



INTENO GROUP CODE OF CONDUCT

Below code of conduct principals applies to all companies within the Inteno group. In addition the principals are acknowledged and confirmed by the suppliers to the Inteno group.

Relationship with National Law

In addition to complying with the provisions of the Inteno Conduct Principles (hereinafter "the Principles") Inteno comply with applicable local laws. Should any of the requirements in the Principles conflict with applicable local laws in the sense that it would represent a breach of applicable local laws if the Principles were applied, the highest standards consistent with applicable local laws shall be applied.

Human rights

Inteno respects internationally proclaimed human rights, and shall avoid being complicit in human rights abuses of any kind. Inteno shall respect the personal dignity, privacy and rights of each individual.

Labour standards

Freedom of Association and the Right to Collective Bargaining

Inteno will ensure and recognize the right of free association and, where a significant proportion of the workforce agree, collective bargaining of employees and/or workers (employees and/or workers hereinafter to be collectively referred to as "Worker/Workers"). Inteno shall not discriminate against Worker's representatives or members of trade unions, which shall also have access to carry out their representative functions in the workplace. Where the right to freedom of association and collective bargaining are restricted under national law, Inteno shall allow Workers to freely elect their own representatives.

Forced Labour

Inteno shall not use forced or compulsory labour, including, but not limited to, debt bonded labour. Inteno shall ensure that the work relationship between the Worker and Inteno is freely chosen and free from threats. Inteno shall ensure that all Workers shall be free to leave their employment/work after giving reasonable notice. Workers shall not be required to lodge deposits of money, identity papers or similar in order to get or keep their employment/work.



Child Labour

Inteno shall not employ or use child labour. In these Principles "child" means anyone under 15 years of age, unless national or local law stipulates a higher mandatory school leaving or minimum working age, in which case the higher age shall apply. Child labour means any work by child or young person unless it is considered acceptable under the IOL minimum age convention 1973 (C 138).

If any child is found working at the premises of Inteno, it shall immediately take steps to redress the situation in accordance with the best interests of the child. Inteno shall secure that persons under the age of 18 do not perform any hazardous work. In these Principles 'hazardous work' means work which exposes children to physical, psychological or sexual abuse; work underground, under water, at dangerous heights, in confined spaces; work with dangerous machinery, equipment and tools, or which involves the handling or transport of heavy loads; exposure to hazardous substances, agents or processes, temperatures, noise levels or vibrations; particularly difficult conditions such as work for long hours or at night or where the child is unreasonably confined to the premises of Inteno.

Non-Discrimination

Inteno shall prohibit direct or indirect negative discrimination based on race, colour, sex, sexual orientation, language, religion, political or other opinion, national or social origin, property, birth or other status, and shall promote equality of opportunity or treatment in employment and occupation. Inteno shall prohibit and refuse to tolerate, and not confer upon its Workers, any unacceptable or degrading treatment, including mental cruelty, sexual harassment or discrimination gestures, language or physical contact, that is sexual, coercive, threatening, abusive or exploitative.

Employment Conditions

Inteno shall provide remuneration that meets any national legal standard on minimum wage. The basis on which Workers are being paid is to be clearly conveyed to them in a timely manner. Inteno shall secure that working hours are not excessive and as a minimum comply with applicable local laws. Inteno shall respect the individual Worker's need for recovery and secure that all workers have the right to adequate leave from work with pay. Inteno shall secure that all Workers are provided with written agreements of employment setting out employment conditions in a language understandable to the Worker.



Health and Safety

Inteno shall secure that the Workers are provided with a healthy and safe working environment in accordance with internationally recognised standards. Inteno shall do its utmost to control hazards and take necessary precautionary measures against accidents and occupational diseases. Whenever necessary Workers are to be provided with, and instructed to use, appropriate personal protective equipment. Inteno shall provide adequate and regular training to ensure that Workers are adequately educated on health and safety issues. Inteno shall secure that, where it provides accommodation, it shall be clean, safe and meet the basic needs of the Workers, and, where appropriate, for their families.

Environment

Inteno shall take a precautionary approach towards environmental challenges, undertake initiatives to promote greater environmental responsibility, and encourage the development and diffusion of environmentally friendly technologies. Inteno shall act in accordance with relevant local and internationally recognized environmental standards. Inteno shall minimise its environmental impact and continuously improve its environmental performance.

Prohibited Business Practices

Corruption and other Prohibited Business Practices

Inteno shall comply with applicable laws and regulations concerning bribery, corruption, fraud and any other prohibited business practices. Inteno shall not offer, promise or give any undue advantage, favour or incentive to any public official, international organisation or any other third party. This applies regardless of whether the undue advantage is offered directly or through an intermediary.

Gifts, Hospitality and Expenses (Business Courtesies)

Inteno shall not, directly or indirectly, offer gifts to our customers employees or representatives or anyone closely related to these, unless the gift is of modest value. Hospitality, such as social events, meals or entertainments may be offered if there is a business purpose involved, and the cost is kept within reasonable limits.

Money Laundering

Inteno shall be firmly opposed to all forms of money laundering and shall take steps to prevent its financial transactions from being used by others to launder money.

Competition

Inteno shall under no circumstances cause or be part of any breach of general or special competition regulations, such as illegal cooperation on pricing, illegal market sharing or any other behaviour that is in breach of relevant competition laws.