



BERIKA

CODE OF CONDUCT

Approved by the board in 2023

DEAR COLLEAGUE

Welcome to our Code of Conduct (Ethical Guidelines). This document is essential to guide the behaviour of our employees and define our expectations for ethical conduct. Our company is deeply committed to acting in accordance with high ethical standards, and this guidance is designed to ensure that we maintain integrity, respect, and accountability in everything we do. Ethics are at the core of our company, and they form the foundation for how we conduct our business. These guidelines serve as a compass in our daily lives and apply to all employees, regardless of their position. Furthermore, they also apply to anyone acting on behalf of the company, whether they are partners, suppliers, or other external stakeholders.

Our values are fundamental to everything we do and create at Berika. We are committed to acting responsibly and honestly, with profound respect for our colleagues and partners. At Berika, we place great importance on respecting human life, dignity, and integrity. We strive to build a culture where all employees have mutual understanding and respect, fostering trust, security, and laying the groundwork for a positive work environment and outstanding performance.

We actively work to facilitate the success and growth of our employees in their roles at Berika. We commit to respecting human rights in all aspects of our business and throughout our corporate group. This commitment extends across our entire value chain, encompassing all our stakeholders: our employees, our consumers, the communities where we operate, and our business partners.

Berika has defined human rights in line with the United Nations Universal Declaration of Human Rights and the guidelines of the International Labour Organization (ILO). We take responsibility for ensuring that these rights are respected and upheld at all levels of our business. We recognize the importance of adhering to these international standards, and we actively work to incorporate them into our daily operations.

We are firmly committed to being a responsible actor, and through our efforts, we aim to contribute to strengthening human rights and promoting justice and equality in society. Through a sustainable value foundation and dedicated collaboration with our stakeholders, we will continue to build a business based on respect, integrity, and fairness.

OUR VALUES

Sustainability: Sustainability for us is a commitment to our surroundings and a demand on ourselves. The ambition is sustainability in everything we do. This challenges and inspire us to continuous development and improvement.

Energetic: We are engaged and enthusiastic in everything we do, taking the initiative to achieve our goals and deliver high-quality results.

Respect: We treat everyone with honesty, integrity, and dignity. We value diversity and inclusion, creating an environment where everyone feels valued and respected.

Innovative: We promote creativity, innovation, and thinking outside the box to find new solutions and drive continuous improvement.

Competitive: We are dedicated to delivering high-quality products and services, exceeding our customers' expectations. We strive to be a leader in our market.

All: It is essential to have close collaboration both internally and externally. We always base our interactions with colleagues and external partners on our values. Our values are a guiding force leading us all towards the same goal.

These values will guide our behaviour, decisions, and company culture, contributing to achieving our vision and success in a sustainable and responsible manner.

At Berika, our values are more than just guidelines – they are the driving force behind everything we do.

Sustainability for us is a promise to our surroundings and a demand we place on ourselves. Our goal is to integrate sustainability into every aspect of our business. This is not just an ambition but a commitment that challenges and motivates us to continuously develop and improve.

We believe in the power of action. **Energy** is the key to facing challenges with curiosity and determination, enabling us to create the best positive impact in all that we do.

Respect is the foundation of all our relationships. We respect each other and our environment, and we demonstrate this by being curious about what matters to others. Respect requires a willingness to collaborate, good communication, and open dialogue.

We are always in pursuit of improvement. **Innovation** is in our DNA, and we are never satisfied with the status quo. We strive to develop new products, solve problems, and embrace change as a part of our culture and driving force.

Our success rests on our ability to understand customer needs, deliver quality and efficiency through solid systems and proven routines. This is our **competitive advantage**, and it is the foundation of our winning formula.

To achieve our goals, we must collaborate – both internally and externally. **Everyone** has a role to play, and our values are always with us when interacting with colleagues, customers, and partners. Together, through our values, we will achieve our goals.

