

# CODE OF CONDUCT

CORPORATE SOCIAL RESPONSIBILITY  
PERSONAL CONDUCT & BUSINESS PRACTICE

2019



**Bunker  
One** 

FUELING YOUR BUSINESS

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## 1. THE OBJECTIVE

The objective of this Code of Conduct is to describe the corporate social responsibility (CSR) requirements as well as the standards applying to personal conduct and business practice in Unioil Supply A/S and Bunker One ("The Company").

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## 2. CORPORATE SOCIAL RESPONSIBILITY

The Company aims to conduct its business in an ethical, sustainable and socially responsible manner and will comply with the rules and legislation governing the areas in which we operate.

At the very core of our business are our employees. Their hard work, commitment and persistence drive our growth and take our business to new heights. We firmly believe that for our people to deliver the very best results, they must feel their very best.

The following sections will set forth our CSR requirements in four key areas: health & safety (section 2.1), staff development (section 2.2), equal opportunity (section 2.3) and the environment (section 2.4).

### 2.1 Health & safety

Everywhere in the Company, we seek to create satisfactory and optimum working conditions for our employees. Work is planned and performed with the highest possible consideration and care for their well-being. Routines ensuring the health and safety of our employees are continually developed and improved with the aim of attaining the best possible foundation for happy, healthy and productive staff.

The Company emphasises open and honest communication internally in the company as well as with all other stakeholders of the company. Trust is essential in every aspect of our business and helps create the kind of work environment, cooperation and business relationships that inspire, motivate and add true value.

### 2.2 Staff development

To ensure the welfare, job satisfaction and motivation of our employees, we provide ample opportunity for them to continually develop their professional and personal competencies through internal and external education and training programs. Management considers staff development a key factor in the further development of our company, and employees are encouraged and expected

to seek out courses and training that keep their professional and personal skills sharp and up-to-date at all times to the overall benefit of the company and the employees themselves.

### 2.3 Equal opportunity

Our policy is that all employees, irrespective of gender, nationality, skin colour and religion, must have equal career and management opportunities. This philosophy is supported by our open-minded, unprejudiced culture which allows each individual employee to make the best possible use of his/her skills.

When recruiting new colleagues, we evaluate the professional and personal skills of candidates. In our view, gender says nothing about a person's competencies, level of commitment or ability to cooperate with others which is why it is no decisive factor for us. In the the Company's offices across the world, our highly skilled staff – male and female – work together in making the most of their talents.

Just as is the case with gender, an individual's religious and sexual orientation will have no impact on his/her career opportunities within our company. We recruit reliable, respectful and competent professionals of any orientation.

### 2.4 The environment

Being a company specialising in oil trading, we do whatever in our capacity to reduce the impact on the environment. A particularly important area of focus in our line of business is prevention of oil spill, which is why we take all necessary measures to avoid causing harm to nature. We are constantly looking for ways to improve environmental and operational performance.

The Company is actively engaged in projects to lower sulphur emissions, and we recycle and seek to reduce power consumption wherever and whenever possible with the aim of protecting our surroundings and the climate from human-induced harm and hazards.



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### 3. PERSONAL CONDUCT

The Company expects its employees to act in complete compliance with the law as well as with internal standards and practices. Our employees should likewise abstain from assisting associates and any other individuals in any breach of such laws, standards and practices.

Employees must treat each other and any other persons, with whom they come into contact, with respect and must not behave in such a way as to offend local customs and culture. Behaviour of detrimental nature, such as harassment, discrimination, threats and degrading actions, is strictly prohibited, and any violations hereof will not be tolerated.

All employees are bound by the duty of confidentiality and must prevent any unauthorised persons from accessing information or learning about business secrets that could harm the company, our customers and other associates in any way. No employee must use or contribute to the use of insider information, or behave impartially in business matters of any kind.

### 4. BUSINESS PRACTICE

At the Company, we know that every lasting business relationship is based on mutual trust and respect. We also know that trust is earned and should not be taken for granted. Keeping promises and meeting expectations are key to building a trustful relation where two parties can rely on each other.

The Company expects its business partners and customers to respect human rights and refrain from using child labour. Any business partner of the Company must abide by applicable law and regulation, provide accurate business information and live up to any agreements made.

When communicating internally and externally, announcements and other business information presented by the Company must comply completely with applicable law. Likewise, accounting information provided by the company must meet accounting standards and be reported accurately, fully and correctly.

Quality, proactivity and attention to detail must characterise everything we do. This means that we always strive to create value for our customers and suppliers in any way that we can, and that we aim to avoid unnecessary bureaucracy and obsolete routines. We set high standards for our employees and expect initiative from all, while at the same time displaying a high degree of humanity and compassion.

Trade sanctions, including financial sanctions, are difficult, sensitive and intricate matters. Therefore we pay the highest attention to ensure compliance with all applicable legislation.

#### 4.1 Competition & anti-corruption

It is a fundamental principle that the Company must act in full compliance with applicable competition laws and anti-corruption laws. Due to the global nature of our activities, it is imperative that the Company complies with all relevant rules and legislation in those countries where the Company operates.

The Company's activities are subject to a number of anti-corruption laws, i.e. the Danish Criminal Code, the UK law against corruption (the UK Bribery Act) and the American anti-corruption law (the U.S. Foreign Corrupt Practices Act). The Company has introduced a compliance program to ensure that the company has adequate procedures to prevent fraudulent behaviour among individuals within the company or persons associated with the company.



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## 4. BUSINESS PRACTICE

### 4.1.1 Compliance programs

It is the Company's policy that all board members, managers and employees must have a general understanding of competition and anti-corruption laws and possess the tools and knowledge necessary to ensure that the Company acts in full compliance herewith. Furthermore, it is our policy that all board members, managers and employees must demonstrate proper business ethics and code of conduct.

To realise this goal, the Company has taken a number of initiatives to further the knowledge of competition law and anti-corruption law (introducing a so-called 'competition law compliance program' and an 'anti-corruption law compliance program'). The programs each consist of a compliance manual (available on the Company's Intranet) and recurring training of relevant managers and employees in competition-law and anti-corruption law matters.

The management of the Company assists in ensuring that we act in compliance with competition law and anti-corruption law. Employees must always report to management both in clear-cut cases and cases of doubt. Employees are encouraged to consult management with any questions or greyzone matters.

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