

# Ethical guidelines for Kjeldaas AS



**Kjeldaas**

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# Greetings from Thor Ambjørn Kjeldaas



Kjeldaas is a company that is concerned with business operations in an ethical and socially responsible manner. Kjeldaas must be a safe and secure company - both for employees, customers and the public. All our great employees together make up the most important resource we have in Kjeldaas. It is what each one of us does every day that shows who we are. Together we will create a culture that is characterized by a good working environment, and together we will create a workplace that is rewarding, developing and safe.

I am concerned with a twinkle in the eye and humor in everyday life, then the good results will also come. We must strive for good cooperation at all levels, where we want the best for each other! Furthermore, it is important to me that we place great emphasis on HSE, quality and documentation. We must be a safe and secure company - both for employees, customers and the public.

The purpose of the ethical guidelines is to set a framework for how we should act to ensure that Kjeldaas has operations that are ethical, sustainable and socially responsible. The guidelines lay down guidelines, principles and rules that will assist us in making good judgments and making ethically correct choices in our daily operations. This document is also a tool for influencing the behavior and culture in Kjeldaas and applies to employees, board members, hired actors and others who act on behalf of Kjeldaas.

We will do our best every single day! We have 4 values as guidelines or our attitudes and actions, and these lay the foundation for the ethical guidelines. The company's values - Tidy, positive, innovative and efficient - lay the foundation for us to be an ethical and honest practice. Our customers, partners and colleagues must experience the values in interaction with us.

Our philosophy is to make the customer satisfied - that is, correctly performed work at the right time, according to the applicable assumptions and agreements.

Thor Ambjørn Kjeldaas

# Value basis

Kjeldaas's basic values lay the foundation for the company, and are central to our employees. The values anchor the way we will carry out our projects in a safe and profitable way. The core values facilitate good, value-creating collaboration between customers and suppliers.



## **Tidy**

We act orderly in several ways. We maintain tidiness in cars, machines, barracks, containers, in the office and outside the facility. At the same time, we must appear orderly in dialogue with the public, neighbours, customers and the media. We act in an orderly manner by knowing and complying with laws and regulations.



## **Positive**

We meet everyone with a positive attitude, whether you are a colleague, client or the public. We tackle every task with a smile on our face. The setting is always "This will work", "We will get this done" and "Of course we have the capacity"



## **Innovative**

We never see limitations. We are solution-oriented and are not afraid to take new paths. Always looking for adjustments and new methods that can make us better. Our creative power must continuously produce innovative ideas.



## **Efficient**

We never delay - we get it done right away. We are constantly looking for solutions and opportunities that can save time. Our efficiency is based on good planning and the right equipment for the right job. The values will create a business our employees can be proud of, and will help create a good corporate culture





# Quality and process

Our philosophy is to make the customer happy - that is, work done correctly at the right time, according to the current assumptions and agreements.

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We must be a safe and secure company for our employees, customers and the public. All clients must be able to trust our assessments, and that we do our best - every single day.

Kjeldaas works to continuously improve and further develop the quality of the services we deliver. We are ISO 9001 certified.

We also work with Lean in all processes, and through respect for people and competent employees, we have a strong focus on good flow in everything we do, and value-creating work for our customers. This should lead to satisfied stakeholders, both internal and external.





# HSE

We focus on a good and safe working environment for our employees, which ensures a health-promoting and meaningful working situation. HSE is an integral part of daily operations, and is worked on in a preventive and long-term manner.

Our core focus area is that everyone should feel good at work and get home safely. In Kjeldaa's, everyone has a responsibility to behave safely and health-promotingly, and to look after each other. HSE work is carried out systematically and is integrated into the ordinary planning and execution work in Kjeldaa's.

We must comply with current laws and regulations, and work continuously to improve HSE - the work in the company via risk assessments, safety rounds and non-conformance processing. An important principle that applies within HSE work is that cases are sought to be resolved at the lowest possible level, the person who sees a challenge is often also the one who sees what measures can be implemented.

Broad and active participation from employees, and a clear distribution of responsibility and organization of HSE work, is a prerequisite for achieving the best possible working environment.

Within HSE, the following applies:

- We have a zero vision for injuries and accidents
- HSE is a management responsibility in line
- We must focus on actively identifying and reducing the risk of accidents and impaired health among our employees
- We must have an HSE culture where accidents, dangerous situations, near misses and suggestions for improvement create a basis for learning and continuous improvement
- We must assess our activity for compliance, so that internal and external requirements are met
- We will practice our emergency preparedness





# Environment

Kjeldaas is ISO 14001 certified. Our activities affect the environment globally and locally. Our ambition is to take responsibility for our own environmental impact throughout the value chain. We will be a driving force behind green solutions and contribute to a sustainable society. We will help to influence decision-makers, especially among our customers and partners

Kjeldaas must continuously improve its own environmental performance and be a driving force in environmental work in the construction industry.

Our goal is to make our projects and our services increasingly environmentally friendly. By actively seeking new, innovative solutions to minimize negative consequences for the environment, we want to be known as a company that realizes facilities that are environmentally friendly throughout their lifetime.

At Kjeldaas, we have an organizational structure with a management system, procedures and training programs to ensure all legal requirements, rules, applicable standards and compliance obligations. Our environmental management system is ISO 14001:2015 certified.

Kjeldaas AS will achieve its environmental goals by:

- Work for increased competence throughout the organization about the impact of construction work on the environment, climate and outdoor life, and how this can be balanced against a goal of rational and profitable construction operations
- Carry out systematic work to prevent pollution and improve the overall environmental effects, based on a principle of continuous improvement
- Clearly communicate the content and requirements of the environmental work to own employees, subcontractors, customers and the general public





# Business ethics





Kjeldaa's

# Legislation

Kjeldaa's AS follows the UN's ten principles for responsible business within human rights, working life, the environment and anti-corruption.



Kjeldaa's AS also follows the ILO human rights conventions on human rights and rights in working life and its 4 main areas. Kjeldaa's also follows OECD guidelines.

In addition to the above, Kjeldaa's AS also follows Norwegian legislation.



# We make demands on the value chain

Our suppliers and other collaboration partners must adhere to the company's ethical principles, and must fulfill requirements in line with the applicable legislation. Below we find the Openness Act, which deals with basic human rights and decent working conditions.

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Furthermore, the suppliers must familiarize themselves with and relate to Kjeldaa's ethical principles by promoting and signing contracts further down the value chain.

Kjeldaa wants to base its collaborations with suppliers on an orderly, positive and efficient way. Suppliers must be treated impartially and fairly. Mutual respect creates a good premise for good cooperation. Respect and orderliness must be present throughout our negotiations with suppliers.

Customers must be met in an orderly manner, through insight, respect and understanding. In Kjeldaa, the customer's needs must be taken care of in the best possible way, within the applicable ethical framework.

We make demands on the value chain principles for responsible business in their own company, and that they set the same requirements for their own suppliers.



# Corruption

Corruption is bribing or accepting bribes and thereby obtaining or giving an appropriate advantage in connection with one's work.



Corruption undermines all forms of business activity and free competition. It is damaging to reputation and exposes the company and the individual to risk.

Corruption is illegal and will not be tolerated in any form. In Kjeldaas, we follow all laws and regulations that exist in the area, and behave in an orderly manner, which is the basis of our values.





# Conflicts of interest

Employees in Kjeldaas must avoid situations where a conflict may arise between their own personal and/or financial interests and the company.

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Kjeldaas respects employees' rights to manage private interests and investments. At the same time, we are expected to act loyally towards Kjeldaa's and the company's interests

In order to avoid that conflicts of interest arise or that our own or Kjeldaas' competence and integrity are questioned, we contact the immediate manager as soon as situations and roles arise that could lead to an actual or perceived conflict of interest.

Caution must be exercised when it comes to offering or accepting gifts and courtesy gestures. Gifts or other remuneration must not be received if it is reasonable to assume that this is suitable to influence business decisions.



