



Code of Conduct

Exalto Decca Wiper

Technologies AS

2023

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Introduction

EXALTO DECCA WIPER TECHNOLOGIES AS works to promote good working and environmental conditions. We want to do this in close cooperation with our employees, suppliers, and partners. To clarify what we expect, EXALTO DECCA WIPER TECHNOLOGIES AS has drawn up guidelines for ethics. The guidelines cover basic requirements for human rights, employee rights and the environment.

Principles

Our employees, suppliers and partners must deliver goods and services that are produced in accordance with the guidelines. The suppliers must also pass on and follow up the guidelines with their subcontractors.

On request, the supplier must be able to document that the guidelines are complied with. This can be done by self-declaration, follow-up interviews and/or surveying the working conditions at the production site. If EXALTO DECCA WIPER TECHNOLOGIES AS wishes to survey a subcontractor, the supplier must provide the name and contact details of this subcontractor.

In the event of a breach of the ethical guidelines, the management of EXALTO DECCA WIPER TECHNOLOGIES AS, in collaboration with suppliers and partners, will create a plan for rectifying the deficiencies. Remedial action must take place within a reasonable time. Cancellation of the contract will only occur, after repeated inquiries, if the supplier does not show a willingness to rectify the situation.

Requirements for own business

EXALTO DECCA WIPER TECHNOLOGIES AS will continuously work to improve its own policy and practice which can contribute to suppliers and partners following our guidelines for ethics.

EXALTO DECCA WIPER TECHNOLOGIES AS, including all employees, shall never offer or receive illegal or improper monetary gifts or other remuneration to obtain business or private benefits for themselves or benefits for customers, agents, or suppliers.

EXALTO DECCA WIPER TECHNOLOGIES AS's suppliers must avoid trading partners who have activities in countries that have been subject to trade boycotts by the UN and/or Norwegian authorities.

Requirements for conditions in the supply chain and collaboration partners

Guidelines for ethics are based on internationally recognized UN and ILO conventions and specify minimum and not maximum standards. The legislation at the place of production must be respected. Where national laws and regulations cover the same subject as these guidelines, the highest standard shall apply.

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Forced labour / slave labour.

- There must not be any form of forced labour, slave labour or involuntary labour.
- Workers shall not have to deliver a deposit or identity papers to the employer and shall be able to freely terminate the employment relationship with reasonable notice.

Trade unions and collectives' negotiations

- Workers shall, without exception, have the right to join or establish trade unions of their own accord, and to bargain collectively.
- The employer must not interfere with, prevent, or oppose trade union organization or collective bargaining.
- Trade union representatives must not be discriminated against or prevented from conducting their trade union work.

Child labour

- The minimum age for workers shall not be less than 15 years and shall be in line with
 - national minimum age for employment, or.
 - minimum age for compulsory schooling,
 - with the highest age applicable.
- New recruitment of child workers in violation of the above-mentioned minimum age shall not take place.
- Children under the age of 18 must not perform work that is harmful to their health, safety, or morals, including night work.
- Action plans must be established for the rapid phasing out of child labour that is in breach of ILO Conventions 138 and 182. The action plans must be documented and communicated to relevant staff and other stakeholders.

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Discrimination

- There shall be no discrimination in employment, remuneration, training, promotion, dismissal, or retirement based on ethnicity, religion, age, disability, gender, marital status, sexual orientation, trade union work or political affiliation.
- Protection must be established against sexually intrusive, threatening, insulting or exploitative behaviour and against discrimination or dismissal on unfair grounds, e.g., marriage, pregnancy, parental status, or status as HIV-infected.

Brutal treatment

Physical abuse or punishment, or the threat of physical abuse, is prohibited. The same applies to sexual or other abuse and other forms of humiliation.

Health, environment, and safety

- Efforts must be made to ensure workers a safe and healthy working environment. Hazardous chemicals and other substances must be managed properly. Necessary measures must be taken to prevent and minimize accidents and health damage because of, or related to, conditions at the workplace.
- Workers must have regular and documented training in health and safety. Health and safety training must be repeated for newly employed and redeployed workers.
- Workers must have access to clean sanitary facilities and clean drinking water. If relevant, the employer must also provide access to facilities for the safe storage of food.
- If the employer offers accommodation, this must be clean, safe, adequately ventilated and with access to clean sanitary facilities and clean drinking water.

Payment

- Salary to workers for a normal working week must at least be in line with national minimum wage regulations or industry standards, whichever is higher. Salary must always be sufficient to cover basic needs.
- Pay conditions and payment of wages must be agreed in writing before the work begins. The agreement must be comprehensible to the worker.
- Deductions from wages as a disciplinary reaction is not permitted.

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Working time

- Working hours must be in line with national laws or industry standards, and not exceed working hours in accordance with applicable international conventions.
- Workers must have at least one day off per 7 days, except for an agreement on another approved working time arrangement.
- Overtime must be limited and voluntary. The recommended maximum overtime is 12 hours per week, i.e., total working time of 60 hours per week. Exceptions to this can be accepted if it is regulated by a collective agreement or national law.
- Workers must always receive overtime pay for working hours beyond normal working hours (see point salary above), minimum in line with current laws.

Regular employments

- Obligations towards workers, in line with international conventions, national laws and regulations on regular employment, must not be circumvented using short-term engagements (such as the use of contract workers, temporary workers and day workers), subcontractors or other employment relationships.
- All workers are entitled to an employment contract in a language they understand.
- Apprenticeship programs must be clearly defined regarding duration and content.

Marginalized population groups

The production and use of natural resources must not contribute to destroying the resource and income base for marginalized population groups, for example by confiscating large areas of land, irresponsible use of water or other natural resources on which the population groups depend.

Environment

- Measures to reduce negative effects on health and the environment throughout the value chain must be conducted through minimizing emissions, promoting efficient and sustainable resource use, including energy and water, and minimizing greenhouse gas emissions in production and transport. The local environment at the production site must not be exploited or damaged by pollution.
- National and international environmental legislation and regulations must be complied with, and relevant emission permits must be obtained.

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Corruption

All forms of bribery are unacceptable, such as the use of alternative channels to secure illegitimate private or work-related benefits to customers, agents, contractors, suppliers, or their employees as well as public officials.

Management system at suppliers

The management system is central to the implementation of ethical guidelines. EXALTO DECCA WIPER TECHNOLOGIES AS emphasizes the importance of the supplier having systems that support their implementation. The expectations are made clear by:

- The supplier should appoint a person responsible, centrally in the organization, for implementing the ethical guidelines in their own operations.
- The supplier must make the guidelines known in all relevant parts of its organization.
- The supplier must obtain consent from EXALTO DECCA WIPER TECHNOLOGIES AS before production or parts of production are outsourced to a subcontractor/contractor where this has not been agreed in advance.
- The supplier must be able to explain where goods ordered by EXALTO DECCA WIPER TECHNOLOGIES AS are manufactured.

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