that can create doubt as to Multiconsult's impartiality and independence. It is understood that Multiconsult will do the same in return.

### Competition

As a business partner of Multiconsult, we shall not take part in any form of cooperation, such as price fixing, illegal marketing or other forms of behaviour that may conflict with competition law and regulation.

### Human and employee rights

As a business partner of Multiconsult we will respect human rights and comply with laws and regulations regarding work environment, working hours and conditions, freedom of association and protection of employees.

**Minimum Age of Labour:** As a business partner of Multiconsult, we will not engage or employ children below the age of 15 or of compulsory school age. In countries where local laws define minimum age above 15, local law shall apply. Great care shall be exercised in relation to any work performed by young people aged 15 to 18.

**Forced labour:** As a business partner of Multiconsult, 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, nor will we engage or employ people through any form of forced labour as defined by international labour standards.

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<sup>1</sup> UN Global Compact, UN's Declaration of Human Rights, UN's International Labour Organization (ILO) conventions, OECD-convention on combating bribery of foreign public officials, UK Bribery Act, FCPA (US Foreign Corrupt Practices Act), as well as recommendations from Transparency International

**Freedom of association and right to collective bargaining:** As a business partner to Multiconsult 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 we will provide our employees with opportunities to influence their work situation.

**Working hours & wages:** As a business partner of Multiconsult, we will ensure that wages paid to employees and hired labour are considered fair and that agreements regarding working hours all are in compliance with local law and agreements.

**Employment practices:** As a business partner of Multiconsult, we will treat our employees and hired labour equally and fairly. All humans are valued equally. Discrimination based on skin colour, ethnicity, cast, religious values, sexual orientation, gender, ability or age is not tolerated.

**Minority rights:** As a business partner of Multiconsult, we will pay special attention to the rights, requirements, values and integrity of indigenous people and other minority groups affected by our operations. To the extent our work may affect indigenous people or other minority groups, a process to minimize and manage such impacts will be undertaken.

### **Health, safety and environment (HSE)**

Health, safety and the environment takes priority over economic considerations.

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

Multiconsult is working systematically to reduce the company's burden on the natural environment, through actively promoting environmental awareness. As a business partner to Multiconsult we will, through our products and services, contribute to sustainable solutions that are environmentally, financially and socially optimal.

### **Confidentiality**

Our representatives, employees or contracted staff shall behave in a professional manner when handling information, including confidential or sensitive information about Multiconsult's clients and third parties, which they may acquire as part of the work. Such knowledge shall only be used for its intended purpose and shall not be disclosed to third parties, either within or outside the company.

Confidential information must be stored securely in accordance with the contract and project guidelines.

Confidentiality agreements do not include circumstances that are in conflict with this statement.

On suspicion of noncompliance, including unethical behaviour, breaches of laws, regulations, guidelines or procedures, our representative shall report this, without delay, to their nearest manager or Multiconsult's group compliance officer.

### **Selection of third parties**

As a business partner of Multiconsult, we are committed to promote the principles of this declaration to third parties.

By signing we declare that we are familiar with and will comply with the requirements set out in this declaration. We recognize Multiconsult's right to conduct audits within the areas described above, in order to ensure compliance with the requirements in this Business partner declaration and relevant laws and regulations. We understand that where a derivation from this declaration may not be improved, the contractual agreement with Multiconsult may be terminated.

Business partner:

Address:

Date:

Name:

Title:

Signature: