

GUIDELINES FOR FOR **OUR SUPPLIERS**

INTRODUCTION

Umoe Restaurants are aware that our operations affect employment, social, and environmental conditions in our supplier chains. We believe that long-term collaboration and continuous improvements from our suppliers can help to create a lasting difference and provide business benefits for both our suppliers and ourselves.

These guidelines are designed to clarify what we expect from our suppliers when it comes to ethical trade. The guidelines cover fundamental requirements for human rights, employee rights, and the environment, and are based on conventions adopted by the UN and the International Labour Organisation ILO. The guidelines will cover fundamental requirements for human rights, employee rights, the environment, sustainable development, proper environmental management, and anti-corruption in the supply chain.

THE STARTING POINT FOR THE GUIDELINES

Collaboration must be based on trust, honesty and respect, and all parties must maintain an open and constructive dialogue.

All information provided by the supplier that is confidential or considered to be confidential, will be treated as confidential by Umoe Restaurants, our employees and any third parties.

The code of conduct applies to all aspects of our business, as well as all our suppliers and business partners.

Social and environmental sustainability standards will be a consideration in the selection of new suppliers.

HOW TO WORK WITH THE GUIDELINES

Our suppliers must provide goods and/or services to Umoe Restaurants that are manufactured in accordance with our guidelines and our product-specific requirements.

We expect our suppliers to relay these guidelines, or policies, no less comprehensively, to their subcontractors and contribute to their compliance, as well as working to comply with the requirements themselves.

At the request of Umoe Restaurants, the supplier must be able to document how they themselves, and any subcontractor, work to comply with the guidelines. This can be done by self-declaration, in follow-up conversations and/or through inspecting working conditions at the production site.

If Umoe Restaurants wants to inspect the subcontractor, the supplier is obliged to provide the name and contact information for this.

In the case of a violation of the code of conduct, the supplier must as soon as possible inform Umoe Restaurants, in order that we, together with the supplier, can prepare a plan for remedying the shortcomings. Remedies must be made within a defined deadline. Contract cancellation may occur if, after repeated requests, the supplier does not show a willingness to correct the circumstances, or in circumstances of a very serious nature.

Umoe Restaurants' suppliers must avoid trading partners who are active in countries that have had a trading boycott imposed on them by the United Nations and/or the Norwegian authorities.

Ensuring ethical trade is a continuous process, and Umoe Restaurants will work to improve their own policies and practices that can help suppliers comply with ethical trade guidelines and create improvements.

We expect our suppliers to familiarise themselves with our requirements for ethical trade and to adhere to them. Likewise, the suppliers must communicate them to their subcontractors and check that they are being adhered to.

The requirements specify minimum standards.

LAWS AND REGULATIONS

Our suppliers and contractors must respect fundamental requirements for human rights, employee rights, the environment, and anti-corruption. Goods delivered to Umoe Restaurants must be manufactured under conditions consistent with the requirements set out below. The requirements are based on central UN conventions, ILO conventions, and national labour legislation applicable at the place of production. Where national laws and regulations cover the same theme as these guidelines, the highest standard shall apply.

1.

FORCED AND COMPULSORY LABOUR

(ILO Conventions Nos. 29 and 105)

- 1.1.** There shall be no forced, bonded or involuntary prison labour.
- 1.2.** Workers shall not be required to lodge deposits or identity papers with their employer and shall be free to leave their employer after reasonable notice.

2.

FREEDOM OF ASSOCIATION AND THE RIGHT TO COLLECTIVE BARGAINING

(ILO Conventions Nos. 87, 98, 135 and 154)

- 2.1.** Workers, without distinction, shall have the right to join or form trade unions of their own choosing and to bargain collectively. The employer shall not interfere with, obstruct, the formation of unions or collective bargaining.
- 2.2.** Workers' representatives shall not be discriminated and shall have access to carry out their representative functions in the workplace.
- 2.3.** Where the right to freedom of association and/or collective bargaining is restricted under law, the employer shall facilitate, and not hinder, the development of alternative forms of independent and free workers representation and negotiations.

3.

CHILD LABOUR (UN Convention on the Rights of the Child, ILO Conventions Nos. 138, 182 and 79, and ILO Recommendation No. 146)

3.1. The minimum age for workers shall not be less than 15 and comply with

- i) the national minimum age for employment, or;
- ii) the age of completion of compulsory education, whichever of these is higher. If local minimum is set at 14 years in accordance with developing country exceptions under ILO Convention 138, this lower age may apply.

3.2. There shall be no recruitment of child labour defined as any work performed by a child younger than the age(s) specified above.

3.3. No person under the age of 18 shall be engaged in labour that is hazardous to their health, safety or morals, including night work.

3.4. Policies and procedures for remediation of child labour prohibited by ILO conventions no. 138 and 182, shall be established, documented, and communicated to personnel and other interested parties. Adequate support shall be provided to enable such children to attend and complete compulsory education.