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01

INTRODUCTION

CONTENT

In this guide, you will find a summary of the key guidelines and procedures. For more detailed information, please refer to the specific guidelines and policies for Berika and its affiliated companies. These documents are available on Berika's internal website, or you can request a hard copy by sending a request to: bente.wennevik@berikafood.no. Please note that when dealing with contacts, visits, or business in other countries, different guidelines may apply. It is your responsibility to familiarize yourself with these guidelines initially, but you can always seek assistance from your immediate supervisor if you have any questions.

PURPOSE

The purpose of our ethical guidelines is to establish a common understanding of how we should act and behave on behalf of Berika. We strive to create a safe, motivating, and meaningful work environment where both our employees and partners can take pride in being a part of Berika. Our ethical guidelines are the key to achieving success in our actions. The guidelines for ethics and business conduct express our commitment to upholding our values and serve as a guide in ethical matters. The ethical decisions we make every day have a significant impact on building trust among us, our customers, shareholders, colleagues, suppliers, partners, and society as a whole. As an employee of Berika, it is essential that you always spot ambiguous situations, and if you find yourself in situations where you are unsure, you should always seek advice from your immediate supervisor. We encourage open communication and collaboration to ensure that we make ethical choices in line with our values and standards.

SCOPE

These guidelines apply to all individuals conducting business on behalf of Berika or its affiliated companies, including employees, managers, and board members. Berika also expects all contractual partners, including agents and suppliers, to act in accordance with the guidelines and principles outlined in these guidelines. It is mandatory to adhere to these guidelines as they are crucial for the company's success, reputation, and standing. In some specific situations, the company may deviate from some of the guidelines, but this applies only to senior management and must be carefully considered in each case. Disciplinary actions may be taken in case of violations, not only against those who approved or directly participated in breaches of the guidelines, laws, or standards but also against any individual who knowingly and willfully failed to report the violation.

02

YOUR RESPONSIBILITY

AS AN EMPLOYEE

01

Consult with your immediate supervisor and, if necessary, other departments within the company if you have questions related to guidelines, laws, and regulations that pertain to your area of responsibility.

02

Discuss any concerns regarding potential violations of the guidelines or other laws and regulations with your immediate supervisor or another reporting entity within the company, where you report concerns.

03

Familiarize yourself with the standards applicable to your work area, and take responsibility, along with your immediate supervisor, for identifying training needs if necessary.

04

Take responsibility for your own conduct; no one at Berika is authorized to compel others to violate established guidelines. Any attempt to direct or influence an employee to violate the guidelines is a breach of the guidelines.

AS A LEADER

It is important to emphasize the significance of the guidelines to all employees, and leaders should encourage open dialogue with staff.

01

Leaders should take a proactive role in training employees on guidelines, laws, and regulations.

02

Leaders should encourage employees to participate in training opportunities and help identify potential training needs. They should also be able to identify and address business concerns and know when it is necessary to involve other departments or seek external support.

03

Leaders should set a good example and convey the company's commitment to conducting business in an ethically sound manner and in accordance with laws and regulations, both to employees and external parties they interact with.

04

Leaders also have an additional responsibility to monitor that the actions and behavior of employees are in accordance with the guidelines.

03

QUALITY PRODUCTS

It is of paramount importance to deliver products of the highest quality to meet customer demands. Berika is known for its quality, transparency, honesty, and the ability to adapt quickly to customer needs. To maintain our reputation as a trusted supplier and to build new long-term customer relationships, we must deliver top-notch performance in production. Our established guidelines, procedures, standards, and quality requirements are therefore non-negotiable. We shall continuously strive to exceed customer expectations.

Quality is at the core of our work, and our goal is to deliver reliability and professionalism in everything we do.

Our focus is always on accuracy and compliance with relevant standards, while ensuring that our products and services meet the highest requirements for quality and safety.



