



## KGJS Supplier Code of Conduct

### Introduction

In KGJS, we believe responsible business conduct is key for creating an enduring company. Our suppliers are crucial in achieving KGJS's vision of "Setting the Standard."

Our Supplier Code of Conduct outlines our expectations and standards in various areas, including ethics and human rights, anti-bribery and corruption, sanctions, environment, privacy, and data protection. We require suppliers to comply with this code and extend these standards to their own suppliers. Our selection process gives preference to suppliers demonstrating commitment to lawful, ethical, environmentally conscious, and socially responsible conduct aligned with this code.

KGJS is committed to working ethically, with integrity and always lawfully wherever we operate and with everyone we do business with: *We will conduct our business in accordance with the United Nations Guiding Principles on Business and Human Rights and the Ten Principles of the Global Compact.*

KGJS expects suppliers to adhere to all applicable laws, rules and regulations where they operate. If national regulations provide for better or lesser protection than any of the principles contained in this Code, the supplier shall apply the higher standard. If there is a conflict between national regulations and the minimum standards contained in this Code, suppliers are expected to report this and to the extent possible, honour the standards as set out in this Code while adhering to national regulations.

KGJS will give preference to selecting suppliers based on a combination of price, quality and demonstration of a commitment to conduct business in a lawful, ethical, environmentally conscious and socially responsible manner in accordance with the spirit of this Code.

We expect our customers to adhere to the same principles as our suppliers.

### Consequences of non-compliance

KGJS reserves the right to terminate the business relationship and agreements with suppliers without prior notice and liability if a material breach of this code occurs.

### KGJS Supplier Guidelines

#### Human Rights Principles

Respecting, promoting and supporting human rights is fundamental to how we conduct our business. Our commitment to respect human rights is anchored in internationally recognized human rights and labour standards. We are committed to the UN Guiding Principles on Business and Human Rights (UNGP), and we are signatory to the United Nations Global Compact. As a Norwegian based business, we will comply with national Norwegian legislation on human rights, including the Transparency Act and relevant national legislation in the countries where we operate. We require our suppliers to do the same, promoting dignity, freedom of speech, religion, non-discrimination and anti-harassment.

#### Forced Labour

We strictly prohibit any form of forced labour or trafficking, ensuring voluntary employment, all work including overtime work and freedom to leave. The same shall be applicable for our suppliers' employees and nor shall they be forced to hand over government-issued identification papers (e.g. passports or work permits) as a condition of their employment.

#### Child Labour

We reject all forms of child labour, adhering to international conventions and safeguarding children's well-being and education and we require that our suppliers comply with the same regulations. Children under the age of 18 shall not be engaged in labour that is hazardous to their health or safety, including night work. Children under the age of 15 (14 or 16 in certain countries) shall under no circumstances be engaged in labour that is detrimental to their education.



## Working conditions

### Health and Safety

The KGJS workplace is based on a positive and safe working environment including mutual respect, involvement, collegiality, joy and equal rights and opportunities without discrimination and harassment. We comply with recognized international conventions and local legislation and provide a healthy and safe work environment. We do not tolerate any acts or omissions that put our employee's health or safety at risk. Appropriate care and training shall be provided to ensure safe working practices, correct use of Proper personal protective equipment (PPE) shall be used when it is required as well as fire safety, emergency preparedness and response. We expect our suppliers to share the same commitment to their employees.

### Working Hours and Compensation

Suppliers must respect local working hour requirements and applicable international conventions. We also expect our suppliers to comply with wage and hour laws, including minimum wages and other compensation elements.

## Compliant and fair markets

### Sanctions

We expect our suppliers to comply with all economic and trade sanctions laws, regulations, resolutions, embargoes or restrictive measures applicable to them self or KGJS, whether imposed against countries, regimes, entities or individuals, including but not limited to any sanctions administered, enacted, imposed or enforced by the United Nations, the European Union, the United Kingdom, the Office of Foreign Assets Control of the US Department of Treasury, the United States Department of State, the Monetary Authority of Singapore or the Norwegian Government (the "Sanctions Authorities"). We further expect our suppliers not to engage in any business activity with any country, company or person listed as a restricted country, company or person in any list maintained by any of the Sanctions Authorities or through a public announcement of sanctions designation made by said authorities.

### Anti-Bribery and Corruption

KGJS is a member of the MACN (Maritime Anti-Corruption Network) and we maintain strict compliance with anti-bribery and corruption laws and expect suppliers to adopt the same high standards, avoiding any actions that may violate these laws. We do not accept that any of our employees, whether directly or through others, either accept or offer any form of gift, hospitality or other benefits which have the potential to be deemed as corruption or bribe under any anti-bribery and corruption regulation, including facilitation payments. We will not accept nor offer any benefits to facilitate our own or your business with us.

Any breach of applicable anti-bribery and corruption laws or regulations by our suppliers shall be deemed a material breach of this Code and will be subject to disciplinary actions, including the risk of termination of the business relationship and any agreements.

### Antitrust

KGJS is committed to national and international anti-trust legislation and comply with these important aspects of fair and honest business conduct. Violations of such laws are serious for our business and employees. We expect our suppliers not to share or offer to share with us any restricted information, whether subject to confidentiality undertakings or not, from or about our competitors, including information on their bids and prices.

### Environment

KGJS' goal is to minimize environmental impact from our operations. KGJS expects suppliers to operate responsibly, integrate environmental considerations and comply with applicable conventions, laws, and regulations. Suppliers shall also commit to protect the environment and have in place, or develop, an environmental policy and management system that is appropriate to the purpose and context of the supplier and local regulations.



## Business Conduct and Data Protection

### Conflict of Interest

We require our employees and suppliers to disclose any situation that may appear as a conflict of interest. Conflict of interest may be a business interest or a personal interest between KGJS, its employees and the supplier in question – financially or otherwise, directly or through someone closely related.

### Confidentiality

KGJS is committed to openness in all our interactions, while respecting confidentiality in our business relations. We are committed to protect sensitive and confidential information through professional secrecy and have implemented measures to keep documents and data in safe custody. We expect our suppliers to protect and handle non-public information accordingly.

### Privacy and Data Protection

KGJS value, respect and protect personal data of any kind, both of our employees and of third parties such as suppliers and customers. We will comply with all applicable data protection laws and regulations, including the Regulation (EU) 2016/679, General Data Protection Regulation (GDPR) (if applicable) and similar local regulations. We require that our suppliers do the same.

### Documentation and audit

In line with good business practices, our suppliers shall maintain records to demonstrate conformance with the expectations of this Code, or records showing progress in implementing improvements in their management systems towards achieving the standards of this Code. KGJS reserves the right to regularly check compliance with the standards of this Code, including completion of supplier questionnaire and audits.

## SUPPLIER DECLARATION:

As an existing or potential supplier to KGJS, we confirm that we have read and understand this Supplier Code of Conduct and will support and comply with this Code, which can be amended over time.

We also accept KGJS's right, in the case of material breach of this Supplier Code of Conduct, to terminate the contractual relationship or an order for goods or services without liability to any KGJS entity or representative if no appropriate corrective actions are taken by the supplier.

Place and date: \_\_\_\_\_

Company name: \_\_\_\_\_

Estimated # of employees: \_\_\_\_\_

Authorised signatory: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_