



# CODE OF CONDUCT

## **1 Introduction**

The purpose of this code of conduct is to ensure that Semco Maritime A/S and our partners, suppliers and stakeholders operate in accordance with internationally recognised minimum of standards on human rights, labour and the environment. Semco Maritime adheres to the principles of this code and expects the same of its partners, suppliers and stakeholders.

The aim of this code is not to terminate business, but to help partners; suppliers and stakeholders improve social and environmental standards. Semco Maritime is therefore willing to work together with our partners, suppliers and stakeholders to achieve compliance with the provisions of this code. However, we will not conduct business with a company if compliance with the requirements of the code is deemed impossible. Nor will we conduct business with a company engaged in violations of fundamental human rights.

Semco Maritime has joined the UN initiative, Global Compact, in October 2007. The participation in this initiative is relevant to the content of the code of conduct. The Global Compact and its principles will be part of our strategy, culture and day-to-day operations and Semco Maritimes will try to make a clear statement of this commitment – both to our employees, partners, suppliers, stakeholders, clients and to the public. The Global Compact's 10 principles are within the areas: Human rights, Labour, Environment, Anti-corruption.

Observance of the code will be an enforceable and enforced part of any agreement or contract between Semco Maritime and our partners, suppliers and stakeholders.

Semco Maritime shall periodically review the adequacy and continuing effectiveness of this code of conduct.

## **2 General demands**

All Semco Maritime partners, suppliers and stakeholders are expected to comply with national laws and regulations and comply with the "Code of Conduct". All suppliers are expected to know the business practices of their suppliers and subcontractors to ensure they operate within the scope of this code.

## **3 Human rights**

Semco Maritime support and respects the protection of the internationally proclaimed human rights and our suppliers are expected to support and respect these rights as well and make sure that they are not complicit in human rights abuses.

## **4 Working environment management system**

The working environment of Semco Maritime's production in Denmark and Norway is certified according to the DS/OHSAS 18001 standard. This means that Semco Maritime engages in targeted and systematic efforts to continuously improve the working environment.

## 5 General health and safety promotion

Semco Maritime helps to promote the health of employees by combining efforts to improve the working environment with initiatives aimed at a healthier lifestyle and greater well-being. Semco Maritime works with health promotion in a manner that is determined by the wishes and the possibilities of Semco Maritime and the employees. On this basis Semco Maritime has developed a policy on health promotion.

Semco Maritime is committed to the safety and health of its employees and conducts its operations in compliance with applicable laws and regulations. Through co-operation with public authorities and other relevant partners Semco Maritime shall constantly seek to meet the requirements made to us as a company by the surrounding community. Suppliers are expected to provide a safe working environment that supports accident prevention and minimizes exposures to health risks. Suppliers are expected to comply with all applicable safety and health laws and regulations in the countries in which they operate.

## 6 Employee training

Semco Maritime's employees are trained in general health and safety. This means a.o. that each of Semco Maritime's employees, regardless of the nature and length of the employment relation, receives adequate and suitable training and instruction in how to perform the work free of risks. The employees receive information on the risks of accident and disease that may be related to their work. Semco Maritime pays the costs of training and instruction in how to perform the work free of risks. The training and instruction take place during work hours

## 7 Psychological working environment

Semco Maritime ensures that:

- The work in Semco Maritime poses minimal risks to the deterioration of physical or psychological health
- an assessment has been made of the physical, ergonomic and psycho-social conditions in the working environment which in the short or long term may affect physical or psychological health. The assessment has been made for all work elements and helps to ensure that the work takes place in full consideration of safety and health concerns
- monotonous, repetitive work, which may be hazardous to physical or psychological health in the short or long term, is avoided or limited
- the work place does not constitute a danger of deterioration of physical or psychological health in the short or long term
- isolated work, which may be hazardous to physical or psychological health, is avoided or limited
- the work does not constitute a risk of deterioration of physical or psychological health as a result of bullying, including sexual harassment.