- We have top-quality as a company goal,

- We strive to perform every task correctly on the first attempt,

- We prepare all necessary documentation thoroughly and completely,

- We meet the requirements of the FFSC 2200 standard (food safety), contract requirements, including design, inspections, and testing,

- We use substitute materials/ingredients only if approved in advance by an authorized representative of the customer,

- We do not intentionally misrepresent the condition or status of the product presented for inspection, testing, or delivery,

FOOD SAFETY



The food we produce at Berika should be safe to consume, free from harmful microorganisms, chemicals, foreign objects, and allergens. We emphasize safe and hygienic production based on HACCP principles.

Decisions related to food safety should be based on high expertise and scientific facts. To maintain a lasting culture of safe food, it is important to continuously enhance the expertise of our employees through certifications and comprehensive training. We should be innovative in the development of new products and find new ways to tackle our tasks. We should be curious and attentive to developments in food production.

Our goal is to avoid market recalls and withdrawals due to foodborne illnesses. We will maintain close and effective collaboration between internal departments at Berika and our sister companies to ensure smooth information flow.

HOW WE WANT TO BE PERCEIVED



We aim to be perceived as an honest, reliable, and preferred supplier. Our goal is to be recognized for manufacturing food products that are safe for health, of high professional quality, and meeting the correct hygiene standards. This is reflected both in our communication and, most importantly, in the products we deliver. Our products should be competitive in terms of both quality and price and meet the needs of all our customers.

We place great emphasis on excellent customer service, where our customers experience good service and prompt handling of their inquiries. They should be able to trust that our products are healthy and sustainable. We are committed to continuously improving and being responsive to our customers' needs and desires. We strive to maintain a strong partnership with our customers and ensure their satisfaction.

04

COMPLIANCE WITH LEGAL REQUIREMENTS

We shall maintain necessary documentation for accounting and business operations. Accurate and complete documentation is crucial for compliance with laws and regulations, as well as avoiding adverse consequences. Accounting procedures are important to ensure proper allocation and reporting of expenses. By maintaining updated, complete, and accurate financial and business records, we safeguard Berika's interests and reputation.

HONESTY, PUNCTUALITY, AND ACCURACY

Accurate and timely recording and reporting of financial transactions are crucial for the company's security and reputation.

We shall document and record all transactions, internally and externally, in accordance with applicable national accounting principles. Each accounting entry shall be complete, accurate, and made within the deadline. If there is any suspicion of inaccuracy, misleading, or erroneous entries, you should contact your immediate supervisor, inform the managing director, or the chairman of the board.

Accurate expense reporting. It is absolutely crucial that all expense reporting forms are correctly filled out. Expenses should be recorded with the correct charge number, and all material costs should be registered correctly. We should also ensure that all expenses are acceptable and in accordance with the company's guidelines and contracts.

ACCURATE TIMEKEEPING

Working hours should be recorded in an honest and accurate manner. Employees are required to familiarize themselves with how to record hours and ensure that the correct working hours are reported accurately. This applies to employees as well as partners and hourly hires. Working hours should be correctly recorded in relation to the employment contract under which each individual works. Questions regarding timekeeping can be directed to the finance department.

05

CORRUPTION AND BRIBERY

It is strictly prohibited to offer anything of value with corrupt intentions, such as to gain advantages with a partner. Berika condemns all forms of corruption and complies with all laws prohibiting bribery and corruption. This applies to government officials, political parties, and representatives from commercial organizations. Bribes can include more than just money; it can involve other forms of value as well. Berika expects all our third parties, agents, and other collaborators to act in accordance with Berika's principles of conduct. More detailed information on anti-corruption can be found in Berika's anti-corruption policy

AVOID BRIBERY

Our business activities should always be clearly free from any suspicion of attempting to achieve, receive, or offer favouritism through gifts, services, hospitality, entertainment, and special attention. Although there may be exceptions in certain situations that allow for the acceptance of courtesies, it is expected that we act in accordance with our guidelines.

It is absolutely prohibited to request courtesies, either directly or indirectly, either on our own behalf or on behalf of others. Any form of courtesies, whether they be gifts, services, entertainment, or any other form of courtesies, is strictly prohibited from being requested.

