

## **CSR - Code of Conduct**

for Suppliers to Cibicom Group

- Cibicom A/S
- Cibicom Services A/S
- Cibicom Mobility ApS

### **Cibicom's values are**

Community, Responsibility and Simplicity.

## **Introduction**

Together, we take responsibility for making it simple. In Cibicom, that is our focus. This community and responsibility imply to us not only a responsibility to our internal community, but to the community we are all a part of. Therefore, we, as a responsible company, commit to ourselves and our suppliers to live up to standards that are just and sustainable.

These standards entail that our suppliers recognize, abide by and commit to our CSR-principles for human and labor rights, environment and anti-corruption. Our Code of Conduct should be perceived as a tool to ensure cooperation and dialogue with our suppliers, and to focus on the possibility for and willingness towards improvement for both ourselves and our suppliers.

### **Our responsibility:**

Our CSR-policy is based on general principles, which are a part of

- The UN Global Compact
- The UN guiding principles on Business and Human Rights
- OECD's guidelines for multinational enterprises

Therefore, we expect our suppliers to abide by the standards set forth in this Code of Conduct.

To ensure this, suppliers must be able to document their compliance to the individual commitments. Supplier must report to Cibicom in case of presumptions of non-compliance with

laws, regulations and/or this Code of Conduct. This Code of Conduct will continuously be revised and evaluated for sufficiency and effectivity and must not be interpreted as means to avoid current legislation, rules, or regulations.

Our CSR-policy enables us to take responsibility for and ensure the community, we are all a part of.

## **CSR-principles**

### **Generally**

Cibicom expects our suppliers and sub-suppliers to abide by and act according to the principles and guidelines set forth by the UN and OECD and Cibicom's Code of Conduct.

Suppliers have the responsibility to comply with Cibicom's Code of Conduct. If the supplier discovers that one or more sections of our Code of Conduct are transcended, the supplier owns responsibility of remedying the damage done by lack of compliance, whether it originated from the supplier itself or the value chain of the supplier.

### **Human Rights**

- Respect for Human Rights.
- No violations of the Human Rights.

Supplier is expected to support and respect the protection of internationally proclaimed human rights and to ensure no violation of these rights.

### **Labor rights**

- Freedom of association and collective bargaining.
- Forced labor.
- Child Labor.
- Discrimination.

Supplier is expected to support and ensure the freedom of association and collective bargaining, to support the end of any form of forced and child labour and may not make use of these. At the same time, supplier is expected to ensure a healthy and safe work environment by abiding by

current laws and regulations and to fight discrimination and support the end of discrimination in all forms through equal rights.

### **Environment**

- Precautionary approach to environmental challenges.
- Support greater environmental accountability.
- Encourage development and spread of environmentally friendly technology.

Supplier is expected to abide by current laws and regulations regarding environment and climate provisions and must seek to prevent, minimize and amend possible negative environmental impacts from own activities, products and services. At the same time, supplier is expected to seek to prevent, minimize and amend significant negative environmental impacts on biodiversity and from pollution directly caused by supplier's own activities, products and services.

### **Anti-corruption**

- Oppose all forms of corruption, extortion and bribery.

Supplier is expected to abide by current laws and regulations regarding anti-corruption and must actively seek to avoid all forms of corruption, extortions and bribery. This regards both the work of the supplier itself and for agents, intermediaries and other third parties. At the same time, supplier is expected to refrain from offering or receiving excessive gifts as part of illegitimate business conduct, receiving, or offering gifts, hospitality, contributions or sponsorships to function as part of illegitimate business conduct, corruption or bribery.

## **Implementation and management**

Supplier must be able to demonstrate abiding by the principles in this Code of Conduct and documentation must be available to Cibicom on request. The principles herein apply to all supplies and their employees, regardless of their status or relationship with the supplier.

Supplier must appoint a person responsible for management, planning, implementation, and surveillance of this Code of Conduct.

Cibicom has the option to monitor supplier's management of this Code of Conduct with the purpose of gaining insights into supplier's management of the principles on human and labor rights, environment, and anti-corruption.

If supplier does not meet our expectations, supplier will be given a time span to correct this. If supplier is not able themselves, Cibicom will enter cooperation and dialogue with supplier and develop and implement a plan of action. If this plan of action is not complied with or if supplier repeatedly refrains from abiding our CSR-policy, Cibicom reserves the right to suspend and bring to end the cooperation with supplier.

By signing this document, signatory of this document commits and recognizes the standards set forth in this document regarding human and labor rights and environment and anti-corruption as far as it is possible for signatory.

Likewise, signatory commits to take precautions according to implementation and compliance of the commitments set forth herein, and that signatory's value chain comply with present standards and commitments.

*Sign and return to:*

Cibicom A/S  
Banestrøget 19  
2630 Høje Taastrup  
Denmark

[info@cibicom.dk](mailto:info@cibicom.dk)

Present Code of Conduct is accepted and acceded.

Place, date

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[Supplier]