

SUPPLIER CODE OF CONDUCT

Techstep is a complete mobile technology enabler, making positive changes to the world of work; freeing people to work more effectively, securely and sustainably. We help customers who want to work smarter, while also delivering on their ESG commitments. Sustainability is an integral part of our business and strategy, in order to deliver long-term stakeholder value.

OUR APPROACH

We recognise that our mission can only be achieved with the cooperation of our suppliers and other business partners. We have therefore developed this Supplier Code of Conduct, to engage with and prioritise suppliers who share our business ethics and principles, and apply them throughout their supply chain. We welcome relationships with our suppliers as opportunities to improve and evolve practices and behaviours over time.

This Code is not meant to be exhaustive and there may be situations where it does not provide explicit guidance. We expect all suppliers to always comply with applicable laws and regulations and to exercise good judgement consistent with the business ethics promoted in this document. Our expectations of suppliers are based on the principles of the Universal Declaration of Human Rights, the International Labour Organisation (ILO) Core Conventions, OECD Guidelines for Multinational Enterprises and UN Global Compact's 10 principles for sustainable development.

OUR EXPECTATIONS OF SUPPLIERS

General

- Comply with all applicable laws and regulations in which you operate
- Provide correct and consistent information to stakeholders in a timely manner and upon request
- Be transparent about efforts and challenges to enhance learning and improvement
- Be determined to continually improve, and engage your own value chain to advance efforts over time

Human rights and labour practices

- Treat people with dignity and respect, and not tolerate any forms of discrimination, harassment, humiliation, or abuse
- Pay fair wages to all employees, on time and in accordance with legal requirements
- Ensure that work is in compliance with regular working hours/ days, overtime is paid for, breaks, rest periods, holidays and parental leave is respected
- Ensure all work is completed voluntarily. No employees, contractors or agents of the organisation should be forced, bonded, indentured or subject to threat or involuntary labour. They must also be free to terminate their employment with reasonable notice
- Avoid any form for child labour by respecting the local minimum age for employment for work. If young workers are employed, they must not do work that is mentally, physically, socially or morally dangerous or harmful, or interfere with their opportunity to attend school and develop
- Respect and support the free association of labour and employee rights to join a trade union, where allowable by law
- Pay special attention to those most vulnerable to adverse human rights impacts, including women, children, migrant workers, workers with a disability or from a minority background

- Prevent and address the risk of human rights impacts linked to your business

Health and safety

- Provide a working environment that is physically, psychologically and socially safe
- Manage health and safety systematically in accordance with international standards, adopted to the supplier's size and complexity of operations

Environmental management

- Seek efficient and sustainable use of resources and strive to minimise impact on biodiversity, climate change and water scarcity
- Work proactively to incorporate environmental considerations into product design, day-to-day operations and supply chain management
- Manage waste responsibly and adopt circular economy principles into the business model
- Seek to improve energy efficiency and shift to renewable energy sources where possible
- Keep an environmental management system, and track, document and report on progress

Ethical business conduct

- Behave ethically, with integrity and honesty
- Not tolerate any form of corruption in own business or among suppliers or business partners, and ensure compliance with all applicable anti-bribery, anti-fraud, anti-tax evasions
- Compete fairly and make business decisions in the best interest of the companies involved, without letting personal relations or considerations influence decision-making
- Commit to responsible sourcing, and take appropriate steps to avoid use and supply of minerals whose sourcing could be linked to human rights violations and to direct or indirect support to armed conflict minerals
- Respect and protect know-how and intellectual property rights

Information security and personal data protection

- Suppliers with access to sensitive information shall actively protect this information against unauthorised access, use, disclosure, disruption, modification, inspection, recording and destruction

COMPLIANCE

We expect our suppliers and other business partners to respect the principles set out in this supplier code and ensure that their subcontractors are informed and comply with accordingly.

We recognise that different suppliers may be at different stages of maturity and are committed to supporting them to improve their ability to meet these expectations. We welcome open and honest discussions with suppliers where they feel they might not be able to fully adhere to the code and the opportunity to explore solutions to these challenges.

Techstep will work systematic evaluating the sustainability risks linked to our suppliers and sub-suppliers and how they live up to expectations set out in this supplier code. Persistent failure to comply with these standards or with applicable laws and regulation may result in termination as a Techstep supplier, where this right has been contractually agreed in advance by both parties, and referral of the matter to local authorities.

We encourage suppliers to report any potential misconduct of this code to compliance@techstep.no or through our anonymous whistleblower channel available from our website.

Version number	Approved by	Approval date	Document owner	Change history
1.0	Børge Astrup, CEO	[17.02.2022]	Head of Compliance	New