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1 Purpose

The purpose of this document is to summarize the standard for CGS's expectations for business partners and their business conduct and that it should be environmentally and socially sound and in the best interests of CGS and our stakeholders. CGS Business Partner Code of Conduct carry forward requirements from CGS's own Code of Conduct, CGS-HR-S-02M Code of conduct.

2 Responsibilities

The business partner is responsible for ensuring that activities within their areas of responsibility are carried out in accordance with this Code of Conduct. It is also expected that the business partner shows ownership and commitment to the Code of Conduct through action.

3 Scope

Our Code of Conduct applies to:

- all business partners and all hired personnel at work, assignment, or travel for CGS.
- all work performed by the business partner or on behalf of the business partner.

4 About our CGS Business Partner Code of Conduct

Our CGS Business Partner Code of Conduct commits all business partners to act in a manner being environmentally and socially sound.

Our CGS Business Partner Code of Conduct carry forward our own Code of Conduct which is based on the following documents:

- [UN Universal Declaration of Human Rights](#)
- [United Nations Guiding Principles on Business and Human Rights - UNGP](#)
- [United Nations ten Principles of the Global Compact - UNGC](#)
- [ILO Declaration on Fundamental Principles and Rights at Work \(1998\)](#)

In addition, active efforts are being made to achieve [The UN sustainable development goals](#).

4.1 Carriage Global's Commitment

We can only gain trust from our society, customers, employees, and other stakeholders by applying high ethical standards in our business conduct.

We believe this can be achieved by always complying with applicable laws, acting socially and environmentally responsibly and by applying ethical principals in our business conduct.

CGS requires that every employee to be aware of, understand, and be committed to conducting business in a manner that is consistent with these standards and in full compliance with all applicable laws.

Furthermore, CGS sets the same expectations for our business partner's through CGS-HR-S-02M CGS «Business Partner Code of Conduct» and will not collaborate with business partners not respecting the same ethical standard.

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4.2 Requirements for the business partner's compliance with laws and regulations

The business partner must comply with

- national legislation in their home country,
- as well as Norwegian legislation when the business partner operates in Norway.
- The business partner must comply with this Code of Conduct
- and internationally recognized conventions.
- In addition, it is expected that the business partner actively works to achieve the UN sustainable development goals.

4.3 Requirements for subcontractors

If the business partner uses subcontractors, the business partner is obliged to carry forward this Code of Conduct in the contract chain. The business partner must be able to document how this is taken care of.

4.4 Questions, Concerns and Reporting

The business partner is encouraged to notify if censurable conditions or wrongdoing are observed. It is possible to report anonymously.

You can also contact our [Compliance Officer](#).

4.5 Consequences of Breaches

Breaches of the Business Partner Code of Conduct, the Law or other governing documents will not be tolerated.

Potential breaches may be investigated by internal or external parties.

Breaching the Code of Conduct may result in:

- Warning
- Termination of contract
- Reporting to authorities

This also applies to business partners tolerating such breaches to exist at their own suppliers.

5 Human Rights

The business partner must support initiatives that work to strengthen human rights.

The business partner must work with its employees, suppliers, and business partners to uphold these universal values.

5.1 Equality, Diversity, and Inclusion

The business partner shall treat all employees equally. The business partner shall not discriminate during hiring and have employment practices independent of race, color, language, religion, age, nationality, social or ethnic origin, sexual orientation, gender, disability, political or other opinion, property, birth, or other status.

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5.2 Harassment and Intimidation

CGS expect all business partner's employees at any rank to treat colleges and business partners with courtesy and respect. They shall likewise expect to be treated in such manner. Unwanted sexual attention, harassment or other intimidating behavior is not tolerated.

5.3 Purchase of Sexual Services

CGS prohibits the purchase and contribution to the purchase, of sexual services when on assignments or business trips for CGS.

Purchase of sexual services support human trafficking and pose a security risk. Human trafficking violates human rights, regardless of local rules, regulations, and customs.

6 The workplace

6.1 Safety and Security

Zero injuries, our overall objective! The business partner must strive to provide a safe, healthy, and secure working environment for all our personnel at all locations, with minimal impact to the environment.

6.2 Privacy and Data Protection

Privacy and data protection laws protect private information for all personnel involved with CGS. The business partner is committed to protecting the privacy of our employees and everyone involved.

The business partner shall only use personal data for appropriate purposes, and personal data will be processed in accordance with applicable laws and internal requirements.

