Felleskjøpet Rogaland Agder is a cooperative organization that is based on respect for democratic values and responsible management of our natural resources. These values conform to international standards of social responsibility, environmental sustainability and ethical actions. The same values should be the basis for our suppliers. This document governs the standard by which our suppliers must meet.

Code of conduct for suppliers

Valid from 01.01.2014

Ola Bekken, managing director
Code of Conduct for suppliers to Felleskjøpet Rogaland Agder

Introduction
Felleskjøpet Rogaland Agder (FKRA) builds on the values that oblige us to be responsible in all of our actions. Therefore, we have our own code of conduct for our own business. Our customers should be confident that FKRA helps ensure that the same values will be assumed when we buy goods and services. Therefore, we have prepared the code of conduct for suppliers of FKRA. The guidelines for the suppliers are based on principles drawn up by the ethical trading initiative (IEH) and strengthen the fundamental principles which are rooted in the international conventions, to which a growing number of responsible businesses adopt in its operation.

FKRA emphasize the will and the ability to carry out improvements in line with the code of conduct. Suppliers who honestly report any gap between our ethical requirements and their actual status will therefore not necessarily be excluded as our supplier. Our most important criterion for further cooperation is the supplier’s measures to implement improvements.

Principles
The business relationship between FKRA and our suppliers should be based on mutual respect, and both parties shall communicate in a fair and constructive manner. All our suppliers should respect the values and the business principles that are adopted by FKRA and strive to fulfill FKRA’s code of conduct. Suppliers and any other representatives should facilitate that FKRA without hindrance can inspect the conditions at their sites, and the supplier/producer shall take action in accordance with its own improvement plan.

The supplier will make FKRA’s code of conduct known in all parts of their own business and to any subcontractors, and ensure that these are being implemented. The suppliers shall at all times have the required documentation on the status in relation to the code of conduct and provide all the relevant information at the request of FKRA.

Requirements as to the own business
When FKRA approves new suppliers, we consider social and environmental conditions as crucial, in line with the commercial conditions.

FKRA has internal guidelines which exclude all employees to offer or accept illegal or unlawful gifts or allowances in relation to customers, suppliers, or agents. Offer of irregular gifts from suppliers will be reported and will be considered in future business relationship.
Requirements to suppliers

1. Forced and compulsory labour (ILO Conventions Nos. 29 and 105)

1.1 There shall be no forced, bonded or involuntary prison labour.

1.2 Workers shall not be required to lodge deposits or identity papers with their employer and shall be free to leave their employer after reasonable notice.

2. Freedom of Association and the Right to Collective Bargaining (ILO Conventions Nos. 87, 98, 135 and 154)

2.1 Workers, without distinction, shall have the right to join or form trade unions of their own choosing and to bargain collectively. The employer shall not interfere with, obstruct, the formation of unions or collective bargaining.

2.2 Workers representatives shall not be discriminated and shall have access to carry out their representative functions in the workplace.

2.3 Where the right to freedom of association and/or collective bargaining is restricted under law, the employer shall facilitate, and not hinder, the development of alternative forms of independent and free workers representation and negotiations.


3.1 The minimum age for workers shall not be less than 15 and comply with

i) the national minimum age for employment, or;

ii) the age of completion of compulsory education,

whichever of these is higher. If local minimum is set at 14 years in accordance with developing country exceptions under ILO Convention 138, this lower age may apply.

3.2 There shall be no recruitment of child labour defined as any work performed by a child younger than the age(s) specified above.

3.3 No person under the age of 18 shall be engaged in labour that is hazardous to their health, safety or morals, including night work.

3.4 Policies and procedures for remediation of child labour prohibited by ILO conventions no. 138 and 182, shall be established, documented, and communicated to personnel and other interested parties. Adequate support shall be provided to enable such children to attend and complete compulsory education.
4. Discrimination (ILO Conventions Nos. 100 and 111 and the UN Convention on Discrimination Against Women)

4.1 There shall be no discrimination at the workplace in hiring, compensation, access to training, promotion, termination or retirement based on ethnic background, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

4.2 Measures shall be established to protect workers from sexually intrusive, threatening, insulting or exploitative behaviour, and from discrimination or termination of employment on unjustifiable grounds, e.g. marriage, pregnancy, parenthood or HIV status.

5. Harsh or Inhumane Treatment

5.1 Physical abuse or punishment, or threats of physical abuse, sexual or other harassment and verbal abuse, as well as other forms of intimidation, is prohibited.

6. Health and Safety (ILO Convention No. 155 and ILO Recommendation No. 164)

6.1 The working environment shall be safe and hygienic, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Hazardous chemicals and other substances shall be carefully managed. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in, the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

6.2 Workers shall receive regular and documented health and safety training, and such training shall be repeated for new or reassigned workers.

