

Code of Conduct

1. Introduction

At Kenson AS, we are committed to maintaining the highest ethical standards in all our business activities. Our Code of Conduct outlines the principles and guidelines that govern our behavior as employees, board members, suppliers and partners. By adhering to this code, we contribute to a positive work environment, strong relationships with stakeholders, and sustainable business practices.

2. Basic Principles

2.1. Integrity and Honesty

We act with integrity, honesty, and transparency in all our interactions.

We avoid conflicts of interest and disclose any potential conflicts promptly.

We do not engage in fraudulent or deceptive practices.

2.2. Respect and Inclusion

We treat everyone with respect, regardless of their background, gender, race, religion, or sexual orientation.

We foster an inclusive workplace where diversity is celebrated.

We do not tolerate discrimination, harassment, or bullying.

2.3. Compliance with Laws and Regulations

We comply with all applicable laws, regulations, and industry standards.

We stay informed about legal requirements and seek legal advice when needed.

We report any violations promptly.

3. Workplace Behavior

3.1. Health and Safety

We prioritize the health and safety of our employees and visitors.

We follow safety protocols and report any hazards promptly.

We promote a healthy work-life balance.

3.2. Confidentiality

We maintain strict confidentiality regarding company information, trade secrets, and sensitive data.

We do not discuss internal matters with outsiders without proper authorization.

3.3. Professionalism

We communicate professionally and respectfully.

We dress appropriately for the workplace.

We avoid disruptive behavior and maintain a positive atmosphere.

4. Business Practices

4.1. Anti-Corruption and Bribery

We do not engage in bribery, kickbacks, or corrupt practices.

We comply with anti-corruption laws and regulations.

We report any suspicious activities promptly.

4.2. Fair Competition

We compete fairly and ethically in the marketplace.

We do not engage in anticompetitive practices.

We respect intellectual property rights.

4.3. Environmental Responsibility

We minimize our environmental impact by promoting sustainable practices.

We comply with environmental laws and regulations.

We strive to conserve resources and reduce waste.

5. Reporting and Accountability

5.1. Reporting Violations

We encourage employees to report any violations of this Code of Conduct.

Reports can be made anonymously if desired.

Retaliation against whistleblowers is strictly prohibited.

5.2. Accountability

Violations of this code may result in disciplinary action, up to and including termination.

Board members and executives are held to the same standards as employees.

Conclusion

By adhering to the Kenson AS Code of Conduct, we contribute to a positive corporate culture, ethical business practices, and long-term success. Let us all uphold these principles and lead by example.

Kenson AS

Rosenholm 2024

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Mikael Aurlien Karlsen

CEO

Anti-Corruption Policy

Purpose:

Kenson AS is committed to conducting business with integrity and in compliance with all applicable anti-corruption laws. This policy establishes the company's zero-tolerance approach to bribery and corruption and provides guidance to employees and business partners on appropriate conduct.

Scope:

This policy applies to all Kenson employees, officers, directors, and any third-party representatives acting on the company's behalf, including suppliers, agents, consultants, and joint venture partners.

Policy Statements:

- 1. Prohibition on Bribery and Corruption**
Kenson prohibits the offering, giving, soliciting, or receiving of bribes or any other form of corruption, whether it involves government officials or private commercial parties. This includes direct and indirect payments, as well as anything of value.
- 2. Gifts, Hospitality, and Entertainment**
Reasonable and bona fide business-related gifts, hospitality, and entertainment may be offered or accepted, provided they are modest in value, infrequent, and comply with the company's policies. Strict pre-approval is required for any gifts or hospitality involving government officials.
- 3. Political Contributions and Charitable Donations**
Political contributions made on behalf of Kenson must be pre-approved and legally permissible. Charitable donations must be transparent, properly documented, and not used as a disguise for bribery.
- 4. Due Diligence and Third-Party Management**

Appropriate due diligence must be conducted on all third parties acting on behalf of Kenson, such as suppliers, agents, and consultants. Contractual anti-corruption clauses must be included, and ongoing monitoring for red flags is required.

5. Accurate Books and Records

Kenson is committed to maintaining accurate books, records, and financial reporting in compliance with all applicable laws and regulations. No undisclosed or unrecorded funds or assets may be established.

6. Reporting and Non-Retaliation

Employees and third parties are required to report any known or suspected violations of this policy through the designated reporting channels. Kenson strictly prohibits retaliation against anyone who makes a good-faith report.