6.3 Alcohol and Drugs

The workplace at CGS shall not contain any intoxicating substances, such as:

- Alcohol
- Narcotics
- Other illegal substances

Illegal drugs must not be stored in the workplace.

No employee may perform work for CGS if the person is under the influence of such substances or by abusing legal medication.

CGS has a zero tolerance for recreational drug use or use of illegal substances outside working hours.

Tests for drugs and alcohol may be conducted whenever deemed necessary and in accordance with applicable laws.

Violation of the Alcohol and Drugs Policy may result in termination of the business partner relationship. An assessment of the seriousness of the infringement will determine the company's reaction.

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7 Work Rights

7.1 Freedom of Association and Collective Bargaining

The business partner must respect and support employees right to freely join associations of their own choice.

7.2 Child Labor and Forced Labor

The business partner shall not use or tolerate child labor or forced labor being used in our own or any other business activity.

The business partner shall make employment contracts available to all employees stating the terms and conditions of service, the voluntary nature of employment, the freedom to terminate such agreements and any penalties that may be associated with termination of work.

When the business partner plans and carries out business operations, ensure that employees in forced labor are not engaged and, where found, provide for the removal of such employees from the workplace with adequate services and provision of viable alternatives in the community of operation.

7.3 Discrimination in Respect of Employment and Occupation

The business partner shall not discriminate. Qualifications, skill, and experience are the basis for the recruitment, placement, training, and advancement of staff at all levels.

Where discrimination is identified, the business partner shall address complaints, handle appeals and provide support for employees.

The business partner shall reasonably adjust the physical environment to ensure health and safety for employees, customers, and any visitors with disabilities.

8 Environmental protection

The business partner shall prevent pollution and reduce negative environmental impact. The business partner shall comply with all applicable environmental laws and regulations.

The business partner shall assess and follow-up the impacts our activities have or may have on the environment.

The business partner shall seek efficient ways to use and minimize use of resources. In this way we together can reduce our carbon footprint, use of harmful substances and other emissions. Such as by reducing the need for travel and by substituting harmful chemicals.

The business partner shall ensure that environmentally friendly technologies are considered when making business decisions.

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9 Business conduct

9.1 Conflict of Interest

A conflict of interest may affect the business partner's personnel ability to make the right decision. The business partner's personnel must not participate in any CGS related business, procurement, or other contract award if you or a related person, such as your partner or a close relative, have a financial interest. This also applies if there are other settings that weakens your ability to act without vested interest.

Inform and discuss with CGS any situation that might lead to an actual or apparent conflict of interest.

9.2 Anti-Corruption

The business partner shall comply with all anti-corruption laws and regulations. CGS do not tolerate corruption in any form and will actively prevent corruption to take place in our business conduct.

We believe transparency is crucial in the fight against corruption. We commit the business partner to conduct its business activities in an open and transparent manner.

9.3 Anti-Money Laundering

Money laundering is illegal and supports criminal activities. The business partner shall comply with all applicable anti-money laundering laws.

9.4 Financial Reporting

Recording and reporting financial or non-financial information completely, accurately, and objectively is essential for CGS's credibility and reputation, and we expect the same from the business partner. It is also an assumption for meeting legal obligations and standards. We are committed to accuracy in all our dealings, and we expect full, fair, and accurate disclosures in the business partner's financial reports and documents filed with authorities.

9.5 Inside Information

CGS supports fair and open securities markets wherever we operate. You may become aware of information about CGS or other companies that is not publicly available. Such information may constitute inside information. Inside information is precise information likely to have a significant effect on the price of securities and which is not publicly available or commonly known to the market.

If you are in possession of inside information, even if acquired incidentally, you have a legal duty of confidentiality and due care of handling to prevent such information from coming into the possession of unauthorized persons. Any use of inside information about CGS or other publicly traded companies for personal gain is prohibited.

9.6 Fair Competition

The business partner shall always strive to compete in a fair and ethically justifiable way and comply with applicable laws for competition.

The business partner shall not tolerate or engage in anti-competitive behavior, such as:

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- price fixing
- bid rigging
- market sharing
- abuse of market power
- sharing non-public commercially sensitive information with competitors

9.7 International Trade Restrictions

The business partner shall comply with all applicable economic sanctions as well as export and import control laws. The business partner shall evaluate whether government authorization is required before engaging in activities involving restricted items, sanctioned parties or countries and will obtain and comply with all required authorizations.

