



CODE OF CONDUCT HOUSING & REST

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Just as NTG has standards for ethical practice for ourselves, we stress the importance of following the same principles towards all suppliers and business partners in our supply chain and we expect our suppliers to commit to the same principles.

Due to our wish to contribute to the avoidance of increasing social injustice in the transport and logistics sector, this code of conduct regarding housing and rest conditions (the “**Code of Conduct for Housing and Rest**”) stipulates the minimum requirements that our hauliers must commit to before being accepted to deliver haulier services to NTG within EU and EEA.

Thank you for being a responsible business partner to NTG.

Best regards,

Jesper E. Petersen
Group CEO, Road & Logistics

Scope

This Code of Conduct for Housing and Rest is applicable to all hauliers who operate with or on behalf of NTG on a permanent basis. It applies in addition to applicable laws and general principles of law in the jurisdictions where you operate.

As a sub-supplier and service provider to NTG and NTG's customers, we expect you to have in place prudent procedures to recognize the ultimate purpose of this Code of Conduct for Housing and Rest. This to ensure the working conditions and social standards for all drivers, it being understood that this Code of Conduct for Housing and Rest is limited to requirements for housing and rest conditions. For other requirements as a supplier to NTG we refer to our general code of conduct for suppliers addressing guidelines for ethical behaviour.

Human rights

By signing this Code of Conduct for Housing and Rest, you agree to abstain from partaking, directly or indirectly, in human degradation of any kind. Human trafficking, forced labor, child labor or any kind of violation of human rights are not tolerated. Additionally, legal requirements regarding maximum working hours and minimum wages must be respected. In particular, you will comply with Article 24 of the United Nation's Universal Declaration of Human Rights, stating that everyone is entitled to rest and leisure, including reasonable limitation of working hours. This is reinforced by our demand that you always comply with Regulation (EC) No. 561/2006 on maximum daily and fortnightly driving times and do not encourage your drivers in any way to act in violation.

Rest conditions and parking

You are required to pay particular attention to local legislation regarding the length and places for breaks and the daily and weekly rest. The rules may vary from country to country within the EU and it is your responsibility to make sure that all drivers follow the rules in the country they are operating in. You are required to make sure and be able to document that all rests, including in particular the weekly 45-hour rests, are taken in due time and under acceptable conditions. Further, we expect you to comply with all local parking restriction.

Lack of acceptable facilities

It is your responsibility as a haulier to plan the trip to ensure that rests can be taken in proximity to secure parking and acceptable housing for taking breaks and rests. In case the local infrastructure is insufficient to legally park the truck, or there is a lack of access to acceptable housing for taking breaks or rests, you must document this and be able to present such documentation to local authorities and NTG.

The long weekly rest - what is "acceptable housing"?

As legal employer of the drivers, it is your responsibility to ensure that the long weekly rest is taken in areas where acceptable housing is offered to drivers. In NTG, the minimum requirements for "acceptable housing" are:

1. Rooms with single beds, providing at least the same level of privacy as the truck cabin,
2. Rooms must be equipped with electricity and heating, and lockers for personal belongings must be available,
3. Access to toilets, showers, washing machines, dryers, and access to unlimited potable water,
4. Access to recreational facilities, and
5. Food stores within a reasonably reachable distance by foot or public transportation.

You may not deduct expenses in relation to the long weekly rest from the drivers' salaries. These expenses are to be paid by you.

We acknowledge that finding "acceptable housing" may not be possible at all times in all countries. We do however expect you to make your best efforts in planning the drivers' trips to accommodate this requirement. In cases where it is, in all reason, deemed impossible to find acceptable housing, you must document this and expect that local authorities and NTG will ask you to present evidence that it was not possible to find acceptable housing.

Control and auditing

NTG will actively supervise that you comply with this Code of Conduct for Housing and Rest. Audits and interviews with you and your drivers may be conducted either directly by NTG or by an independent third party appointed by NTG and without any prior notice.

Breach of the Code of Conduct for Housing and Rest

In case of non-compliance with this Code of Conduct for Housing and Rest, we expect you to take appropriate measures to remedy such breach and to prevent any future reoccurrence. In cases that in the reasonable opinion of NTG are considered to constitute a material breach or repeated breaches, NTG reserves the right to terminate the business relationship with you with immediate effect and without any compensation. Any behaviour that is or may potentially become an infringement of local law or a breach of this Code of Conduct for Housing and Rest must be reported to your contact person at NTG, or, if that person is involved or fails to act, to NTG Group Legal at codeofconduct@ntg.dk. All employees are instructed to treat reported matters seriously and with the appropriate degree of discretion.

Confidentiality

NTG strictly prohibits the disclosure of any business-sensitive information about the company or customers that is not in the public domain, such as sharing information about the names of customers externally or distributing any such information through social media or any other external medium.

Adherence to the Code of Conduct for Housing and Rest

You are requested to adhere to this Code of Conduct for Housing and Rest by physical or electronic signature. Any updates of the Code of Conduct for Housing and Rest will be communicated directly to you.

January 2020, Copenhagen, Denmark

Adhered to by:

Haulier/Name	Date	Signature