

Supplier Code of Conduct for **BORG IT ApS**

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Supplier Code of Conduct

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1. Purpose

1.1. At BORG IT ApS, we strive to take responsibility for our impact on people, the environment, and the climate. This applies to both our own activities and those of our suppliers. This Supplier Code of Conduct outlines the framework we expect our suppliers to follow, so we can jointly ensure responsible management of human and labor rights, climate and environmental issues, and governance matters.

1.1.1. The Supplier Code of Conduct serves as a foundation for dialogue between the supplier and BORG IT ApS. It is a tool for collaboration on shared responsibility and continuous improvement within the themes described in the policy.

1.1.2. We recognize that our purchasing practices may influence the supplier's ability to comply with this policy. Therefore, we aim to maintain responsible procurement practices, including fair pricing, flexibility in changes, and a respectful approach to ending partnerships, to ensure a mutually beneficial and respectful relationship.

2. Scope and Subcontractors

2.1 By signing this document, the supplier commits to cooperating to ensure compliance with all points in this policy.

2.2 The supplier also commits to complying with national legal requirements and regulations applicable in the supplier's country.

3. Breaches

3.1 If the supplier identifies breaches of the framework set out in this policy, they must inform BORG IT ApS, along with an explanation of any corrective actions and a plan to prevent future breaches.

3.2 Repeated, undisclosed, or ignored breaches may result in warnings and ultimately termination of the collaboration.

4. Updates

4.1 The responsibility for maintaining, updating, and communicating this supplier policy lies with the director of BORG IT ApS. The policy is reviewed and updated as deemed necessary.

5. Social Conditions

5.1. BORG IT ApS is a workplace where people are treated with dignity and respect, and where human rights are upheld. We expect the same from our suppliers.

5.1.1. Employment Contracts The supplier must ensure that all employees have a written contract, preferably before or no later than 7 calendar days after starting work. The contract must outline all employment terms and be in a language the employee understands. It must comply with applicable collective agreements, minimum wages, and other labor regulations in local law and this policy

5.1.2. Working Hours and Wages

5.1.2.1 The supplier must ensure reasonable working hours in accordance with local law.

5.1.2.2 Employees must be paid fully and on time according to applicable laws. Wage deductions as disciplinary action are not permitted.

5.1.3. Breaks, Absence, and Leave The supplier must ensure employees receive reasonable daily breaks and at least 24 consecutive hours of rest once every 7-day period. All employees are entitled to vacation and leave according to applicable laws and collective agreements.

5.1.4. Freedom of Association and Collective Bargaining The supplier must respect employees' rights to organize, join unions, and participate in collective bargaining. BORG IT ApS acknowledges that this right may be challenged in some countries.

5.1.5. Child and Youth Labor

5.1.5.1 The supplier must not engage in or benefit from child labor that violates the law. The minimum age for full-time employment must not be under 15 years (14 if permitted by local law) or below the age of completion of compulsory schooling.

5.1.5.2 Employees under 18 must be protected from hazardous work and conditions harmful to their health, safety, or development.

5.1.6. Forced Labor and Human Trafficking The supplier must not engage in or benefit from any form of forced labor or human trafficking.

5.1.7. Equal Treatment The supplier must ensure a workplace free from discrimination, harassment, or violence. This includes but is not limited to gender, race, color, religion/belief, political opinion, sexual orientation, age, disability, or national, social, or ethnic origin. It applies to all stages of employment, including recruitment, promotion, and termination.

5.1.8. Health and Safety

5.1.8.1 The supplier must protect employees and prevent workplace accidents by implementing necessary safety measures and providing proper equipment.

5.1.8.2 All employees must be informed and trained in key procedures such as evacuation plans and fire safety. Where relevant, employees must also be trained in safe handling of hazardous materials, chemicals, and/or machinery.

5.1.8.3 The supplier must also ensure a healthy physical work environment, including access to clean water and sanitation, good lighting, indoor climate, ergonomics, and a safe psychological work environment with mutual respect and recognition.

6. Environment and Climate

6.1. At BORG IT ApS, we work to reduce our negative impact on the environment and climate. We expect our suppliers to do the same.

6.1.1. Legislation and Approvals The supplier must comply with relevant local and national environmental and climate legislation and obtain and maintain all necessary permits, approvals, and certificates.

6.1.2. Environmental and Climate Responsibility The supplier is expected to apply a precautionary approach to environmental and climate challenges and take initiatives to promote responsibility.

7. Governance

7.1 Confidentiality The supplier is obligated to maintain the confidentiality of trade secrets and other non-public information received in connection with their collaboration with BORG IT ApS, regardless of whether the information is received in writing, verbally, or digitally.

7.2 Data Protection and Security The supplier must comply with applicable data protection laws. This includes information about their own company, employees, and customers.

7.3 Anti-Corruption and Bribery The supplier must not engage in or accept any form of bribery, corruption, money laundering, fraud, extortion, embezzlement, or deception in their business practices, transactions, or through business partners. They must also comply with applicable anti-bribery and anti-corruption laws.

7.4 Complaint Mechanism The supplier must ensure that all employees can anonymously report complaints regarding inappropriate behavior or activities that violate this policy. If the supplier does not have its own reporting system, complaints can be submitted to BORG IT ApS via our whistleblower scheme available on our website:

<https://esgcloud.reqruiting.com/Whistleblower.aspx?id=3325> - Reports to BORG IT ApS are handled with discretion and confidentiality in accordance with applicable law.

7.5 Transparency and Documentation

7.5.1 We expect the supplier to operate an open and transparent business, show commitment to this policy, and incorporate relevant topics into their own policies and processes.

7.5.2 The supplier must engage in cooperation and dialogue to comply with and maintain the terms and framework listed in this policy and inform BORG IT ApS of any risks in this regard. This also includes, upon request, providing necessary documentation of compliance with this policy, to the extent possible.

Company Representative:

Company Representative:

Responsible from BORG IT ApS

Director/Responsible from Supplier

