


<b>Title:</b> Code of Conduct		<b>Document responsible:</b> Svein Håkon Fjelltun	<b>Approved by:</b> Svein Håkon Fjelltun	
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# Code of Conduct

At Offshore Qualific, we are committed to conducting our business with the highest ethical standards. This Code of Conduct outlines the principles and guidelines that all employees, suppliers, and partners must adhere to in order to ensure our success and maintain the trust of our stakeholders.

## **Integrity and Honesty**

Offshore Qualific will always act with honesty and integrity in all business dealings. We avoid conflicts of interest and disclose any potential conflicts promptly. We never engage in any form of bribery, corruption, or unethical practices.

## **Respect and Inclusion**

Offshore Qualific recognizes its responsibility to respect and protect the rights and dignity of all individuals. Promote a diverse and inclusive work environment, free from discrimination. Any form of harassment, bullying, or any form of disrespectful behavior will not be tolerated. Offshore Qualific is committed to upholding and promoting human rights and require our suppliers to do the same. We are dedicated to complying with any applicable national and international law regarding human rights.

Any potential employee of Offshore Quality must be over the age of 18. All employees will be recruited on merits only and we do not except any unfair treatment of our employees. Offshore Qualific supports all its employees joining any labor association of its will.

## **Confidentiality**

Safeguard confidential company information and sensitive data. Respect the confidentiality of employee, customer, suppliers, and partner information. Do not disclose or misuse confidential information.

## **Compliance with Laws**

Comply with all applicable laws, regulations, and industry standards that is applicable. Seek guidance when uncertain about legal obligations. Never engage in any illegal activities.

## **Fair Competition**

Offshore Qualific will compete fairly and ethically in the marketplace. Do not engage in anti-competitive practices or unfair business tactics. Respect the intellectual property rights of others. Will not accept any gifts except promotional items of low value.

## **Accountability**

We take responsibility for our actions and decisions. Report any violations of this Code of Conduct promptly. Cooperate fully in any internal or external investigations.

Non-retaliation: Offshore Qualific will not tolerate any retaliation against those who report violations in good faith.

Violations of this Code of Conduct may result in disciplinary actions, up to and including termination of employment or contracts.