



**HITEC PRODUCTS**

A PART OF BR INDUSTRIER

# Hitec Products

## Code of Conduct



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## 1. Main Purpose of the Code of Conduct

The code of conduct contains Hitec Products policies, guidelines and instructions that shall guide all employees how to act on day to day basis. It reflects our daily operations, core values and overall company culture. The code of conduct applies to the organisation and to its individual employees, board members, hired personnel, consultants, suppliers and others who act on Hitec Products behalf.

## 2. General Statement

Hitec Products is committed to increasing its value to customers, employees, shareholders and other stakeholders by profitably and sustainably providing products and services to worldwide markets. At the same time Hitec Products shall maintain a high level of ethical standards worldwide. Hitec Products, and its employees, shall comply with the laws of all countries in which it operates, as well as Hitec Products Code of Conduct.

It is the responsibility of all employees to ensure, by seeking advice where appropriate, that they are aware of all relevant laws, practices and codes of practice. This Code of Conduct applies without exception in Hitec Products worldwide.

Hitec Products employees play an important role in Hitec Products financial, environmental and social improvement efforts. They shall be properly trained, and they are accountable, within the scope of their responsibilities, for Hitec Products sustainable performance.

### 2.1 Responsibilities in the event of non-compliance:

Non-compliant behavior to the nearest supervisor and Human Resource department. All complaints will be handled professionally and investigated as appropriate. There shall be no retaliation for good-faith reporting of code violation or participating in the Company's investigation of a complaint.

It is the responsibility of each Hitec Products Manager to report any case of fraud or wrongful conduct to a Management or to the board. In case of non-compliance with Hitec Products Code of Conduct, there will be prompt disciplinary consequences ranging up to and including dismissal.



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## 3. Code of Personal Conduct

Hitec Products sets high ethical standards for everyone who acts on behalf of the company. The individual must abide by applicable laws and regulations and carry out their duties in accordance with the requirements and standards that apply in Hitec Products.

Hitec Products expects the individual to treat everyone they meet through work related activities, with courtesy and respect. The individual shall not behave in a manner that can offend local customs or culture.

### 3.1 General Data Protection Regulation (GDPR)

We will safeguard personal information under our remit and develop a robust data protection regime that is effective, fit for purpose and demonstrates an understanding of, and appreciation of the GDPR.

### 3.2 Gifts, hospitality and bribe

The individual shall not, directly or indirectly, accept gifts unless they:

- Are consistent with common business practices
- Are not excessive in value and cannot reasonably be construed as a bribe or payoff
- Do not violate applicable law
- Will not embarrass the Company or the employee if publicly disclosed

Hospitality such as social events, meals or entertainment may be accepted if there is a clear business reason.

No other form of attention can be accepted without prior approval from their superiors. Such approval shall be in writing.

Hitec Products individuals shall not, directly or indirectly, offer, promise, give request, demand or accept a bribe or other improper benefit to obtain or retain business.

### 3.3 Information and IT systems

Information produced and stored on Hitec Products IT systems is regarded as Hitec Products property. Hitec Products reserves the right to access all such information except where limited by law or agreement.

The individual is responsible for maintaining electronic files and archives in an orderly manner.

### 3.4 Drugs and Alcohol

Individuals are not allowed to distribute, possess, use or work under the influence of drugs or alcohol on Hitec Products premises, or in connection with Hitec Products business without authorization. Hitec Products personnel that are contracted for work at client site shall not consume alcohol 24 hours before work starts.



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## 3.5 Unlawful Harassment

All individuals shall treat one another with courtesy, dignity and respect, regardless of gender, race, age or origin.

Hitec Products shall not tolerate sexual or other unlawful harassment involving the solicitation of sexual favors, the initiation of sexual advances by one employee toward another or other unwelcome conduct that creates an offensive or intimidating work environment.

Hitec Products managers shall be alert to the possible presence of unlawful harassment in the workplace and shall take appropriate steps to prevent any form of such harassment.

## 3.6 Freedom of Association

All Hitec Products individuals shall have the right of free association. Hitec Products shall respect the right of all unionized employees to bargain collectively.

Hitec Products shall, in those situations in which the right to freedom of association and collective bargaining are restricted under law, facilitate means of independent and free association and bargaining for all such personnel.

## 4. Code of Business Practice

Hitec Products products and services shall be marketed and sold fairly and honestly on the basis on their quality, capabilities, price, service level and other legitimate attributes.

### 4.1 Compliance with the Law and Regulations

Hitec Products shall comply with the laws of Norway and the countries in which we do business. It's in our policy to deliver products and services with the right quality in accordance to applicable laws, regulations, rules, standards and specifications, in an environmentally and competitive way.

It is important that each individual is aware of relevant laws and regulations that apply to our work and that we never engage in conduct that violates applicable laws and regulations.

