

CODE OF CONDUCT

Version I, June 2018



normann
C O P E N H A G E N

At Normann Copenhagen (NC), we acknowledge our position as a leading design company producing accessories, lighting and furniture and thus our role in creating a more sustainable world.

It is of great importance to us, that our products are safe both for the employees handling our products during the manufacturing processes and for the consumer using the products on a daily basis.

The NC code of conduct defines the non-negotiable minimum standards that we ask our suppliers and their sub-tier suppliers to respect and to adhere to when conducting business with NC. NC's suppliers and sub-contractors have an important role to play in our supply chain, reflecting our high-quality brand image.

The code of conduct is based on and follows The Universal Declaration of Human Rights, Key UN conventions and ILO conventions. All legal requirements and regulations in operating countries must be met.

Business Ethics

We demand honesty and integrity in all parts of our activities and expect the same from all parties with whom we have any business relation – customers, suppliers, partners, agents.

We advocate free and fair trade, striving for an open market and ethical conditions within the rules of the legal framework.

In addition, we also support transparency and openness provided that business secrets, the divulgence of which could harm the company's competitiveness and/or relationships with customers or partners, are not exposed.

Business ethics also dictate that, bribes are forbidden and, consequently, that all forms of compensation from suppliers and sub-contractors shall refer only to justified products or services.

Gifts and other favors as elements of expected hospitality must not exceed local customs and be in line with local laws.

Intellectual Property

The supplier shall take appropriate steps to safeguard and maintain confidential and proprietary information of its business partners, and use such information only for the purposes authorized for use by the contractual agreement. In case of sub-contracting, sharing of confidential information should be made with the consent of NC.

Working Ethics

Suppliers and sub-contractors are expected to respect employees and their rights, to offer safe and good working conditions, to offer non-discriminatory conditions and to continuously develop skills and competencies.

These working ethics imply that:

All employees shall be treated equally fairly and with respect regardless of race, gender, age, national origin, disability, caste, religion, sexual orientation, or political affiliation.

Child Labor and Young Workers

The use of child labor by the Supplier is strictly prohibited, in line with ILO Convention 138 on the Minimum Age, and Convention 182 on the Elimination of the Worst Forms of Child Labour. The ILO Convention 138 on the Minimum Age indicates that no child below 15 years (or 14 in certain developing countries) is allowed to work, subject to exceptions allowed by the ILO or national law.

If the Supplier employs young workers, it must demonstrate that the employment of young people does not expose them to undue physical risks that can harm physical, mental or emotional development.

Freedom of Association and the Right to Collective Bargaining

The right of all employees to form and join trade unions of their choice and to bargain collectively is respected. Official representatives of such trade unions will not be subject to discrimination and that such representatives have access to the union members and their workplace.

Wages, Benefits and Holidays

Wages and other related benefits should meet at least the legal or industry minimum standard in the country in question.

Workings Hours

Applicable laws and industry standard on working hours in each country should be applied.

Employees should be given good opportunities to further develop their skills and knowledge.

Registration, filling and use of employee data should be treated with strict confidentiality and in accordance with local legislation.

Environment, Health and Safety

Suppliers and sub-contractors are expected to contribute to an ecologically sustainable development, to continually strive to reduce the environmental impact of their own operations, and to ensure the health and safety of their employees.

The Supplier shall optimize its consumption of natural resources, including energy and water. Supplier shall implement and demonstrate actions to prevent pollution and minimize generation of solid waste, wastewater and air emissions. Prior to discharge or disposal, supplier shall characterize and treat wastewater and solid waste appropriately and according to applicable laws and regulations.

Communication Ethics

It is NC's policy to be open and approachable, to provide factual and consistent information about the company's products, services and development and we expect the same behavior from suppliers and sub-contractors.

Monitoring of Adherence to the Code of Conduct

NC will on regular basis check the sub-contractor performance in these areas. The adherence to this Code must primarily be based on trust, but NC will, from time to time, perform audits, supplier self-assessments and regular requests for submittal of information or data, related to supplier and sub-contractor performance. If a supplier or sub-contractor deviates from the requirements of this Code, appropriate corrective and preventative actions have to be taken. Failure to notify about severe impacts, to self-correct or demonstrate willingness to address identified adverse impacts, NC reserves the right to end the business relationship immediately.

Additionally

As applicable, responsible Supply Chains regarding Minerals from Conflict-Affected and High-Risk Areas (Conflict mineral, also known as 3TG) as defined in H.R. 4173, the Wall Street Reform and Consumer Protection Act Dodd Frank Section 1502.

The supplier shall report any suspected violations of regulations, laws and the Code. Violations should be reported to the NC's contact person.

Supplier's Acknowledgement

We, the undersigned hereby confirm that:

- We have received and taken due note of the contents of the NC's Code of version 1, June 2018.
- We are aware of all relevant laws and regulations of the countries in which our company operates.
- We will report NC any case of violations of the Code.
- We will comply with the NC Supplier Code requirements based on a development-oriented approach and without amendment or abrogation.
- We will inform all of our employees/subcontractors of the content of the NC's Supplier Code, and that we will ensure that they also comply with the provisions incorporated therein.

We hereby authorize NC or any organizations acting on behalf of NC to carry out audits with or without notice at our premises and the business premises of our subcontractors at any time to verify compliance with the NC Code content.

Name of Company _____

Name and Title _____

Company's Business Registration/Statutory ID/Code/Number _____

Date & Place _____

Signature Company Stamp/Seal

This document must be signed by an authorized representative of the Supplier & returned to the requesting NC Organization.

