

Masava Kemi ApS Code of Conduct

Anti-corruption:

Policy:

Masava Kemi ApS is committed to conducting its business ethically and in compliance with all applicable laws and regulations and other laws that prohibit improper payments to obtain a business advantage.

Masava Kemi ApS strictly prohibits bribery or other improper payments in any of its business operations. This prohibition applies to all business activities, anywhere in the world, whether they involve government officials or are wholly commercial. A bribe or other improper payment to secure a business advantage is never acceptable.

This Policy applies to everyone at Masava Kemi ApS, including all officers, employees and agents or other intermediaries acting on the company's behalf. Each officer and employee has a personal responsibility and obligation to conduct the company's business activities ethically and in compliance with the law.

Procedures

Masava Kemi ApS is implementing this Policy, through appropriate guidance, training, investigation and oversight e.g. using information's from "The Trade Council under the Ministry of Foreign Affairs of Denmark" and the "Business Anti-Corruption Portal". The Managing Director has overall responsibility for the program, eventually supported by an officer of the company.

Masava Kemi ApS prohibits offering, promising or giving "anything of value" to gain an improper business advantage, "anything of value" may include:

- gifts, entertainment or other business promotional activities.
- covering or reimbursing an official's or customer's expenses.
- offers of benefits to a family member or friend of a customer or an official.

Masava Kemi ApS keeps accurate books and records that reflect transactions and asset dispositions in reasonable detail, supported by an internal accounting control.

All employees and agents are responsible for understanding and complying with the Policy and every employee has an obligation to:

- be alert to indications or evidence of possible wrongdoing.
- promptly report violations or suspected violations through appropriate channels.

Any employee who has reason to believe that a violation of this Policy has occurred, or may occur, must promptly report this information to his or her supervisor. Alternatively, information may be reported in confidence by calling up or sending an e-mail to the Managing Director.

Failure to conduct may result in disciplinary action, up to and including dismissal.

References

The Trade Council under the Ministry of Foreign Affairs of Denmark; <http://um.dk/en/tradecouncil/>
Business Anti-Corruption Portal; <http://www.business-anti-corruption.com/>

Health and Safety:

Policy

Conduct toward Employees, Masava Kemi ApS,

- works to protect the health and safety of all our employees by providing knowledge, tools and support.
- strives to develop the capabilities of our employees to continuously improve our knowledge base.
- provides WPSC (Working Place Safety Chart) for each raw material as well as products.

Conduct toward Masava Kemi ApS, Employees,

- comply with this Code of Conduct and adhere to established policies and procedures.
- maintain a safe and healthy workplace by following safety, health and environmental rules.
- act in the interests of their colleagues' health and safety.
- act in the best interest of Masava Kemi ApS and if aware of a Code of Conduct violation or a conflict of interest, real or perceived, report the situation to the Managing Director.

Conduct toward Users of products, Masava Kemi ApS,

- supplies safety datasheets for each product in compliance with EU-Regulation CLP/Reach.
- labels the products with safety handling signs.
- if possible, substitutes classified raw materials with a lower hazard classification.

Procedures

All new employees are introduced to the "Masava Health and Safety" by the Managing Director or an officer.. After reading it, the employee is tested of knowledge of the "Masava Health and Safety" within two days.

Substitution of a classified raw material, follows the procedure of testing for performance and if the product with the less classified raw material performs, the substitution is implemented.

References

"Asthma & Allergy" sign for the product Masava Dyne- og Pudevask

This certificate confirms that a range of products from Masava Kemi have been certified by Asthma-Allergy Denmark. All certified products are marked with our logo

CERTIFIED BY



**Asthma-Allergy
Denmark**

The certificate is valid throughout 2015.

Issue No. 14.02.2015

Asthma-Allergy Denmark

Anders O. Bille

Head of the

Head of the certification by Asthma-Allergy Denmark

MASAVA Kemi ApS Informs new employees "Health and Safety"

Masava Kemi ApS (hereinafter called the company) is responsible as an employer, to create a safe and healthy workplace and want to do this in association with you as a new employee.