## 8 Working conditions incl. accidents

All steps in production are planned and organised with full consideration for health and safety concerns. Work in Semco Maritime takes place in consideration of a.o. the following principles of prevention:

- risks are eliminated at the source
- as far as possible, work is adapted to the individual employee in relation to a.o. the construction of the workplace and choice of work equipment as well as work and production methods
- monotonous and repetitive work is limited in order to minimise the health effects of this work
- installations and work methods which may pose a significant danger for employees in the course of their work are not used

Semco Maritime regularly performs written assessments of health and safety conditions in the workplace. All working environment conditions are included in the workplace assessment, and company employees are involved in the process.

## 9 Fire safety

Semco Maritime has taken the necessary precautions and made the necessary plans in regard to fire and evacuation of the employees. Semco Maritime has selected and trained the people who will be in charge of implementing the measures and plans.

- Semco Maritime's employees are informed about the content of these measures and plans
- there are a sufficient number of escape routes and emergency exits in the workplace
- emergency exit doors and gates may be opened in an easy and safe manner, and there is free passage through them
- there is free passage through escape routes
- signs provide information or warnings about conditions which are important to health and safety
- in the event of a risk of particular danger situations, the workplace is equipped with the necessary alarm systems and first aid equipment in case of accidents
- a sufficient number of functional fire extinguishers have been installed

## 10 Environmental management

Semco Maritime's environmental production work in Denmark and Norway is certified according to the ISO 14001 standard. This means that Semco Maritime engages in targeted and systematic efforts to continuously improve its environmental performance. Semco Maritime's environmental management system is monitored annually by external auditors who assess Semco Maritime's actual environmental performance in relation to the procedures in the environmental management system.

Semco Maritime respects the environment and is committed to both operate and be proactive in compliance with applicable laws and regulations. Furthermore, Semco Maritime has higher demands on ourselves within this area than dictated by the community. Our suppliers are also expected to conduct their operation in a way that protects our environment and comply with all applicable environmental laws and regulations in the country in which they operate.

## 11 Establishment and operations

Semco Maritime follows the guidelines of the environmental authorities and regulations on the protection of water, air, and earth, accident prevention and noise emissions. Semco Maritime regularly seeks to assess whether any emissions to the environment can be reduced at the source. Semco Maritime is aware of and observes requirements from the authorities inspecting Semco Maritime's environmental aspect.

## 12 Waste and recycling

Semco Maritime ensures that waste, including recyclable waste, is separated according to the regulations of the local environmental authorities for recovery or disposal at authorised treatment facilities when present. Hazardous waste is labelled, stored and disposed of, as instructed by the local authorities, at environmentally approved receiving facilities.

## 13 Dangerous substance

Employees' work with dangerous substances in the workplace; including storage, use and hand-ling takes place in a safe manner with minimized health risks. This means a.o. that a comprehensible guide to work place use has been produced for each dangerous substance or material, containing all necessary information (precautions, first aid etc.). As a minimum the aim must be to improve/raise the level as much as possible.

In addition:

- The guides are up-to-date and handed out to employees, and employees have been effectively trained in using the guides
- all relevant employees have been trained in using the substance or material
- the necessary first aid equipment is available and ready for use
- no children under 18 work with dangerous substances

**14 Labour**

Semco Maritime shall commit to comply with all applicable wage and labour laws and regulations governing employee compensation and working hours. Our suppliers are expected to comply with such laws and regulations as well.

Semco Maritime does not knowingly engage in or support the use of forced or involuntary labour. Semco Maritime will not accept that suppliers are using forced or involuntary labour.

Semco Maritime does not knowingly engage or support the use of child labour and our suppliers are expected to comply with local child labour laws and employ only workers who meet the minimum age requirement for their location.

Semco Maritime supports diversity and equal opportunity. Unlawful discrimination in the workplace is not tolerated. All suppliers are expected to comply with local laws concerning discrimination in hiring and employment practices.