# Combating financial crime

KjeldaaS AS takes responsibility for fighting crime in the industry. Economic crime distorts competition and leads to instability, unpredictability and fewer resources for the community.

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KjeldaaS supports competition on equal terms so that it can promote efficiency and innovation. This is fundamental for a well-functioning and sustainable society. KjeldaaS distances itself from undeclared work and conducts all transactions correctly.



# Protection of information and GDPR

Secure information handling is a prerequisite for our business. The company's work with information security gives employees, customers, suppliers and other stakeholders security that we have secure information handling and transfer.

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We use our information to be on guard against risks and threats that could mean that the information is misused by others.

Kjeldaa AS safeguards the rights of the individual employees in the company so that personal data is in accordance with the principles in the Personal Data Protection Regulation.





# Complaints and notifications

It must be safe to speak up if you suspect objectionable circumstances. Employees must notify if they suspect conditions that are in breach of the guidelines or other legislation.

Notification is mainly made to the immediate manager, the manager's superior or Kjeldaas HR manager.

It must be safe to speak up if you suspect objectionable circumstances. Employees must notify in the event of suspicion of conditions that are in breach of the guidelines or other legislation. Notification is mainly made to the nearest manager, the manager's leader or Kjeldaas's HR manager.

It is also possible to notify anonymously through Kjeldaas notification channel. The notification portal can be found on Kjeldaas website (Located at the bottom of the website)

[Notification of objectionable conditions > Kjeldaas \(kjeldaas-as.no\)](#)





# Human rights and working conditions

In Kjeldaas, all people have the same value. Discrimination of any kind is not accepted, for example because of gender, age, race, religion or orientation. Diversity is valued in our business.





## Freedom of organization

Freedom of association is the right to form or be a member of an organisation. Kjeldaas does not accept restrictions on freedom of association or restrictions on collective bargaining.



Fear of reprisals or fear of punishment is not accepted. This also applies to discrimination against trade unions.

## Forced labour

Any form of forced labour, human trafficking or work linked to threats and punishment is not accepted.



Work must be carried out on a voluntary basis. Salary or other benefits as well as ID cards and passports must never be withheld to force someone to work.



# Child Labour

Kjeldaas does not accept child labor and the use of violence, coercion or exploitation of children under the age of 18.

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Workers under the age of 18 must be given special protection against dangerous work operations that may involve risks to health and safety, such as night work. If children under the age of 18 are used, it must be documented that no work harmful to health is carried out. This includes overtime and night work.

# Prohibition of discrimination in the workplace

For Kjeldaas, equality for all people is a matter of course. We work actively for diversity and inclusion.

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Discrimination is not accepted. There is no tolerance for bullying, derogatory and offensive remarks at work. Zero tolerance applies to offensive harassment, sexual harassment, bullying and discrimination.

The people who make up the company are seen as our most important resource, and we therefore want to create a developing and inclusive working environment. We act with respect towards our colleagues and others we meet in our work.

# Basic terms of employment

Basic terms of employment must always be respected and adhered to.

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Working hours, wages and other remuneration must always be in accordance with the country's legislation, applicable collective agreements and what is generally valid in the country where the product is manufactured or the work is carried out. Illegal labor must never be used.



# Social responsibility

Kjeldaas is keen to do its share of social responsibility, and among other things wants to be a resource for the local community. We are keen to contribute to the local area, and have several different initiatives that will help to build up the society we are part of.

Kjeldaas takes social responsibility through, among other things:

- Kjeldaas supports the local community, among other things, by sponsoring events in the local area.
- The Kjeldaas bus is an initiative that is mainly lent to schools and local leisure and sports organizations when there is a lack of resources for transport
- Sponsorship of leisure activities / grassroots sports
- We take in young people on placement and in apprenticeship positions
- Be a company with a focus on sustainability goals within the various dimensions

As a basis for our work with sustainability and the future of our planet, we use the UN's sustainability goals as guidelines. Kjeldaas has selected four main points, which are in extra focus for us.

- Good education
- Clean water and good sanitation
- Sustainable cities and communities
- Stop climate change





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