### 4.2 Fair competition and anti-trust laws

Hitec Products will compete in a fair and ethically justifiable manner with the applicable antitrust and competition laws and regulations in the markets that we operate. This applies in relation to competitors as well as to customers and suppliers.

### 4.3 Supplier/subcontractor relations

Hitec Products shall establish and maintain appropriate procedures to evaluate and select suppliers and subcontractors on their ability to meet the requirements of Hitec Products Code of Conduct.

### 4.4 Bid Rigging

Bid rigging is coordination between competitors on prices or other terms in tenders, allocation of tenders, or coordination of behavior in tender procedures. Bid rigging is prohibited.



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You shall not:

- Allocate tenders with competitors
- Agree that a potential bidder shall abstain from submitting a tender
- Coordinate prices, calculations or terms in a tender procedure

## 4.5 Commitment to Quality

Hitec Products commitment to quality in our products and services requires that we understand our interested parties needs and is committed to meet their requirements. We shall strive to ensure that all deliverables meet the customers' expected quality level and addresses any quality issues and concerns in our non-conformance system.

## 4.6 Unethical Reporting

Hitec Products employees shall not knowingly be associated with reports, returns, communications or other information where our clients believe that the information contains a materially false, misleading statements, contains statements or information furnished inaccurately. Producing misleading reports would create a major risk to the company and distrust from our interested parties.

## 5. Health, Safety and Environment

Hitec Products shall focus on safe operations and work continually towards improvements at work areas. We shall take reasonable steps to prevent accidents and injuries. Workplace violence, including threats, threatening behavior, harassment, intimidation, assaults and similar conduct, will not be tolerated.

Hitec Products shall through a safety optimised design, create the base to prevent accidents caused by our products.

Matters pertaining to the environment, health and safety are integral part of Hitec Products total operations. Continuous improvements are achieved in these areas through management by objectives. We consider that the greatest effect is achieved through preventive action.

We adhere to a risk-based approach that results in long-term sustainable development. Consequently, we strive for high efficiency in the use of energy and natural resources, promote systems for recovery and recycling of materials and work to prevent minimize contamination.

We offer working conditions that stimulate employees to perform effectively assume responsibility and continue to develop in their personal and professional pursuits.

We shall comply with or exceed environmental requirements set by applicable laws, ordinances and international agreements.

### 5.1 Equal Opportunity

Hitec Products shall ensure equal employment opportunities for all qualified individuals, without distinction or discrimination because of age, race, color, national origin, religion, sex, disability or other characteristics protected by applicable law.



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## 5.2 Compensation

Hitec Products shall ensure that:

- Wages paid for a standard working week at least meet the legal or industry minimum standards and are sufficient to meet the basic needs of our employees.
- Information on wages and benefits is communicated clearly and regularly for each employee
- Wages and benefits are rendered in full compliance with all applicable laws
- Labor hire arrangements and apprenticeships are not undertaken to evade Hitec Products obligations to personnel under applicable laws, social security legislation and regulations.

## 5.3 Working Hours

Hitec Products shall comply with applicable laws and industry standards on working hours.

## 5.4 Child Labor

Hitec Products shall neither tolerate the use of child labor when conducting business, nor accept products from suppliers and subcontractors that utilize child labor in their contracting, subcontracting or other relationships for the manufacture of their products.

# 6. Corporate Responsibility

## 6.1 Community Contribution

Wherever Hitec Products operates, good relations shall be regarded as fundamental to long-term success.

## 6.2 Political Contributions

Hitec Products will not contribute financially to political parties or politicians. Employees are neither encouraged nor discouraged from making political contributions, but must do so in their own name, on their own behalf and not as representatives of the company.

## 6.3 Sponsoring and Endowments

Hitec Products may utilize sponsorships to promote the company and its business. All sponsoring relationships shall be strategic and aligned with Hitec Products values. Hitec Products sponsoring and endowment initiatives shall be delivered through local business units, focusing on programs supporting culture, education, sports or other proactive social and humanitarian programs.

# 7. Sustainability

Hitec Products are committed to be a significant player in the sustainable green transition that is ongoing worldwide. Both by reducing our environmental footprint, and by offering the marked low carbon emission solutions, products, and self-developed systems within the waste-to-energy and recycling area.



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We have a well-known approach towards having a locally based value chain, to avoid unnecessary transportation, and to ensure that the processing of equipment delivered to us are done by use of hydro-power or other sustainable power source to the highest possible means.

We will continue to improve on sorting waste and avoid unnecessary waste of energy, avoid harmful chemicals, and recommend environmentally friendly system fluids to our clients and partners

Hitec Products are targeting technologies, solutions and products that favorably will contribute to reach both the national and international (EU) new climate and waste goals. We will approach these as business opportunities and meet the needs of the present without compromising the ability of future generations. We shall ensure that we are enhancing the green transition by continually seek for optimized solution. We aim to be the preferred supplier for our interested parties and that our years of experience in the oil & gas industry will secure Hitec Products a significant part of the relevant future green projects and investments.