

## **Code of Conduct for suppliers to Bica**

### **1. Introduction**

- 1.1 Bica's Supplier Code of Conduct applies to all companies providing products and/or services to Bica. This Code of Conduct describes the business behaviour that Bica expects from our suppliers. The Suppliers shall endeavour to ensure that their employees and subcontractors comply with the requirements of this Code of Conduct.
- 1.2 The Supplier Code of Conduct applies to all Bica's suppliers, including suppliers and subcontractors (and any additional subcontractors), and applies to all employees associated with our suppliers.

### **2. Conditions for entering cooperation**

- 2.1 In Bica we expect our suppliers to demonstrate responsibility in their supply chain by identifying, preventing and managing risks related to human rights, labour and workers' rights, environment and climate, business ethics and anti-corruption.
- 2.2 We also expect our suppliers to continuously work to identify risks and ensure that they take appropriate measures to manage any risks.

### **3. Non-compliance by the supplier**

- 3.1 The supplier is responsible for ensuring that its employees and subcontractors are familiar with this Code of Conduct and any applicable international standards and national legislation.
- 3.2 If the supplier does not expect to be able to comply with this Code of Conduct, Bica must be informed in advance so that it is possible to initiate a dialogue on how and when the supplier will be able to comply with the principles.
- 3.2 If a supplier violates the requirements of this Code of Conduct and shows repeated negligence or if a supplier refuses to improve in relation to problem areas, Bica reserves the right to terminate the cooperation.
- 3.3 This Code of Conduct is not intended to be a complete list of all requirements and standards, but a guide to ensure responsible business conduct.
- 3.4 Bica expects the supplier to continuously strive to improve their performance in the areas of human rights, labour and workers' rights, environment and climate, business ethics and anti-corruption.

### 4. Requirements for the supplier

#### 4.1 Human rights, work environment, and workers' rights

In line with Bica's commitment to responsible business, Bica is committed to respecting internationally recognised human rights standards and complying with national legislation, and we expect the same from our suppliers.

##### 4.1.1 What does it mean for you as a supplier?

Bica's suppliers must ensure good working conditions for their employees and subcontractors based on the UN Guiding Principles on Business and Human Rights and by integrating the UN Global Compact's Ten Principles into their business activities.

4.1.2 This means, among other things, that the supplier must ensure that it does not contribute to human rights violations and under no circumstances use or otherwise benefit from human trafficking or modern slavery, including forced labour, debt bondage and child labour.

4.1.3 Bica's suppliers shall actively strive to ensure a safe and healthy working environment for their employees, minimise workplace accidents and provide the necessary safety and protective equipment to enable employees and subcontractors to perform their jobs safely.

4.1.4 Furthermore, Bica expects the supplier to comply with all applicable employment regulations and eliminate discrimination in labour and employment conditions and not impose unfair restrictions on employees' freedom of movement. Bica also expects the supplier to allow its employees to freely organise and join trade unions.

#### 4.2 Environment and climate

4.2.1 In Bica we actively work to minimise our direct and indirect impact on the environment and climate, including reducing our greenhouse gas emissions, minimising waste, and promoting environmentally friendly practices, and we encourage our suppliers to do the same.

##### 4.2.2 What does this mean for you as a supplier?

It means that Bica encourages our suppliers to actively work with and implement sustainable practices that reduce their carbon footprint in order to reduce CO2 emissions, minimise waste, promote resource efficiency and circularity, and protect nature and ecosystems.

4.2.3 Bica would like our suppliers to work with us to promote sustainable procurement practices and explore opportunities to reduce the environmental impact of our supply chain. This may include requirements for the use and after-use phase of products with a focus on energy efficiency, recycling, logistics, life extension and take-back schemes.

4.2.4 Therefore, Bica also expects our suppliers to collaborate with us on carbon reduction efforts during the lifetime of the contract and will continuously work to provide relevant data on greenhouse gas emissions to Bica if requested.

## CODE OF CONDUCT BICA APS

### 4.3 Business ethics and anti-corruption

4.3.1 Bica is a trustworthy and transparent organisation that acts with high integrity. In Bica we have high standards of business ethics and reject all forms of corruption, bribery, and abuse of power. We expect our suppliers to also live up to these standards.

#### 4.3.4 **What does this mean for you as a supplier?**

Bica expects our suppliers to share our commitment to business ethics and actively work to prevent corruption in all its forms. This means that the suppliers have effective procedures in place to prevent all forms of corruption in their activities. This includes, but is not limited to, bribery, extortion, and unauthorised payments.

Any form of corruption, extortion, bribery or unauthorised payments, whether offered, received or promised, is strictly prohibited. We expect our suppliers to act in accordance with these principles and promote a culture of transparency, accountability, and legality.

4.3.5 Bica further encourages the supplier to develop and implement its own internal policies and procedures to effectively prevent corruption, bribery, and abuse of power.

## 5. **Whistleblower scheme**

5.1 Bica has a zero-tolerance policy towards corruption and bribery. No employees are allowed to offer, promise, give, or receive bribes or any other improper advantages in any form.

5.2 At Bica, we are committed to full transparency in all our business activities and expect the same from our partners. All employees and partners must comply with national and international laws and standards for combating corruption, including the UN Convention against Corruption and the OECD Guidelines for Multinational Enterprises.

5.3 Bica has a whistleblower scheme, where serious matters or suspicions, such as bribery, extortion, embezzlement, theft, accounting manipulation, sexual harassment, and other issues, can be reported anonymously and securely. Any suspicion must be immediately reported to Bica's management or through our whistleblower scheme at [hre@kirklarsen.dk](mailto:hre@kirklarsen.dk).