



CODE OF CONDUCT

”WHAT WE EXPECT”

INTRODUCTION

FKI strives to promote proper working and environmental conditions in our value chain. This code of conduct should be seen as a picture of what we expect from our partners. The code is based on the UN Charter on Human Rights, Labor Rights, the Environment and Corruption.

Once this Code of Conduct has been presented to a business partner, it is comparable to a contract-like document and must be considered as part of any agreement entered between FKI and the specific business partner.

A business partner must be able to document compliance with the Code of Conduct at FKI's request. In the event of a breach of the Code of Conduct, corrective action must be taken within a reasonable time. An agreement/contract with FKI will only be terminated in the event of serious violations or if the business partner is not willing to correct the breach.

Our own practice

FKI has a separate code of conduct that is targeted it's employees, managers and directors. It can be found on www.FKI.dk



”What we expect”

This code of conduct is based on the UN Principles on the Rights of Workers and General Human Rights. You must always comply with National legislation, and in the event of any discrepancy between legislation and this Code, the law in force shall always guide actions and conduct.

1. Forced labour

- 1.1 There must be no forced, tied or involuntary labour.
- 1.2 Workers are not required to leave a deposit or hand over identification papers, such as passports, to their employers and can always terminate their jobs with reasonable notice.
- 2. Freedom of association and the right to collective bargaining.
 - 2.1 Employees must have the right to join or form a Union and to negotiate collective agreements.
 - 2.2 Employee representatives must not be prevented from carrying out their work
 - 2.3 In countries where national laws prevent clause 2.1, the employer may not prevent the creation of alternative associations and the independence of employees.

3. Child Labour

- 3.1 The minimum age for employees must not be less than 15 years
 - (i) the national minimum age for employment, or
 - (ii) the age at which compulsory schooling is completed, whichever is higher.
- 3.2 If the local minimum threshold is set at 14 years in accordance with the derogations of developing countries under ILO Convention No 138, this age applies.

- 3.3 No person under the age of 18 may engage in work that is dangerous to their: health, safety, mental health, nor participate in night work
- 3.4 Policies and procedures for remedying child labor related to ILO Conventions Nos. 138 and 182 must be defined, documented and communicated to staff and other interested parties. Support must be provided for children to participate in and complete compulsory schooling.

4. Diskrimination

- 4.1 No discrimination in the workplace in relation to
 - Employment
 - Compensation
 - Opportunity for relevant training
 - Promotions
 - Dismissals/retirement

Based on:

- Ethnic background
- Religion
- Age
- Handicap
- Sex
- Partner status
- Sexual orientation
- Association’s affiliation
- Political beliefs

4.2 Measures must be put in place to protect against:

- Sexual advances
- Threats
- Insults or exploitative behaviour
- Dismissal on the basis of factors such as marriage, pregnancy, social affiliation

5. Harsh or inhumane treatment

5.1 Physical abuse, punishment or threats of physical abuse, sexual or other harassment, verbal abuse and other forms of intimidation are strictly prohibited.

6. Health and Safety

6.1 The working environment must be safe and hygienic in relation to the nature of production and the specific safety procedures.

6.2 Employees must have documented safety training on an ongoing basis, as well as in the event of new hires or job rotations.

6.3 Employees must have access to proper toilet facilities and drinkable water. If there are food storage options, these must be hygienic.

6.4 If there is accommodation included in the employment relationship, these must be clean, safe and properly ventilated. There must also be access to proper toilet facilities and drinkable water.

7. Salary

7.1 The wages and social benefits for a standard week at work shall be as prescribed by national law or by the industry concerned, whichever is higher. The salary must at least be able to cover the basic necessities.

7.2 All employees must have a written and understandable contract describing their salary and payment methods before the start of work.

7.3 Cutting into the salary as a punishment is not allowed

8. Working hours

8.1 Working hours must be comparable to national legislation or benchmark industry standards. Weekly working hours should not exceed 48 hours.

8.2 Employees should have a minimum of 1 day off for every 7 days of work

8.3 Overtime must be minimised and voluntary. The recommended maximum is 12 hours per week.

8.4 Employees must always be paid overtime, at least in accordance with applicable legislation.

8.5 Employees must take annual holiday or sick leave in accordance with applicable legislation without these giving grounds to any negative sanctions. In the case of pregnancy, maternity leave is subject to national law.

9. Regular employment

9.1 Obligations to employees must also apply to short contracts, e.g. contract workers or day workers, subcontractors or in other working conditions.

9.2 All employees are entitled to a contract in a language they understand.

9.2 The content of the contract must be clearly defined

10. Marginalized populations

10.1 The production and consumption of natural resources must not contribute to the degradation of resources or income for marginalized populations, e.g. by inclusion of large natural areas with water sources.

11. Environment

- 11.1 Measures must be taken to minimize the negative impact on the environment throughout the value chain. This includes minimizing pollution and promoting the efficient sustainable use of resources, including energy and water, as well as minimizing greenhouse gases in production and transportation.
- 11.2 The local environmental impact must not be exploitative or degrading.
- 11.3 National and international environmental legislation and regulations must be respected and complied with.

12. Corruption

- 12.1 Corruption in any form is prohibited, including:
 - Bribery
 - Extortion
 - Kickbacks
 - Unjustified private or business advantages to customers, contractors, suppliers or employees of a political party, as well as government officials.

13. Management systems of suppliers

- 13.1 The presence of administrative systems is essential for the implementation of the FKI Code of Conduct. FKI therefore emphasises the importance of suppliers having systems that support the fulfilment of the points in our Code of Conduct.

FKI expects the following:

- The collaborator must make the Code of Conduct known in all relevant parts of its organisation.
- The business partner must inform FKI upon request when changing subcontractors.
- The business partner must be able to account for where goods ordered by FKI are produced



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