Semco Maritime is committed to the safety and health of its employees and conducts its operations in compliance with applicable laws and regulations. Through co-operation with public authorities and other relevant partners Semco Maritime shall constantly seek to meet the requirements made to us as a company by the surrounding community. Suppliers are expected to provide a safe working environment that supports accident prevention and minimizes exposures to health risks. Suppliers are expected to comply with all applicable safety and health laws and regulations in the countries in which they operate.

**15 Freedom of association**

Semco Maritime does not discriminate or in any other way make decisions that are affected by the employee's affiliation with a trade union or other association. Semco Maritime does not attempt to influence the employees to be members of a particular trade union. Semco Maritime does not interfere in which trade unions or other associations are formed in the workplace. Employees are not dismissed because of their affiliation with a trade union. The right to collective bargaining is respected. Elected representatives for the employees are given special protection in carrying out their duties.

**16 Working time and rest**

Semco Maritime seeks to ensure that at least local interests and regulations are kept in connection with working hours and rest periods and expect our suppliers to comply with the same regulations.

**17 Wages and working conditions**

All employees receive a minimum wage in accordance with international standards and requirements. Before entering employment all employees are given a written agreement with relevant information and local requirements (laws and rules).

Document no.:	Revision no.:	Prepared:	Checked:	Approved:
POL-SEMCO-0013	00	JHN	JGEH	JTCH

**18 Eating facilities and drinking water**

Semco Maritime ensures that all employees, locale conditions considered, have access to eating facilities with adequate hygienic conditions. Additional access to drinking water during work.

**19 Forced labour**

Force, threats or disciplinary means are not used with the aim of forcing people to work. Semco Maritime does not engage in debt slavery or the trafficking of human beings with the aim of forcing people to work. Semco Maritime does not cooperate with other companies which use forced labour or withhold identification papers or wages from employees with the aim of forcing the employees to work. Semco Maritime employees are free to leave the workplace without being restrained.

**20 Child labour**

Semco Maritime A/S ensures that:

- all employees are over 13 years of age
- employees between the ages of 13 and 15 only perform light work
- employees between the ages of 13 and 15 work a maximum of two hours per day
- parents of employees between the ages of 13 and 15 are informed of the work and the conditions under which the work is performed
- employees under the age of 18 do not perform dangerous work or work at night
- all apprentices in Semco Maritime A/S are above the age of 14 and work as part of their education

Semco Maritime does not knowingly engage or support the use of child labour and our suppliers are expected to comply with local child labour laws and employ only workers who meet the minimum age requirement for their location.

**21 Discrimination**

Within Semco Maritime, no person is subject to discrimination based on gender, race, colour, religion, political opinion, sexual orientation, national extraction, social origin, ethnic origin, age or handicap.

Within Semco Maritime A/S, no person is subject to discrimination in hiring, dismissal, transfer, promotion, wage setting, and setting of working conditions or competency development. All decisions regarding employment, promotion, dismissal, wages and other working conditions are based on relevant and objective criteria.

Semco Maritime supports diversity and equal opportunity. Unlawful discrimination in the workplace is not tolerated. All suppliers are expected to comply with local laws concerning discrimination in hiring and employment practices.

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**22 Anti-corruption**

Semco Maritime, its employees, suppliers, partners and other recipients of this code must be committed to the highest standards of integrity, honesty, and fairness in all internal and external relationships. No Semco Maritime employee shall directly or indirectly accept, solicit, or offer to pay bribes, kick-backs, or other prerequisites even under unlawful pressure. This prohibition also applies to areas where such activity may not violate local law. None of Semco Maritime's employees give or receive unjustified advantages from any public officials or employees in private companies.

**23 Contact information**

For questions and comments please contact Semco Maritime by mail:  
[semco@semcomaritime.dk](mailto:semco@semcomaritime.dk). For additional information, please see:

[www.semcomaritime.com](http://www.semcomaritime.com).

Document no.:	Revision no.:	Prepared:	Checked:	Approved:
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