

Entra Eiendom AS

Socially Responsible Purchasing

Entra is anchored by its values, which can be summarised as responsible, ambitious and hands-on. These ensure that Entra observes its social responsibilities and reflect the company's business. This document describes the overall requirements and expectations Entra and its subsidiaries place on their contract partners, suppliers and sub-suppliers. In addition separate purchasing conditions have been prepared which set out in further detail the requirements on suppliers.

Acceptance of these Socially Responsible Purchasing terms is a condition of a contract with Entra.

By entering into a contract a Supplier accepts the contents and undertakes to familiarise itself with this policy and observe it in full.

Sub-suppliers

Suppliers are to ensure that the rights, provisions and obligations in this document are reflected in contracts with sub-suppliers and their suppliers/sub-suppliers.

Equal treatment of bidders

Entra's purchasing activity is characterised by high ethical standards. Deliveries are subject to competition and all bidders are treated equally.

Socially responsible purchasing

All deliveries are to take place in accordance with applicable laws and regulations and other requirements set by public authorities. Social responsibility is to be exercised by Suppliers in the choice of materials and sustainability is to be taken into account, in order not to use materials that are produced from species threatened with extinction, that impact the environment negatively or are manufactured in contravention of the Convention on the Rights of the Child, the European Convention on Human Rights etc. All materials that are delivered are to be documented on request.

Impact on the local community

Entra maintains an open dialogue with its stakeholders in order to reduce any negative impact on the local community. Good information is given without delay to those affected by the activities in Entra's buildings. Suppliers are to take all relevant precautions and act in accordance with local rules, environmental standards and legislation.

External environment

All activities in Entra's buildings are to be based on socially responsible development with a focus on energy saving and environmentally friendly measures. Suppliers are to be aware of the environmental impact of solutions chosen – from raw material to end product.

Health, Safety and the Environment (HSE)

Entra's goal is to be one of the leaders in its sector with regard to health, safety and the environment. High ethical standards are to be observed in such work, which is to be conducted with openness and verifiability.

In order to ensure an acceptable working environment, employees must be able to communicate with each other. All participants are to ensure that this requirement is fulfilled for those employees engaged in work in Entra's buildings.

Suppliers are to do their utmost to ensure that their own employees and others connected to the place where work is carried out can work in healthy and safe conditions, and in accordance with recognised industry standards and legislation. Suppliers are to do their utmost to control dangers and take the necessary precautions to prevent accidents and occupational illness. If necessary, employees are to be equipped with and required to use personal safety equipment. Suppliers are to ensure that employees have the necessary training and understand the HSE rules.

In addition Suppliers are to arrange the necessary safety training, information on safety instructions, user instructions, warning notices, etc. Suppliers are to have established routines for giving notice of undesired incidents and accidents.

Well-functioning working life

Suppliers are to ensure that there are good working conditions in their own and in sub-suppliers' businesses. Suppliers and all sub-suppliers are to be registered in the Registry of Business Enterprises (or corresponding register in the country in which the business is carried on) and are at all times to provide an organisation number.

Entra is against all forms of discrimination. All employees and hired staff who are engaged in working on contracts are to have salary and working conditions that fulfil the statutory requirements in accordance with the applicable collective agreements at the relevant time. Entra may require a Supplier to produce documentation that shows the salary terms and working conditions for employees and hired staff at a Supplier, sub-suppliers and their suppliers.

Financial condition

Suppliers and sub-suppliers to Entra must be established businesses, have a healthy and documented financial condition and be up-to-date in the payment of all public taxes and duties. Entra reserves the right to carry out a credit assessment on all Suppliers and bidders and to reject Suppliers and bidders who do not fulfil applicable requirements at the relevant time.

Business ethics and relationships

Financial crimes such as corruption, bribery, illegal price cooperation, cartel activities, etc. are not compatible with Entra's business ethics. Suppliers to Entra confirm that they do not engage in such activities in their businesses through accepting this document as a basis for deliveries. Suppliers are not to offer, promise or give any benefits, incentives or services to Entra's employees, international organisations, public employees or third parties. This applies whether such benefits are offered directly or indirectly through intermediaries. Suppliers are to refrain from any form of money laundering and are to take the necessary precautions to avoid involvement in money laundering on behalf of others. Communication between Suppliers and Entra's employees are to be characterised by professionalism. Entertainment, the covering of expenses and any moderate gifts are at all times to be open. Gifts, entertainment and covering of expenses are never to be given/received in an offer/negotiating situation. The exception is normal hospitality at meetings in the form of working lunches/dinners, coffee and similar. Travel and accommodation in connection with courses, customer arrangements, etc. where Entra's employees participate are to be approved and paid for by Entra.

Incidents

If Suppliers discover or have reasons to suspect blameworthy circumstances exist internally, in sub-suppliers or in Entra, Entra expects to be notified of this. If blameworthy circumstances are discovered the situation is to be brought to an end and a plan presented to ensure that such situation does not recur.

Right to inspect and obligation to remedy

Entra or a person appointed by Entra shall have a right to inspection in Suppliers' quality systems, contract execution, production processes, as well as those parts of Suppliers' management systems (for example accounting, salary and working conditions and HES) that may be material to fulfilment of a contract by Suppliers. The right of inspection covers, among other things, audit and verification, including interviews, inspection, control and review of documents. Suppliers are to provide free of payment reasonable assistance on such inspections. The right of inspection is limited to 3 years after the final payment has taken place. Suppliers are to ensure that Entra has corresponding rights of inspection with Suppliers' sub-suppliers. Suppliers and/or sub-suppliers undertake to remedy any defects in relation to the obligations set out in this document within a reasonable timeframe.