7. Consequences for Violations

Violations of this anti-corruption policy may result in disciplinary action, up to and including termination of employment or contract. Additionally, violations may lead to civil or criminal penalties for the company and the individuals involved.

We are committed to setting an example of ethical leadership and good governance. By upholding this anti-corruption policy, we aim to maintain the trust of our stakeholders and contribute to creating a more just and prosperous society.

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Mikael Aurlien Karlsen

CEO



Child Labor Prevention in Supply Chain

To Whom It May Concern:

This document serves as confirmation that Kenson AS, a company committed to ethical business practices, has robust procedures in place to prevent child labor and ensure that their (sub)suppliers adhere to the same standards. Specifically, Kenson AS affirms the following:

Supplier Due Diligence:

Kenson AS conducts thorough due diligence on their suppliers, especially those beyond Tier 1. This includes assessing the risks related to child labor.

Third Party Code (TPC):

Kenson AS requires their direct suppliers to strictly prohibit child labor within their businesses.

Global Commitment:

Kenson AS's human rights commitments extend throughout their value chain. Policies and procedures, including those relevant to human rights, are binding on all employees. They consistently strive to uphold the principles set out in the International Labour Organization's (ILO) core labor rights conventions, including the Minimum Age Convention (no. 138) and the Worst Forms of Child Labour Convention.

By signing this document, Kenson AS confirms their dedication to preventing child labor in their supply chain and ensuring that their (sub)suppliers share these values. The company remains committed to upholding human rights and promoting responsible business practices.

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Mikael Aurlien Karlsen

CEO

Compliance with Applicable Laws and Human Rights Standards

To Whom It May Concern:

This document serves as confirmation that Kenson AS, a company specializing in ergonomic office products, is committed to ensuring compliance with applicable laws, regulations, and international standards. Specifically, Kenson AS affirms the following:

Legal Compliance:

The purchase of goods and services by Kenson AS is conducted in accordance with all relevant laws and regulations. This includes adherence to national labor legislation at production sites where goods are sourced.

International Standards:

Kenson AS is committed to upholding central United Nations (UN) conventions and International Labour Organization (ILO) conventions. These conventions cover various aspects related to labor rights, fair treatment, and ethical practices.

Human Rights Adherence:

Kenson AS recognizes and respects the principles outlined in the UN Declaration of Human Rights. The company ensures that its procurement practices do not violate human rights, and it actively promotes a responsible and ethical supply chain.

By signing this document, Kenson AS confirms that its procurement processes align with the above-stated principles. The company remains dedicated to maintaining high standards of integrity, transparency, and social responsibility.

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Rosenholm 2024



Mikael Aurlien Karlsen

CEO

Diversity and Equal Treatment

To Whom It May Concern:

This document serves as confirmation that Kenson AS, a company committed to promoting diversity and fostering an inclusive workplace, adheres to the principles of equal treatment and diversity. Specifically, Kenson AS affirms the following:

Equal Treatment:

Kenson AS ensures equal treatment for all employees, regardless of their gender, ethnicity, age, disability, or any other protected criteria. The company does not discriminate in hiring, promotions, compensation, or any other employment-related matters.

Diversity Management:

Kenson AS actively manages diversity within its workforce. The company recognizes that diverse teams contribute to creativity, innovation, and overall organizational success. Efforts are made to create an environment where individuals from various backgrounds feel valued and respected.

Inclusion Initiatives:

Kenson AS implements inclusion initiatives to foster a sense of belonging for all employees. These initiatives may include training programs, awareness campaigns, and employee resource groups that celebrate diversity and address any biases.

Monitoring Progress:

The company collects data to monitor progress related to diversity and equal treatment. This includes tracking representation across different demographics, analyzing pay equity, and addressing any disparities.

By signing this document, Kenson AS confirms its commitment to diversity, equal treatment, and inclusion. The company aims to create a workplace where everyone feels welcome and has equal opportunities for growth and success.

Kenson AS

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Mikael Aurlien Karlsen

CEO

HSE Compliance Documentation

To Whom It May Concern:

This document serves as confirmation that Kenson AS, a company specializing in ergonomic office products, is committed to health, safety, and environmental compliance.

HSE Policy Statement:

Kenson AS has a clear HSE policy that outlines the organization's commitment to health, safety, and environmental management. This policy guides their actions and decisions.

Continuous Improvement:

Kenson AS actively seeks to improve its HSE practices. Regular reviews, risk assessments, and employee training contribute to maintaining a safe and compliant workplace.

