

# **CSR POLICY**

#### **STATEMENT**

GaveFabrikken A/S provides corporate gifts to companies in the Nordic countries.

Corporate Social Responsibility is extremely important to GaveFabrikken A/S and our associates.

Our purpose is to ensure that we contribute to sustainable development by delivering economic, social and environmental benefit that result in an overall positive impact on society.

## INTRODUCTION

The aim of our CSR policy is to ensure that suppliers and partners of GaveFabrikken A/S operate in accordance with local rules and regulations and, if possible and feasible, internationally recognized minimum standards on labor rights, health, and safety as well as environmental standards.

GaveFabrikken A/S adheres to the principles of this CSR policy and expects the same of our suppliers and partners.

Observance of the CSR policy will be a part of agreements or contracts between GaveFabrikken A/S and our suppliers and partners.

The aim of the CSR policy is to ensure responsible and profitable growth together with our suppliers and partners.

# **SCOPE OF APPLICATION**

The scope of this CSR policy extends to all suppliers of GaveFabrikken A/S. It is the responsibility of the supplier to ensure that their sub-suppliers do not violate the standards of this policy.

# **GENERAL PRINCIPLES**

The policy establishes minimum standards, and Gave-Fabrikken A/S will not accept any attempt to use this CSR policy to lower existing standards.

## **LEGAL COMPLIANCE**

In addition to meeting the provisions of this CSR policy, suppliers and partners shall comply with all national laws and regulations as well as other applicable standards (e.g. collective bargaining agreements or other CSR policies).

Conflicts between the provisions of this CSR policy and national laws or other applicable standards shall be evaluated by GaveFabrikken A/S in cooperation with the supplier/partner to establish the most appropriate course of action.

## **LABOR RIGHTS**

Forced labor and freedom of movement
The supplier and partner must not participate in, nor
benefit from, any form of forced labor, including bonded
labor, forced prison labor, slavery, servitude, or human
trafficking. Workers must have the freedom of movement during their employment.

The supplier shall refrain from retaining the identity cards, travel documents, and other important personal papers of its employees.

Child Labor and Young Workers

The supplier shall not engage in, nor benefit from, the use of child labor. The minimum age for employment shall not be lower than the age of completion of compulsory schooling and, in any case, shall not be less than 15 years (or 14 years where established by national laws in accordance with the ILO developing country exception).

Where permitted by national laws, the supplier or partner may employ children between 12 and 15 to perform a few hours of light work per day. The work must entail simple tasks of a limited nature and not interfere with the children's educational responsibilities. Apprenticeship programs for children below the minimum age of employment must be remunerated and clearly aimed at training.



The supplier/partner shall refrain from hiring young workers (below 18 years of age) to perform any type of work that is likely to jeopardize their health, safety, or morals.

## Non-discrimination

The supplier/partner shall not engage in nor support discrimination based on race, skin color, gender, language, religion, political or other convictions, caste, national or social origin, property, birth, trade union affiliation, sexual orientation, health status, family responsibilities, age, and disability or other distinguishing characteristics. Hiring, remuneration, benefits, training, advancement, discipline, termination, retirement or any other employment-related decisions shall be based on relevant and objective criteria.

# Wages and benefits

The supplier/partner shall comply with legal minimum standards. Wages shall be paid in legal tender and on a regular basis. Deductions from wages shall be transparent and must never be used as a disciplinary measure.

#### Contracts

All workers shall be provided with a written, understandable, and legally binding labor contract or such other documentation of labor relationship as may be required by local legal standards.

#### Leave

Employees shall be granted sick leave and maternity leave in relation to the local legal standards.

## **WORKPLACE HEALTH AND SAFETY**

The supplier/partner shall ensure that its workers are offered a safe and healthy working environment that meets the local legal standard.

The supplier shall provide its employees with the protective equipment and training necessary to perform their tasks safely.

## **CONDITIONS OF EMPLOYMENT AND WORK**

The supplier shall protect workers from acts of physical, verbal, sexual, or psychological harassment, abuse, or threats in the workplace, whether committed by managers or fellow workers, including when determining and implementing disciplinary measures.

## **CORRUPTION AND BRIBERY**

The supplier and partners shall refrain from bribing or using any other method to unjustly influence public officials and/or the judiciary.

## **ENVIRONMENTAL PROTECTION**

The supplier/partner must strive to minimize the adverse environmental impact of its activities, products and services through a proactive approach and responsible management of its environmental aspects (including, but not limited to):

- Use of scarce natural resources, energy, and water
- Emissions to air and releases to water
- Handling of hazardous substances
- Handling of hazardous and non-hazardous waste
- Product issues (design, packaging, transport, use and recycling/disposal)

Local legal standards in relation to environmental issues must be met. GaveFabrikken A/S or our inspection company must at all times have access to visit the supplier's facilities in order to ensure that our CSR policy is complied with.

