

CODE OF ETHICS

Human rights and human worth

- BOOST GLOBAL INNOVATION shall contribute to the promoting of international recognized human rights. Our activities shall be in compliance with the United Nations Universal Declaration of Human Rights, the UN Convention on The Rights of the Child and the ILO Conventions (the International Labour Organization) on basic working principles and rights.
- BOOST GLOBAL INNOVATION do not accept discrimination because of gender, race, religion, orientation or any other reason, and opposes every form of trafficking, including the purchase of sexual services.

Working environment – employment policies

- BOOST GLOBAL INNOVATION shall be a good and developing workplace, and shall have an including working environment. We shall act with respect and integrity towards our colleagues and others we work together with. Discrimination, bullying or harassment is not tolerated.
- All employees in BOOST GLOBAL INNOVATION shall have the possibility to exploit their skills, thus contributing to the development of the company and themselves. The creative abilities and ideas of the employees are developed in a working environment where individuals challenge and exercise “uptalking”. Employees shall be taken seriously, treated with respect and given well organized working conditions.

Health and safety

- The safety of our employees is the most important to BOOST GLOBAL INNOVATION. A safe and good working environment is extremely important to creativity and joy in work.
- We shall take care of their health and safety in such a way that high job satisfaction, a healthy working environment and a workplace free from drugs is created.

Environment and climate

- BOOST GLOBAL INNOVATION is an environmentally conscious company and it was Eco Lighthouse certified in August 2010. As a consequence there is focus on being a resource- and eco-efficient company, and a stimulating and creative facilitator and cooperating partner to environmentally-friendly business. BOOST GLOBAL INNOVATION shall be a responsible company as regards the effect of our activities on the external environment, and the fact that we have also placed the use of energy and water as well as waste treatment on the agenda.

Relationship between employees, cooperating partners and suppliers

- If examples occur of employees in BOOST GLOBAL INNOVATION initiating a relationship to each other, to cooperating partners, clients or suppliers, the issue must be presented to the managing director or the HR-manager. This is especially important if the relationship could affect the work in the company.

Conflict of interest – disqualification

- All employees of BOOST GLOBAL INNOVATION are expected to be loyal towards the company and the interests of the company. The company for its part will respect the right of the individual employee to private life and private interests.
- An employee shall not take part in economic or business-oriented activities in which a conflict of interest between the interests of the company and the interests of the employee, or the interests of a close third party could occur.
- All board engagements, employments or other assignments assumed or performed by employees of BOOST GLOBAL INNOVATION must be approved by the managing director or the HR-manager.

Professional secrecy

- The employees are duty-bound to silence about all business-related elements and other situations which may give outsiders access to confidential information. All business-related elements which have not been published are basically confidential. Caution must be exercised in discussing internal circumstances of BOOST GLOBAL INNOVATION when outsiders could listen in.
- This also applies to discussion and distribution via open and/or external online media. The company guidelines covering e-mail and use of social media must be followed.

Treatment of information

- BOOST GLOBAL INNOVATION shall stand for open, correct and accurate business conduct, and at the same time taking into account binding confidentiality. Information given about the business of BOOST GLOBAL INNOVATION must be communicated precisely and correctly both internally and externally.
- All information about the company accounts must be correct, registered and quoted according to laws and regulations, including mandatory accounting standards.

Material and intellectual property

- The material and intellectual properties of BOOST GLOBAL INNOVATION are important to us. They include our knowledge, our ideas, structures and working methods. These properties must be protected and managed for the benefit of the company. At the same time we must respect the corresponding properties of others.

Political activity

- BOOST GLOBAL INNOVATION is party-political neutral and do not support any political party or their candidates. We reserve, however, the right to participate in the public debate when this is of business-oriented interest to the company.

Fair competition and competition legislation

- BOOST GLOBAL INNOVATION will compete in an honourable and ethical responsible manner within the framework of competition law and competition regulations applicable in markets where the company is operating.

Clients

- All our clients must be treated with respect and integrity. We shall take care of the needs of the client in the best possible way within the business-oriented and ethical guidelines that applies to BOOST GLOBAL INNOVATION.
- Towards clients who are in a tender process, the contact with the customer must be treated according to the tender regulations of the client.

Suppliers

- Suppliers must be treated impartial and fair. They must be confident that they compete for contracts with in line with other providers.
- “The code of ethics” of BOOST GLOBAL INNOVATION must be attached to all contracts with suppliers entered into by the company. We expect our suppliers to comply with our ethical guidelines in line with the employees of BOOST GLOBAL INNOVATION.

Representatives acting on behalf of the company

- The term *representatives* refers to businesses, organizations or individuals acting on behalf of BOOST GLOBAL INNOVATION towards a third party.
- Before BOOST GLOBAL INNOVATION enter into an agreement with a representative, business or organization, the leader of the company must ensure that the ethical standard of the representative is satisfactory. BOOST GLOBAL INNOVATION has prepared separate guidelines for the design of agreements with representatives, businesses or organizations. The company demands that representatives act in accordance with the ethical guidelines of BOOST GLOBAL INNOVATION, and that the guidelines must be a part of the contract between BOOST GLOBAL INNOVATION and the other representative.

Society-at-large

- BOOST GLOBAL INNOVATION shall be a responsible company both towards its employees as well as towards its surroundings.
- BOOST GLOBAL INNOVATION shall show respect for cultures and religions in countries we operate in.