When you start employment with the company, it is important for you as soon as possible to know and understand the importance of employee health and safety in our workplace.

To accommodate a safe work environment, the company organize, provides aids and safety equipment, when needed, and gives you the training and instruction as required for your safety and health demands. It is your responsibility to follow the instructions and use the aids and safety equipment responsible and reliable.

Working Place Safety Charts (WPSC) always are at your disposal. In an WPSC it is seen what safety precautions you must respect during your use of the chemical raw material or product.

You also need to actively participate in a workplace assessment (WA) as the company annually examines. A WA is a written description of the factors that can affect yours and others' safety and health at work.

If you suffer an accident or injury - or is close to getting it - you must tell it immediately to your supervisor or the Managing Director They shall then report the accident or damage to the Danish Arbejdstilsynet and the insurance company.

After reading this description of "Health and Safety", you are invited to a generally informal consultation, where you have the opportunity to show that you understand what is required to start as a new employee in relation to the company's desire for a healthy, safe working and what you can expect from the company.

You can always come up with ideas to improve our work environment, which we will look at with great interest. Welcome to our workplace.

Michael Peter Brøndum Schmidt
Managing Director

Labour and Human Rights: Products liability:

Policy

Masava Kemi ApS shall always have a Product liability insurance that covers the cost of compensating anyone who is injured by a faulty product that Masava Kemi ApS manufactures or supplies.

Procedures

Masava kemi ApS

- will respond quickly and sincerely to defects and customer complaints, and strive to determine the causes and implement thorough measures to prevent recurrence.
- provides clear and thorough user instructions. QR-code available on label for further information.
- conduct regular reviews of product designs and production.
- where necessary, conduct a quick voluntary recall of any products that are defective or unsafe.
- all classified products are reported to the Danish Product Registration (PR-register).

References

Ecolabel standards is found at: http://ec.europa.eu/environment/ecolabel/index_en.htm

Below: Example of label (Masava Max) giving clear and thorough instructions

DK-PR: 1256420

Cefas: 23398

NEMS: 6247



Masava Max

Use: Masava Max is a water based alkali cleaning agent, which can be used for cleaning of oil, grease and dirt from all surfaces that tolerate water. e.g. floors, walls, fixtures and machine parts.

Dosage: The product is mixed with cold or lukewarm water. Follow the dosage instruction below. Clean with brush or cloth and rinse with water.

Normal cleaning: 1 dl Masava Max per. 10 liters of water (1:100).

Correct dosage is cheaper and will minimize strain on the environment.



UN 3266

Danger !



Security: **Keep out of reach of children**
Do not mix with other cleaning agents

Content: Disodium metasilicate. Causes severe skin burns and eye damage.

Do not breathe dust/fume/mist/vapors/spray.

IF ON SKIN (OR HAIR): Remove/Take off immediately all contaminated clothing. Rinse skin with water/shower.

IF EYE CONTACT: Remove contact lenses. Flush eyes with water (20-30°C) for at least 15 minutes. Call a doctor.

Wear protective clothes/gloves/eye protection. Individual personal protection equipment (please also see safety data sheet).



Declaration: Nonionic tensides (5-15%), Disodiummetasilicate, Butyldiglykol, Glutamicacid sodiumsalt

Please find further information regarding the Ecolabel at: http://ec.europa.eu/environment/ecolabel/index_en.htm

Reduction of risks for the environment. Limited use of substances harmful to the aquatic environment.

Full documentation.

Masava Kemi ApS, Bodoevej 12, DK-5700 Svendborg, +4566109060, www.masavakemi.com

Respectful Treatment:

Policy

Masava Kemi ApS provides a supportive work environment, where employee diversity is valued, and where employees are free from discrimination and harassment.

