



# **ELECTRIC BICYCLE FOR BIKE-SHARE**

## **APPENDIX 5: CODE OF CONDUCT**

## **1. The purpose of this document**

The contracting authority , Bysykkelen AS, considers ethical behavior as an important value in our business. The purpose of the code of conduct is to ensure that all suppliers who supply goods and services to the contracting authority follows a corresponding ethical policy relating to these values.

The suppliers, as well as their subcontractors, are to comply with the code of conduct of the contracting authority, internationally recognised conventions and relevant national legislation. The supplier is responsible for its own and their subcontractors compliance with the ethical requirements.

## **2. Human Rights**

The supplier shall respect internationally recognized human rights and shall avoid any involvement in the violation of such rights. The supplier shall respect the dignity, privacy and individual rights of all people.

## **3. Labor rights**

### **3.1. Freedom of association and the right to collective bargaining**

The supplier shall guarantee and recognize the right to freedom of association, and enable collective bargaining. The supplier shall not discriminate against the representatives of the employees or members of the trade unions, but shall allow these individuals the opportunity to carry out their functions in the workplace.

### **3.2. Forced Labor**

The supplier shall not use any form of coercion in connection with the acquisition of workers or in employment. The supplier shall ensure that the employment relationship between the employee and the supplier is consensual and without threats of any kind.

### **3.3. Child Labor**

The supplier shall respect and comply with internationally recognized conventions on child labor and minimum legal working age. Children under 18 years shall not perform work that puts their health and safety at risk, or do night work. Children under 15 years or in school age shall not perform work that can interfere with their education.

### **3.4. Prohibition of discrimination**

The supplier shall take measures to ensure equal opportunities and equal treatment of employees regardless of skin color, race, nationality, social background, disability, sexual orientation, political and religious belief, gender or age.

The supplier shall prohibit and refuse to tolerate behavior that involves statements, body language and physical contact that is of a sexual, compelling, threatening, abusive or exploitative nature.

#### **4. Environmental requirements**

The supplier shall comply with the current legislation and international environmental standards. The supplier shall support the *precautionary principle* associated with pollution, environmental risks and other environmental and climate challenges.

Suppliers shall limit pollution and take action for better environmental protection, as well as use or make use of a satisfactory system for environmental management. The provider should encourage the development and availability of environmentally friendly technology within the areas where the supplier has the opportunity to do so.

#### **5. Business Ethics**

##### **5.1. Corruption and other forms of illegal business practices**

The supplier shall fight any form of corruption, including extortion and bribery. The supplier shall not offer, promise or give any form of undue benefit, service or incentives to the employees of the contracting authority, government officials, international organizations or other third parties, with the purpose of obtaining personal or business benefits.

Courtesy gestures, as gifts of modest value or social events, can be offered if there is a business aspect involved and the cost is kept at a modest level.

Expenses for travel and accommodation for the representatives of the contracting authority shall be paid by the contracting authority.

##### **5.2. Money laundering**

The supplier shall oppose any form of money laundering and shall take the necessary precautions to prevent such acts of happening in connection with their financial transactions.

##### **5.3. Competition**

The supplier shall not under any circumstances cause or take part in the violation of the competition rules, including the illegal price fixing or market sharing.

#### **6. Health, safety and work environment**

The supplier shall ensure that all employees have a healthy and safe working environment in accordance with internationally recognized standards and national legislation. The provider shall check the occupational risk and establish measures to prevent accidents and occupational diseases.

The supplier is to offer regular training to ensure that employees have appropriate competence related to health and safety issues.

## 7. Compliance and the informing of the employees and subcontractors

The supplier is obliged to comply with the requirements arising in this document within its own business, as well as contribute to compliance with any subcontractors who contribute to the fulfillment of this contract.

The supplier is to provide employees and subcontractors an adequate and necessary introduction to the ethical requirements of the contracting authority.

## 8. The consequences of breach of the contract

Violation of these provisions are considered a breach of contract.

In the event of breach of the contract obligations, the supplier is obliged to correct the deficiencies pointed out within a deadline decided by the contracting authority. The deadline should be reasonable in relation to the nature of the breach. The corrections should be documented in writing.

In the case of failure to remedy the breach within the time limit, the contracting authority may claim daily liquidated penalties, unless the supplier documents that he cannot be blamed for the breach. The penalties are set to 0.1 per cent of the contract sum. The total sum of the liquidated penalties may not exceed 10 per cent of the contract sum.

The contracting authority may terminate the contract, if the supplier is in material breach. When assessing the seriousness of the breach, the financial loss and loss of reputation of the contracting authority, or the risk of such loss of reputation, shall be taken into account.

Repeated violations of the ethical requirements are always to be considered as a material breach of contract.

Place \_\_\_\_\_

Date \_\_\_\_\_

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Contracting Authority

Supplier