While specific HSE compliance documentation may not be publicly available, Kenson AS remains dedicated to upholding the highest standards of health, safety, and environmental responsibility.

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Mikael Aurlien Karlsen

CEO



Prevention of Discrimination

To Whom It May Concern:

This document serves as confirmation that Kenson AS, a company specializing in ergonomic office products, has robust procedures in place to prevent discrimination within its operations.

Specifically, Kenson AS affirms the following:

Legal Compliance:

Kenson AS adheres to Norwegian and international legal frameworks that prohibit discrimination. This includes the Norwegian Constitution and the European Convention on Human Rights (ECHR).

Definition of Discrimination:

Discrimination refers to illegal differential treatment based on one or more grounds, such as gender, ethnicity, age, disability, or other protected criteria.

Proactive Measures:

Kenson AS actively promotes equal treatment and diversity. The company ensures that all employees, customers, and stakeholders are treated fairly and without bias.

Training and Awareness:

Regular training programs are conducted to raise awareness about discrimination and promote a respectful workplace. Employees are educated on recognizing and addressing discriminatory behaviors.

Reporting Mechanisms:

Kenson AS provides clear channels for reporting discrimination incidents. Employees can confidentially report any concerns, and the company investigates and takes appropriate action.

By signing this document, Kenson AS confirms its commitment to preventing discrimination and fostering an inclusive environment. The company believes that diversity and respect contribute to a better workplace and overall success.

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Mikael Aurlien Karlsen, CEO

Supplier Code of Conduct

Introduction

At Kenson AS, we believe in maintaining the highest ethical standards in all our business relationships. We expect our suppliers and partners to share our commitment to integrity, transparency, and responsible business practices. This Supplier Code of Conduct outlines the expectations we have for our suppliers.

1. Anti-Corruption and Bribery

1.1. Zero Tolerance for Corruption: Suppliers must not engage in any form of corruption, bribery, or unethical behavior. This includes offering or accepting bribes, kickbacks, or other improper payments.

1.2. Compliance with Laws: Suppliers must comply with all applicable anti-corruption laws and regulations, both in their home country and internationally.

2. Human Rights and Labor Practices

2.1. Respect for Human Rights: Suppliers must respect human rights, including freedom of association, nondiscrimination, and fair treatment of workers.

2.2. Child Labor and Forced Labor: Suppliers must not use child labor or forced labor in any part of their operations.

2.3. Working Conditions: Suppliers must provide safe and healthy working conditions for their employees, ensuring fair wages, reasonable working hours, and proper safety measures.

3. Environmental Responsibility

3.1. Environmental Compliance: Suppliers must comply with environmental laws and regulations. They should strive to minimize their environmental impact and promote sustainable practices.

3.2. Resource Conservation: Suppliers should actively work to conserve natural resources, reduce waste, and promote recycling.

4. Business Integrity

4.1. Fair Competition: Suppliers must compete fairly and honestly in the marketplace. They should not engage in anticompetitive practices or unfair business tactics.

4.2. Conflicts of Interest: Suppliers must disclose any conflicts of interest that may affect their ability to provide unbiased services to Kenson AS.

5. Reporting and Compliance

5.1. Reporting Violations: Suppliers should promptly report any violations of this Code of Conduct to Kenson AS.

5.2. Audits and Assessments: Kenson AS reserves the right to conduct audits or assessments to verify compliance with this Code of Conduct.

Conclusion

By adhering to this Supplier Code of Conduct, our suppliers contribute to a sustainable and ethical business ecosystem. We appreciate your commitment to these principles.

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Mikael Aurlien Karlsen

CEO



Supplier Requirements for Diversity and Equal Treatment

To Whom It May Concern:

This document serves as confirmation that Kenson AS places specific requirements on its suppliers to promote diversity and ensure equal treatment. Kenson AS affirms the following expectations for its (sub)suppliers:

Diverse Supplier Engagement:

Kenson AS actively seeks to engage with diverse suppliers. These include businesses owned by individuals from various social groupings, such as ethnicity, gender, sexual orientation, disability, micro-businesses, local businesses, and those owned by military veterans.

Equal Treatment Mandate:

Suppliers working with Kenson AS must adhere to principles of equal treatment. Discrimination based on gender, ethnicity, age, disability, or any other protected criteria is strictly prohibited.

Inclusion Initiatives:

Kenson AS encourages suppliers to implement inclusion initiatives within their own organizations. This may involve promoting diversity in hiring, fostering an inclusive workplace culture, and addressing biases.