Corruption

- Competing fairly is a principle of BOOST GLOBAL INNOVATION. We shall build our business activity and our reputation on quality. It is therefore forbidden to demand, receive or accept an improper advantage in connection with position, engagement or assignment. Correspondingly, it is forbidden

trying to offer or give anybody the same. This also applies if the purpose is an attempt at exerting influence on anyone in their position, engagement or assignment. Complicity in such activities is also forbidden. This applies to situations in both public and private sector.

- Corruption undermines all types of business activities and free competition. Corruption is destructive to the reputation and exposes the company and the individual to risk.
- BOOST GLOBAL INNOVATION renounces all forms of corruption.

Facilitation payment

- Facilitation payment means payment of small amounts of money to secure or speed up the execution of routine public functions, issuing of permits, licences or the treatment of public documents.
- Facilitation payment is illegal and punishable in a number of countries, among them Norway. BOOST GLOBAL INNOVATION renounces this type of payments. Only exceptionally, and only to protect life and health, facilitation payment may take place. Such situations must always be considered carefully in relation to legality and necessity.
- Because the legality of such a payment is difficult to decide, and may vary according to laws and the actual situation, BOOST GLOBAL INNOVATION demand that employees who consider such payment contact the managing director or the HR-manager to get an assessment of the necessity and the legality.
- On the rare occasions where such payments are made, it must be registered in the travel expense bill with concrete statement of amount and justification. The payment must be recorded separately, stating the purpose. If you have questions or concern regarding facilitation payments, you must contact the managing director or the HR-manager of BOOST GLOBAL INNOVATION.

Money laundering

- Money laundering is defined as taking part in financial transactions in order to hide the identity, origin, and/or destination of money connected to criminal activity. We are speaking here of activities like bribes, terrorism and drug trafficking. Money laundering is illegal and punishable in a number of countries in most conditions, also in Norway.
- BOOST GLOBAL INNOVATION strongly renounces all forms of money laundering and will ensure prevention of the financial transactions of the company being used by others in money laundering.

Representation and gifts

- Caution must be exercised in the giving or receiving of gifts and other remuneration that may influence business decisions. However, rules of common politeness shall be followed when possible.
- Although BOOST GLOBAL INNOVATION conduct business in several countries and each country has its own culture of giving and receiving of gifts, some gifts may be inappropriate according to existing laws in Norway or other countries. Any gift to public clients, foreign public officers or their families must be carefully considered with reference to the actual situation and existing laws. If gifts to private individuals or private entities appear to be exaggerated or inappropriate, you must seek advice from the managing director or the HR-manager of BOOST GLOBAL INNOVATION.

- If you receive a gift of significant value, you must report this to the managing director or the HR-manager. If the value of the gift exceeds the limit of tax-exempt gifts, the acceptance of the gift may cause consequences with regard to the anti-corruption law and according to existing tax legislation.
- If you choose to keep the gift, you must yourself record the value in your tax return. You may also receive the gift on behalf of the company and include it as part of the property of BOOST GLOBAL INNOVATION. The tax-free frame of gifts received is given in the operative tax rules.
- Caution must be exercised when using alcohol at events arranged by BOOST GLOBAL INNOVATION, and alcohol-free alternatives must always be available. The employees of BOOST GLOBAL INNOVATION must exercise moderation in the use of alcohol when representing the company. When travelling the employees of BOOST GLOBAL INNOVATION represent the company also after normal working hours.

Invitations

- BOOST GLOBAL INNOVATION want the employees to engage in networking in the interest of the company, but not to such an extent as to be seen as bribery or violation of competition legislation.
- If you as an employee receive an invitation to a free trip or event, this must be presented to the HR-manager or the managing director. Together you must consider whether the professional content of the trip or the event is of interest to BOOST GLOBAL INNOVATION.
- If you are invited to events or trips BOOST GLOBAL INNOVATION must pay the travel and accommodation costs. The travel must be approved by the managing director or the HR-manager.
- BOOST GLOBAL INNOVATION shall facilitate conditions in order to let business relations invited to events arranged by BOOST GLOBAL INNOVATION follow the same principles.
- Employees may participate at and invite to cultural- and sports-events, meetings and dinners in Norway and abroad in connection with business-oriented activities. If the trip or the event has a professional content only, and no holiday elements, it is exempt from tax for the employee. If the trip or event is a mixture of work and holiday, then the holiday part is taxable.
- If spouse or partner participates, the main rule is that expenses must be covered by the employee. If, as an exception, BOOST GLOBAL INNOVATION to some extent covers the expenses of a spouse or partner, this must be approved by the managing director or the HR-manager. Expenses related to the spouse are then recorded and reported as income of the employee.

Political and charity contributions

- Political and charity contributions should be avoided because questions may be raised about the purpose of the contribution.
- The sponsoring activities of BOOST GLOBAL INNOVATION must be carried out in accordance with our basic values and our ethical guidelines.

Compliance with laws and regulations

- BOOST GLOBAL INNOVATIONS is subject to Norwegian and international laws, regulations and conventions. In addition we are subject to local laws and regulations in the areas where we operate.
- Some of the Norwegian law regulations also apply outside the country, including the Penal Code statutory provision on corruption and influence-affected trade.
- You must comply with all laws and regulations applicable in connection with work performed by or on behalf of BOOST GLOBAL INNOVATION.
- If situations arise in the borderland between legislation, guidelines and framework, it is important to have full transparency around the situation and that you discuss it with the managing director or the HR-manager.
- The managing director or the HR-manager is responsible for due information to the employees of relevant laws, rules, guidelines and framework. Compliance with these guidelines is a managerial responsibility, but does not exempt the individual from the personal responsibility.