



# CODE OF CONDUCT NGI HYGIENIC COMPONENTS

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## NGI HYGIENIC COMPONENTS



### INTRODUCTION

The surrounding world is making increasing demands on companies to act in a responsible way in relation to society, the environment and employees.

As a global company, NGI Hygienic Components has a Code of Conduct (CoC) to support our values, integrity and way of doing business. Our CoC is fundamental to our strategic business understanding and the way we do business. The CoC is a set of ethical and moral rules which we expect our employees and cooperation partners to follow at all times. Working all over the world, we face dilemmas and challenges every day, and the CoC will support partners during their daily activities in making informed decisions.

We firmly believe that we should behave towards the world around us, which includes society in general, beyond the requirements and regulation. Our employees are educated and trained in applying with the CoC. The CoC applies in all countries in which we do business. In cases where national law are stricter, national law takes precedent.

The purpose of this CoC is to make sure that NGI Hygienic Components products are manufactured in a way that characterizes a company that acts in a responsible way in relation to all stakeholders. We aim to establish long lasting relationships with our suppliers and customers to our mutual benefit. It is the intention to encourage commitment to responsible manufacturing and trading. We build our business on cooperation, innovation and knowledge-sharing. We aim to improve the hygienic standards worldwide and continuously develop and innovate our products and concepts to satisfy the requirements of our customers. NGI Hygienic Components respects the culture, customs and traditions of the countries in which our suppliers and customers work.

**Customer satisfaction is our main focus when designing and manufacturing our hygienic components and solutions. Therefore, we offer and guarantee the following to our customers:**

- All types of high-quality hygienic components and solutions at competitive prices
- No minimum order quantities
- No levelling project is impossible for NGI
- Incoming orders packed and shipped the same day
- Quick order confirmation (within 24 hours)
- Maximum 12-hours response time to customer enquiries
- Worldwide delivery 1-6 days
- Optional express delivery (next day)
- Track & trace on all shipments

We expect that our suppliers comply with all order confirmations and agreements made in regard to time of delivery, price, quality etc. in order for NGI Hygienic Components to comply with the above to our customers.

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### GENERAL REQUIREMENTS

All the companies that NGI Hygienic Components do business with must as a minimum comply with local laws and regulations in their countries of operation. Should any of the specific provisions of this CoC legally conflict with national or local laws, the applicable laws should always prevail; in these cases NGI Hygienic Components should be notified.

All the companies that NGI Hygienic Components do business with must act in compliance with national and international competition, legislation and regulation, and they must follow the WTO's legal ground-rules for international commerce in order to obtain open, fair and undistorted competition.

NGI Hygienic Components requires our suppliers to communicate and use this CoC in cooperation with their own suppliers for materials, components and services delivered to NGI Hygienic Components.

### HUMAN RIGHTS AND LABOUR RIGHTS

We expect all the companies that NGI Hygienic Components do business with to adhere to UN Global Compact and maintain high standards in taking care of their employees and the environment in which they work.

NGI Hygienic Components respects the fact that not only Governments can ensure that Human Rights are upheld. Therefore NGI Hygienic Components recognises our responsibility in respecting and acknowledging that remediation must be provided if NGI Hygienic Components business leads to violation of Human Rights. NGI Hygienic Components expects its suppliers and customers to respect UN Global Compact and its Ten Principles, as well as recognising that remediation must be provide if there are breaches to the Ten Principles.

### WORKING HOURS

Employees must be treated within the applicable national or local laws regarding employment. Working hours should be mutually agreed upon between the company and the employees. In companies where an organised labour union exists working hours should be defined through the collective bargaining process.

Working hours must not exceed more than 48 hours a week, including overtime. Working hours should always be within the legal limit according to national laws and regulations. There must be compensation for overtime work which should follow national laws and regulations. Employees are entitled to refuse overtime without incrimination.

Employees are entitled to at least the statutory legal minimum wage, or the standard benchmark rate in the industry, whichever is higher, and should always be enough to meet basic needs – living wages set by law.

### CHILD LABOUR/ YOUNG WORKERS

NGI Hygienic Components believes that all children have the right to a childhood and an education. All the companies that NGI Hygienic Components do business with must ensure that no person shall be employed at an age younger than 15 or younger than the age of completing compulsory education. Where national law permits, workers of 12 to 15 of age may undertake light work a few hours a week provided it is not likely to neither be harmful to their physical or mental health and development nor prejudice their attendance at school.

Young workers under the age of 18 years must not be employed in hazardous work or do nightshifts.