Employees comply with this Code of Conduct and adhere to established policies and procedures as well as individually and collectively, keep the workplace free of harassment, intimidation, violence, threatening behavior and unlawful discrimination.

Procedures

If the Policy is not followed by an employee, the employee will have to explain misbehavior to the Managing Director or an officer. The Managing Director or the officer hereafter decides whether the employee is given a warning or is excluded.

References

None

Use of Company Security Forces:

Policy

At present, Masava kemi ApS has no company security force, however if implemented, Masava Kemi ApS will make sure that the security force, either employees of Masava Kemi ApS or supplied from other company, will use minimal force necessary if a security related situation arises.

Procedures

There are no procedures at present.

References

None

Non-Discrimination and Equal Opportunity:

Policy

When Masava Kemi ApS is looking for new employees, the company encourages applicants to apply, regardless of the applicant's gender, age, disability, religion or belief as well as trade union membership,

Procedures

Applications for a job at Masava Kemi ApS is thoroughly read by the Managing Director or an officer, who invites the best suitable for the job to an interview. If the best suitable for the job is disabled, circumstances will be examined to implement the new employee at the person's best.

References

Child Labour:

Policy

Masava Kemi ApS does not at present employ children, however if necessary, Masava Kemi ApS will hire children for work according to Danish Law.

Procedures

The child labour is only accepted if the child can provide evidence of acceptable age according to the Danish law for work for Masava Kemi ApS..

References

None

Forced Labour:

Policy

Masava Kemi ApS shall never use forced labor.

Procedures

None.

References

None

Freedom of Association and Collective Bargaining:

Policy

Masava Kemi ApS respects the right of its employees to freedom of association and collective bargaining. This includes the right to form and join trade unions and other worker organizations of their own choosing without harassment, interference or retaliation.

Procedures

None

References

None

Compensation:

Policy

Masava Kemi ApS's employees are timely paid at least the minimum wage required by country law and provided legally mandated benefits, including holidays and leaves, and statutory severance when employment ends. There are no disciplinary deductions from pay.

Procedures

Wages are paid the last day of the month.

References

Paycheck

Working Hours:

Policy

Employees work 37 hours per week or less.

Procedures

Overtime is registered via the alarm system when the employee attend and when the employee leaves.

References

None

Environment:

Policy

Masava Kemi ApS will evaluate the potential for environmental problems, strive to prevent the occurrence of environmental problems, and quickly implement appropriate measures that minimize the environmental load whenever environmental problems occur.

Masava Kemi ApS is committed to environmental sustainability and will strive to develop products that have a reduced environmental impact throughout their life cycle, from production to use and disposal. One way of doing it, is to achieve the EU Ecolabel, or other similar ecolabels, that stands for promoting environmental excellence. Masava Kemi ApS will protect the marine environment by achieving The Harmonised Offshore Chemical Notification Format (HOCNF) which applies to all chemicals used in connection with offshore exploration and production activities in the OSPAR maritime area.

Masava Kemi ApS will strive not to use A, B and C chemicals regarding to the guidance of the Danish Environmental Agency "Miljøstyrelsens vejledning".

Procedures

At least once a year all employees are asked to fill in their working place validation, where aspects regarding environmental actions may be considered.

If there is a demand for an eco-labelled product or a HOCNF, the environmental impact of the product is calculated and if acceptable, an application is send to the authority.

References



Requirements on Suppliers and Contractors:

Policy

Conduct with Suppliers and Contractors, Masava Kemi ApS,

- acts in the interests of our suppliers' and contractor's health and safety.
- expects suppliers etc. working with us to behave in a manner consistent with our Code of Conduct.
- acts with equity, fairness, courtesy and good faith towards suppliers and contractor's.
- respects client confidentiality provisions in our contracts. Client data is not released or shared without permission, except as required by law.
- encourages our suppliers and contractor's to undertake projects in a sustainable manner.

Procedures

References

Additional Parameters:

Policy

Procedures

References