6.3 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.

6.4 Accommodation, where provided, shall be clean, safe and adequately ventilated, and shall have access to clean toilet facilities and potable water.

7. Wages (ILO Convention No. 131)

7.1 Wages and benefits paid for a standard working week shall as minimum meet national legal standards or industry benchmark standards, whichever is higher. Wages should always be enough to meet basic needs, including some discretionary income.

7.2 All workers shall be provided with a written and comprehensible contract outlining their wage conditions and method of payments before entering employment.

7.3 Deductions from wages as a disciplinary measure shall not be permitted.
8. Working Hours (ILO Convention No. 1 and 14)

8.1 Working hours shall comply with national laws and benchmark industry standards, and not more than prevailing international standards. Weekly working hours should not on a regular basis be more than 48 hours.

8.2 Workers shall be provided with at least one day off for every 7 day period

8.3 Overtime shall be limited and voluntary. Recommended maximum overtime is 12 hours per week, i.e. that the total working week including overtime shall not exceed 60 hours. Exceptions to this are accepted when regulated by a collective bargaining agreement.

8.4 Workers shall always receive overtime pay for all hours worked over and above the normal working hours (see 8.1 above), minimum in accordance with relevant legislation.

9. Regular Employment

9.1 Obligations to employees under international conventions, national law and regulations concerning regular employment shall not be avoided through the use of short term contracting (such as contract labour, casual labour or day labour), sub-contractors or other labour relationships.

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

9.3 The duration and content of apprenticeship programmes shall be clearly defined.

10. Marginalized Population

10.1 Production and the use of natural resources shall not contribute to the destruction and/or degradation of the resources and income base for marginalized populations, such as in claiming large land areas, use of water or other natural resources on which these populations are dependent.

11. Environment

11.1 Measures to minimize adverse impacts on human health and the environment shall be taken throughout the value chain. This includes minimizing pollution, promoting an efficient and sustainable use of resources, including energy and water, and minimizing greenhouse gas emissions in production and transport. The local environment at the production site shall not be exploited or degraded.

11.2 National and international environmental legislation and regulations shall be respected and relevant discharge permits obtained.
12. Corruption

12.1 Corruption in any form is not accepted, including bribery, extortion, kickbacks and improper private or professional benefits to customers, agents, contractors, suppliers or employees of any such party or government officials.

13. Management systems of suppliers

The management system is key to the implementation of the code of conduct. FKRA emphasises the importance of suppliers having systems that support such implementation. FKRA’s expectations in this regard are summed up in the following measures:

- The supplier should make a centrally placed employee responsible for the implementation of the code of conduct in the supplier’s business.
- The supplier must make the code of conduct known in all relevant parts of its organisation.
- The supplier must obtain FKRA’s consent prior to outsourcing production or parts of production to a sub-supplier/contractor, if this has not been agreed in advance.
- The supplier must be able to give an account of where goods ordered by FKRA are produced.

13. Food security

13.1 Trade with developing countries should contribute to a positive economic growth in the country of origin, and shall not, directly or indirectly, contribute to a weakening of a sustainable supply of food in this country.

Our suppliers should not export raw materials that can be used as staple food from regions that are suffering from famine, unless the activity is part of a developing country’s program whose goal is to create a long-term elevation of self-sufficiency for food or feed to the local community.
Agreement in effect, and transgression

General
FKRA’s code of conduct sets the standard which is expected to be met by all of our suppliers and partners throughout all its business operation. We are fully aware that all expectations cannot be met immediately, but they must still be followed up through the measures from the supplier. If repeating violations happens without appropriate action from the supplier, it is inevitably our duty to end the collaboration with this supplier.

Contractual Relationship
When the Code of Conduct has been communicated to a particular supplier, it shall be regarded as a part of the contractual documents and be an integral part of the agreement between the supplier and FKRA. At the event of a violation of the guidelines, FKRA will in conjunction with the supplier prepare a plan to remedy the infringement. The supplier should do their utmost to carry out the necessary measures within the agreed time frame and will inform FKRA about the measures. If it turns out (i) that a vendor is not willing or able to implement measures which FKRA has considered as necessary to ensure compliance with the Code of Conduct, or (ii) that the supplier or any of its sub-contractors have committed significant or repeated violations to the Code of Conduct, FKRA reserve its right to terminate the business relationship and terminate any contract agreement with the supplier. The termination is valid from the date specified in the written termination statement from FKRA. This provision does not affect the rights or obligations which FKRA and the supplier may have agreed in other contracting documents.

Stavanger, 01.11.2013
Ola Bekken, CEO.