

Ethical Guidelines for Aschehoug and our suppliers.

Aschehoug's core values are *integrity, courage* and *commitment*. These values are fundamental to how we operate, and how we treat colleagues, authors, customers and other business relations. Aschehoug's ethical guidelines set the framework for the company's expectations regarding our employees' conduct, internally and externally, and are meant to be a guidance in our work for Aschehoug.

We expect our suppliers to strive for the same high standards. We expect all our suppliers, as a minimum, to comply with international conventions and labor legislation, based on ILO's core conventions on forced labor, child labor and discrimination. Where international conventions and national legislation address the same topic, the highest standard shall always apply.

Expectations towards our suppliers are outlined in our *Ethical Guidelines for our Suppliers*.

Ethical Guidelines for our Suppliers

1. Prohibition of forced labor, ILO Convention No. 29 and 105

There shall be no form of forced labor, slave labor or involuntary work. Workers shall not have to deposit identity papers or other valuable items with their employer and shall be freely able to terminate the employment relationship with reasonable notice.

2. Right to freedom of association and collective bargaining (ILO Conventions No. 87, 98, 135 and 154)

Workers shall without exception have the right to join or establish trade unions of their own choosing, and to bargain collectively. The employer shall not interfere with, prevent or counteract unionization or collective bargaining.

Trade union representatives shall not be discriminated against or hindered in performing their union work.

If the right to free organization and/or collective bargaining is limited by law, the employer shall facilitate and not hinder alternative mechanisms for free and independent organization and negotiation.

3. Prohibition of child labor (UN Convention on the Rights of the Child (especially Article 32) and ILO Conventions No. 79, 138 and 182, ILO Recommendation No. 146)

The minimum age of workers shall not be less than 15 years and in accordance with

- national minimum age for employment, or

- the age for completion of compulsory schooling, whichever is higher. If the local minimum age is set at 14 years in accordance with the exemption in ILO Convention 138, this may be accepted.

New recruitment of child laborers in violation of the above minimum age shall not take place.

Children under 18 years of age shall not perform work that is harmful to their health, safety or morals, including night work.

Action plans shall be established for the expeditious elimination of child labor that violates ILO Conventions 138 and 182. The action plans shall be documented and communicated to relevant personnel and other stakeholders. Support programs shall be facilitated where children are given the opportunity for education until the child is no longer of compulsory school age.

4. Prohibition of discrimination (ILO Conventions No. 100 and 111 and UN Convention on the Elimination of All Forms of Discrimination against Women)

There shall be no discrimination regarding recruitment, wages, training, promotion, termination or retirement based on ethnic affiliation, caste, religion, age, disability, gender, civil status, sexual orientation, union activity or political affiliation.

Protection against sexually coercive, threatening, insulting or exploitative behavior and against discrimination or termination on unjustified grounds, e.g. marriage, pregnancy, parental status or HIV status shall be established.

5. Inhumane treatment (Universal Declaration of Human Rights/UDHR)

Physical maltreatment or punishment, or threat of physical maltreatment is prohibited. The same applies to sexual or other abuse and other forms of humiliation.

6. Freedom of opinion and expression (Universal Declaration of Human Rights/UDHR)

Everyone has the right to freedom of opinion and expression. This right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers.

7. Health and safety (ILO Convention No. 155 and Recommendation No. 164)

Efforts shall be made to ensure workers a safe and healthy working environment. Hazardous chemicals and other substances shall be handled responsibly. Necessary measures shall be implemented to prevent and minimize accidents and health damage resulting from or related to workplace conditions.

Workers shall receive regular and documented training in health and safety. Health and safety training shall be repeated for new and relocated workers.

Workers shall have access to clean sanitary facilities and drinking water. If relevant, the employer shall also provide access to safe food storage facilities.

If the employer provides lodging, it shall be clean, safe, sufficiently ventilated and with access to clean sanitary facilities and drinking water.

8. Wages (ILO Convention No. 131)

Wages of workers for a normal working week shall at least be in accordance with national minimum wage provisions or industry standards, whichever is higher. Wages shall always be sufficient to cover basic needs, including some savings.

Terms of payment and wage payment shall be contractually agreed upon in writing before work commences. The agreement shall be understandable to the worker.

Deductions from wages as disciplinary measures are not permitted.

9. Working hours (ILO Conventions No. 1 and 14)

Working hours shall be in accordance with national laws or industry standards and not exceed working hours in accordance with applicable international conventions. Normal working hours per week shall usually not exceed 48 hours.

Workers shall have at least one day of rest every 7 days.

Overtime shall be limited and voluntary. Recommended maximum overtime is 12 hours per week, i.e. total working hours of 60 hours per week. Exceptions from this may be accepted if regulated by a collective agreement or national law.

Workers shall always receive overtime pay for working hours exceeding normal working hours, at minimum in accordance with applicable laws.

10. Regular employment

Obligations towards workers, in accordance with international conventions, national laws and rules on regular employment shall not be circumvented through the use of short-term engagements (such as use of contract workers, day laborers and casual workers), subcontracting or other employment relationships.

All workers are entitled to an employment contract in a language they understand.

Apprenticeship programs shall be clearly defined with regards to duration and content.

11. Marginalized population groups

Production and use of natural resources shall not contribute to destroying the livelihood and income basis for marginalized population groups, for example by appropriating large tracts of land, unsustainable use of water or other natural resources these groups depend on.

12. Environment

Negative environmental impact shall be reduced throughout the value chain. In accordance with the precautionary principle, measures shall be implemented for the continuous minimization of emissions of greenhouse gases and local pollution, use of hazardous chemicals, pesticides and to ensure sustainable resource extraction and management of water, oceans, forests and land, and conservation of biodiversity.

National and international environmental legislation and regulations shall be complied with and relevant emission permits obtained.

13. Corruption

All forms of bribery are unacceptable, such as the use of alternative channels to secure illegitimate private or work-related advantages for customers, agents, contractors, suppliers or their employees as well as public officials.

14. Animal welfare

Animal welfare shall be respected. Measures should be implemented to minimize negative impact on the welfare of production animals and work animals.

15. Protection against retaliation in whistleblowing cases

Employees who report critical conditions in the workplace shall be protected against retaliation. All forms of punishment or negative reactions against an employee who reports or considers reporting are prohibited.

16. Trade sanctions

Avoid business partners operating in countries (or being themselves) subject to trade boycotts or sanctions from the UN, Norwegian authorities or other relevant authorities.

17. Money laundering

Suppliers shall oppose any form of money laundering and shall take necessary steps to prevent this from occurring.