Monitoring and Reporting:

Suppliers are expected to monitor their progress in meeting diversity and equal treatment requirements. Regular reporting ensures transparency and accountability.

By signing this document, Kenson AS confirms its commitment to working with suppliers who share these values. The company believes that a diverse and inclusive supply chain contributes to overall business success and societal impact.

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CEO

Contingency Plan

Purpose:

The purpose of this contingency plan is to outline the key actions and procedures to be followed in the event of a disruptive incident or emergency that threatens the normal operations of Kenson AS.

Scope:

This plan covers potential disruptions to Kenson's critical business functions, including:

- Inability to access primary business location
- Loss of key personnel
- Failure of critical technology/systems
- Supply chain disruptions
- Natural disasters or other external events

Plan Activation:

The owner/manager of the business has the authority to activate this contingency plan. Activation may occur in response to any event that significantly impacts the business's ability to operate normally.

Critical Functions & Recovery Strategies:

The following are the business's critical functions and the strategies to maintain or restore them:

1. Customer service/order fulfillment
 - Activate remote work capabilities for staff
 - Redirect customer calls to mobile/home phones
 - Use backup inventory storage location
2. Accounting and payroll
 - Access accounting systems and data remotely
 - Ensure backup of financial records
 - Leverage outsourced payroll provider
3. Inventory management
 - Monitor supply chain for disruptions
 - Identify alternative suppliers
 - Maintain safety stock levels

Communication Plan:

Establish methods to communicate with employees, customers, suppliers during activation. Designate a communications coordinator.

Testing and Review:

Schedule regular testing and updating of this contingency plan at least annually.

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CEO

Crisis Management Plan

Purpose:

Define the purpose and objectives of the crisis management plan

Scope:

- Outline the types of crisis situations covered by the plan
- Identify the critical functions and assets to be protected

Crisis Management Team

- Identify the members of the crisis management team and their roles/responsibilities
- Provide contact information for the team

Crisis Response Procedures

- Procedures for assessing the crisis situation and activating the plan
- Steps for communicating internally and externally
- Procedures for implementing emergency response actions

Business Continuity

- Strategies to maintain critical business operations during a crisis
- Procedures for restoring normal business activities

Communication Plan

- Guidelines for communicating with employees, customers, suppliers, media, etc.
- Pre-scripted messaging templates

Recovery and Restoration

- Procedures for recovering from the crisis and restoring normal operations
- Plans for addressing any long-term impacts or changes

Training and Testing

- Requirements for training employees on the crisis plan
- Schedule for regularly testing and updating the plan

Appendices

- Emergency contact information
- Inventory of critical assets and resources
- Copies of relevant emergency plans, insurance policies, etc.

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Corporate Social Responsibility (CSR) Statement

At Kenson AS, we are committed to operating in a socially responsible and sustainable manner. We recognize that our business activities have an impact on the environment, our employees, our customers, and the wider community. As such, we strive to integrate ethical, social, and environmental considerations into our decision-making and business practices.

Our Core CSR Principles:

Environmental Sustainability:

- We are committed to reducing our carbon footprint and minimizing our environmental impact.
- We actively work to optimize our energy usage, waste management, and resource consumption.
- We encourage the use of renewable energy sources and the adoption of eco-friendly technologies.
- We promote the reduction, reuse, and recycling of materials throughout our operations.

Responsible Business Practices:

- We maintain the highest standards of integrity, transparency, and accountability in all our dealings.
- We comply with all applicable laws, regulations, and industry standards in the countries where we operate.
- We strive to build long-term, mutually beneficial relationships with our suppliers and partners, based on ethical and sustainable practices.
- We protect the privacy and security of our customers' data and personal information.

Employee Welfare and Development:

- We provide a safe, healthy, and inclusive work environment for our employees.
- We offer competitive compensation, benefits, and opportunities for professional development and career growth.
- We promote diversity, equity, and inclusion in our workforce and foster a culture of respect, collaboration, and open communication.
- We support the well-being and work-life balance of our employees through various initiatives and programs.

Community Engagement and Contribution:

- We actively engage with the local communities where we operate and strive to have a positive impact.
- We support charitable organizations and initiatives that align with our core values and contribute to the betterment of society.
- We encourage our employees to volunteer and participate in community service projects.
- We collaborate with relevant stakeholders to address social and environmental challenges in our local and global communities.

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