

# Kvist Industries A/S Code of Conduct

Owner: Kvist Industries A/S

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## Purpose

This Supplier Code of Conduct establishes the minimum standards of ethical behaviour, labor practices, environmental responsibility, and business integrity expected from all suppliers, contractors, and business partners. It is based on the United Nations Global Compact's Ten Principles and the International Labour Organization (ILO) Core Conventions.

We acknowledge that you may already have your own Code of Conduct, adhere to requirements from other customers, or hold certifications under environmental or social standards. While we support any approach that helps you meet the principles of our Code of Conduct, we reserve the right to assess and determine whether your existing measures are sufficient.

## General requirements

Furniture and its component parts shall be manufactured in accordance with national laws. If the laws and the requirements in this Code of Conduct differ, the highest requirement shall apply. If any requirement in this Code of Conduct conflicts with applicable national laws or regulations, the legal provisions shall take precedence. In such instances, Kvist Industries must be notified in writing.

## E - Environment

The Supplier commits to:

- Support a precautionary approach to environmental challenges.
- Comply with environmental laws and regulations.
- Reduce emissions, waste, and hazardous substances.
- Promote environmentally friendly technologies and practices.

Suppliers must strive to have management systems in place and to reduce waste, energy and emissions to air, ground and water, handle chemicals in an environmentally safe way. Hazardous waste must be handled, stored and disposed of in an environmentally safe manner. Supplier must contribute to recycling and reuse of materials.

## **S- Social**

### **Human Rights**

The Supplier commits to:

- Respect internationally proclaimed human rights.
- Ensure operations are not complicit in human rights abuses.
- Provide safe channels for grievance and feedback.
- Record and act upon all complaints.

### **Discrimination**

• Discrimination, directly or indirectly, in hiring and employment practices on grounds of race, color, sex, language, religion, political or other opinion, age, national, social or ethnic origin, property, sexual orientation, birth or other status must not be engaged in or supported.

### **Employment conditions**

• Supplier shall provide all employees with written agreement that indicates the nature of work, working hours, salary and vacation.

### **Salary**

- Supplier shall provide the employees a salary in accordance with national law, so called minimum wage .
- Salaries shall be paid on a regular basis and on time, according to employment agreement.
- Overtime shall be paid in accordance to national law.

### **Working hours**

- Maximum allowable working hours in a week shall not exceed 48 hours on a regular basis, except in emergency or unusual circumstances a work week shall not exceed 60 hours including overtime.
- Overtime shall be voluntary and shall be planned in a way that ensures safe and humane working conditions.
- Employees shall have at least one day off per week.

### **Benefits**

- All employees have the right to paid holiday in accordance to national law.
- The supplier shall approve absence for illness and parental leave and compensate it in accordance with national laws.

### **Disciplinary practices**

- No employee under any circumstances may be exposed to physical punishment, threats of violence or other forms of mental or physical coercion or abuse.
- Monetary fines or deduction in compensation as a means of disciplinary measure is not allowed.

### **Freedom of association**

- All employees have the right to join or to form trade unions and to bargain collectively as permitted by local laws and regulations.
- In situations or countries in which the rights regarding freedom of association and collective bargaining are restricted by law, parallel means to freedom of association and collective bargaining must be facilitated for all personnel by the vendor.

### **Work environment**

- Prohibit forced or compulsory labor.
- Prohibit child labor and comply with legal minimum age requirements. Young workers (up to 18 years) and child trainees are excluded from any hazardous duties and are not allowed to work at night.
- Eliminate all forms of discrimination in employment and occupation.
- One or more management representatives are responsible for establishing written policies and procedures regarding health, safety, welfare, and general facilities and that these policy topics are adhered to.

### **Health and Safety**

- Workers must be informed about the risks related to their roles and be trained to respond appropriately in emergency

situations before beginning their tasks.

- Workers receive adequate training and ongoing competence development to ensure they can safely and effectively perform their duties.
- The workplace must be equipped with clearly marked emergency exits and accessible first-aid equipment.
- Personal protective equipment (PPE) must be provided free of charge and used where required.
- Machinery, tools, and equipment must be properly maintained to prevent accidents and injuries.
- The workplace environment must be regularly assessed to identify and mitigate potential hazards.

### **Social responsibility: Animal welfare**

Suppliers shall ensure the ethical treatment of animals throughout their operations and supply chains. All animal-derived materials supplied to Kvist must be sourced from farms or facilities that apply animal welfare practices and comply with applicable laws, regulations, and internationally recognised standards.

At a minimum, suppliers are expected to respect the internationally recognised Five Freedoms of Animal Welfare:

1. Freedom from hunger and thirst;
2. Freedom from discomfort;
3. Freedom from pain, injury, or disease;
4. Freedom to express natural behaviour;
5. Freedom from fear and distress.

## **G - Governance**

### **Business Integrity & Anti-Corruption**

The Supplier commits to:

- Prohibit bribery, corruption, extortion, and money laundering.
- Conduct business with transparency and integrity.
- Maintain accurate and truthful records.

### **Compliance and Monitoring**

The Supplier acknowledges:

- The obligation to implement systems ensuring compliance with this Code.
- That audits, assessments, and documentation may be requested.
- That breaches may result in corrective actions or termination of the business relationship.

### **Continuous Improvement**

The Supplier commits to actively strive for higher standards in sustainability, responsible sourcing, and social impact.

### **Supplier Declaration**

The supplier commits to implement and maintain processes ensuring full compliance with all applicable legal, regulatory and contractual **material compliance requirements**. Compliance shall be effective prior to delivery and maintained throughout the business relationship. In case of conflicting requirements, the strictest requirement shall prevail. Specific information requirements, needed declarations, documents and/or tests will be required separately, based on the supplied material group.

The Supplier agrees to in-person visits by KVIST representatives for the purpose of a review relating to the Supplier Code of Conduct after reasonable written notice is provided by KVIST representatives.