4.

DISCRIMINATION (ILO Conventions Nos. 100 and 111 and the UN Convention on Discrimination Against Women)

4.1. There shall be no discrimination at the workplace in hiring, compensation, access to training, promotion, termination or retirement based on ethnic background, caste, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

4.2. Measures shall be established to protect workers from sexually intrusive, threatening, insulting or exploitative behaviour, and from discrimination or termination of employment on unjustifiable grounds, e.g. marriage, pregnancy, parenthood or HIV status.

5.

HARSH OR INHUMANE TREATMENT
(UN Covenant on Civil and Political Rights, Art. 7)

5.1. Physical abuse or punishment, or threats of physical abuse, sexual or other harassment and verbal abuse, as well as other forms of intimidation, is prohibited.

The requirements specify minimum standards.

6.

HEALTH AND SAFETY

(ILO Convention No. 155 and ILO Recommendation No. 164)

6.1. The working environment shall be safe and hygienic, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Hazardous chemicals and other substances shall be carefully managed. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in, the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

6.2. Workers shall receive regular and documented health and safety training, and such training shall be repeated for new or reassigned workers.

6.3. Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.

6.4. Accommodation, where provided, shall be clean, safe and adequately ventilated, and shall have access to clean toilet facilities and potable water.

7.

WAGES (ILO Convention No. 131)

7.1. Wages and benefits paid for a standard working week shall as minimum meet national legal standards or industry benchmark standards, whichever is higher. Wages should always be enough to meet basic needs, including some discretionary income.

7.2. All workers shall be provided with a written and comprehensible contract outlining their wage conditions and method of payments before entering employment.

7.3. Deductions from wages as a disciplinary measure shall not be permitted.

8.

WORKING HOURS (ILO Convention No. 1 and 14)

8.1. Working hours shall comply with national laws and benchmark industry standards, and not more than prevailing international standards. Weekly working hours should not on a regular basis be more than 48 hours.

8.2. Workers shall be provided with at least one day off for every 7 day period

8.3. Overtime shall be limited and voluntary. Recommended maximum overtime is 12 hours per week, i.e. that the total working week including overtime shall not exceed 60 hours. Exceptions to this are accepted when regulated by a collective bargaining agreement.

8.4. Workers shall always receive overtime pay for all hours worked over and above the normal working hours (see 8.1 above), minimum in accordance with relevant legislation.

9.

REGULAR EMPLOYMENT (ILO Convention No. 95, 158, 175, 177 and 181)

9.1. Obligations to employees under international conventions, national law and regulations concerning regular employment shall not be avoided through the use of short term contracting (such as contract labour, casual labour or day labour), sub-contractors or other labour relationships.

9.2. All workers are entitled to a contract of employment in a language they understand.

9.3. The duration and content of apprenticeship programmes shall be clearly defined.

10.

MARGINALIZED POPULATIONS

(UN Covenant on Civil and Political Rights, art. 1 and 2)

10.1. Production and the use of natural resources shall not contribute to the destruction and/or degradation of the resources and income base for marginalized populations, such as in claiming large land areas, use of water or other natural resources on which these populations are dependent.

The requirements specify minimum standards.

11. ENVIRONMENT

- 11.1.** Measures to minimize adverse impacts on human health and the environment shall be taken throughout the value chain. This includes minimizing pollution, promoting an efficient and sustainable use of resources, including energy and water, and minimizing greenhouse gas emissions in production and transport. The local environment at the production site shall not be exploited or degraded.
- 11.2.** National and international environmental legislation and regulations shall be respected and relevant discharge permits obtained.
- 11.3.** Serious environmental pollution must be avoided, harmful chemicals and other substances must be managed in a proper manner.
- 11.4.** We do not use tropical timber in buildings or products. We want a sustainable value chain which does not contribute to deforestation.

12. CORRUPTION

- 12.1.** Corruption in any form is not accepted, including bribery, extortion, kickbacks and improper private or professional benefits to customers, agents, contractors, suppliers or employees of any such party or government officials.

13. ANIMAL WELFARE

- 13.1.** Ethical conditions such as traceability, sustainability, safety and animal welfare throughout the animal's life cycle must be considered in the production of products.
- 13.2.** Food products shall not consist of products / species specified on our "Red list". The list is based on the WWF Seafood Guide and The Norwegian Red Lists. Suppliers can obtain the current version from Umoe Restaurants upon request.
- 13.3.** Fur from animals that are bred or significantly caught for the sake of the fur shall not be used in the manufacture of products.
- 13.4.** Down, leather and skin products should only be manufactured from by-products from food production.
- 13.5.** Wool from sheep's which have been exposed to mulesing should not be used in the production of products.
- 13.6.** Animal testing related to development or manufacturing of cosmetic products, skin care products and household products shall not occur.

In our product-specific requirements (PSR), the branding schemes that Umoe Restaurants recommends are also shown.