Should a child below the age of 15 be found at one of NGI Hygienic Components suppliers we expect the supplier to take full responsibility and not fire the child but ensure that the child will go to school and a monthly compensation will be provided to the family.

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### DISCRIMINATION AND HARASSMENT

NGI Hygienic Components will not conduct business with suppliers or customers who discriminate against employees or applicants on the basis of their caste, national origin, ethnicity, religion, age, disability, gender, material status, sexual orientation, union membership, political affiliation, health, pregnancy or any other form of discrimination.

NGI Hygienic Components does not accept bullying or the punishment of employees. NGI Hygienic Components will not accept the use of physical, psychological, verbal or sexual harassment towards any of the supplier's or customer's employees or any employee of NGI Hygienic Components.

### FORCED LABOR

NGI Hygienic Components will not conduct business with suppliers or customers who use forced or involuntary labour. This includes forced prison workers, workers on a forced contract, slavery and workers forced to work against their free will or choice.

### HEALTH AND SAFETY

All the companies that NGI Hygienic Components do business with must provide a clean, safe and healthy working environment for all employees. The companies that NGI Hygienic Components do business with must comply with all applicable national laws and regulations. At a minimum:

- Workers must not be exposed to dangerous work without being properly protected
- Workers are instructed in the use of Personal Protective Equipment and usage must be enforced
- Facility management should support the formation of a workers' Health and Safety committee
- Facilities must ensure that there are adequate fire alarms and extinguishers and clear instructions on evacuation and the use of fire equipment and that they are in compliance with laws and regulations
- Facilities must provide appropriate light and ventilation
- Hazardous materials must be stored correctly and in a safe and maintained space and used by trained personnel only
- Machinery must be shielded and properly maintained
- Facilities for meals, resting and sleeping must be kept clean and safe, if these are provided

### Prevention of injuries

A thorough risk assessment must be conducted so as to ensure that employees do not work in a dangerous environment. Are any high risk areas found and unable to be eliminated the companies that NGI Hygienic Components do business with must supply personal protection equipment and risk areas must be clearly signed. There must at all times be sufficient employees trained in first aid and first aid equipment for them to use.

### ENVIRONMENT

NGI Hygienic Components encourages its suppliers and customers to think environmental friendly and recycle as much as possible. Implementation of policy and procedure on environmental friendly initiatives are expected so as to prevent the occurrence of harm to environment, natural resources and local communities.

NGI Hygienic Components respects the rights of forest dwellers, indigenous people, small holders, squatters, minority groups and pastoralists and will not accept land grabbing or ruining of local biodiversity.

All local and national laws and regulations must be ratified. NGI Hygienic Components expects all the companies that NGI Hygienic Components do business with to make an environmental management plan that should help minimize the effects on the environment from business activities.

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### WATER

NGI Hygienic Components recognises the need to take of the world's water supplies, therefore, NGI Hygienic Components expects its supplier and customer to consider their water usage and have an action plan for the reduction of water and recycling of the same. All water must be disposed of according to law and regulations.

### WASTE

NGI Hygienic Components requires that its suppliers have a waste management plan. The supplier should sort their waste so as to better be able to recycle or dispose of the waste in a non-harmful way to the environment.

### ENERGY/GREENHOUSE GAS

Suppliers should work to reduce energy consumption and greenhouse gas footprint. Suppliers should make a plan for the reduction and local laws should be adhered.

### ETHICS

NGI Hygienic Components expects that the companies that NGI Hygienic Components do business with to always conduct themselves in an ethical and morally correct way. This includes the treatment of own employees, NGI Hygienic Components employees, sub-suppliers to NGI Hygienic Components and the local population.

### CORRUPTION AND BRIBERY

NGI Hygienic Components does not accept bribery or attempts of bribery, corruption, extortion or embezzlement. Should a supplier or customer be found to be using or accepting bribery, corruption, extortion or embezzlement the partnership between NGI Hygienic Components and the supplier and customer will be reconsidered and may be terminated. This includes the promising, offering, giving or accepting of any improper monetary benefits or other incentives.

Suppliers and customers must train their employees in what corruption, bribery, extortion and embezzlement are and how to prevent it.

### RESPONSIBILITY

Executives and senior management are held accountable for all aspects of implementation, communication, evaluation and enforcement of this code of conduct.

Conventions respected in this Code of Conduct:

- UN Guiding Principles on Business and Human Rights, 2011
- International Labour Convention, revised version 2014

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