We are not permitted to accept courtesies in a business context if it may be deemed as undue influence in business relationships or if it may be in violation of laws, regulations, or guidelines at Berika or with our customers. We shall also not accept or provide courtesies that could put others in an uncomfortable situation or have a negative impact on Berika's reputation. In case of doubt, the immediate supervisor should be contacted for guidance and information.

ACCESS TO COMPETITOR INFORMATION



Gaining access to or attempting to gain access to confidential or proprietary information about competitors of Berika is unacceptable. It is strictly prohibited to obtain confidential or proprietary information from another company that operates within Berika's industry or systems.

Employees are allowed to offer meals, refreshments, or entertainment of reasonable value in connection with work-related activities, under the following conditions:

- The courtesies are offered without any expectation of reciprocity,

- The courtesies comply with applicable laws, regulations, and standards in the recipient's organization. It is our responsibility to investigate whether there are any prohibitions or restrictions in the recipient's organization before offering courtesies for business purposes,

- The gifts are in line with market practices and are not perceived as frequent or excessive. They should not put the recipient in an uncomfortable situation or have a negative impact on our reputation,

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CONFLICT OF INTEREST

Shareholders' trust that we always act in the best interests of the company is crucial. A conflict of interest may arise when a personal interest conflicts with, or appears to conflict with, the best interests of the company. Personal interests include significant ownership stakes that you, your spouse, your children, parents, or in-laws have in another company. Anyone who suspects they may be involved in a potential conflict of interest must report this to the board of directors of Berika AS. Berika encourages its employees to engage in interests and activities that do not conflict with Berika's business. Possible conflicts of interest may include the following topics.



Possible conflicts of interest may include the following topics:

ECONOMIC INTERESTS:

Having significant economic interests in current or potential suppliers, customers, or competitors may lead to conflicts of interest.

PERSONAL RELATIONSHIPS:

Close connections with employees of suppliers, customers, or competitors can create conflicts of interest.

OTHER EMPLOYMENT WITH CUSTOMER OR SUPPLIER:

Unless approved by the company’s board, it is not allowed to be employed by or serve on the board of a supplier or customer.

BUSINESS OPPORTUNITIES:

Benefiting from personal advantages from business opportunities discovered through the use of Berika’s property, information, or position can create conflicts of interest.

OTHER EMPLOYMENT WITH A COMPETITOR:

Unless approved by the company’s board, it is not allowed to compete with the company, collaborate with, or have any form of employment relationship with a competitor.

FAIR COMPETITION

We support free and open markets, and we believe that our customers and society at large are best served by practicing free competition. Therefore, it is strictly prohibited in Berika to engage in practices that may hinder fair competition in any way. This includes price manipulation, unfair trade restrictions, or attempts to exclude competitors from the market.

We shall therefore not engage in communication with competitors to discuss prices, allocate markets, boycott customers or suppliers, or limit the production of services to hinder competition. We shall also not provide false information about our competitors, or receive or misuse confidential information from competitors, including pricing information.

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RESPECT AT THE WORKPLACE

We uphold principles of respect, dignity, and fairness in our interactions with each other. We maintain a polite and considerate tone in our communication. We create an inclusive environment that values and accepts diverse viewpoints and individuals. We encourage collaboration across organizational boundaries to create the best possible innovative and effective solutions, earning the trust of our partners. Our success is achieved through collective effort and a commitment to working in accordance with our visions

AVOID HARASSMENT

Berika condemns all forms of harassment, including physical, emotional, and sexual harassment of our employees. This also applies to our suppliers, customers, and anyone else involved in business with Berika. Harassment can harm the dignity of individuals, create uncomfortable situations, and negatively impact the work environment, which can affect job performance.

Examples of harassment include the points below, in direct or indirect form.

- Bullying, exclusion, discrimination,
- Sexual comments, threats, gestures, or requests for sexual services,
- Unwanted or inappropriate touching,
- Verbal or physical threats in any form,
- Offensive remarks based on ethnicity, nationality, gender, or other individual characteristics, disabilities, sexual orientation, or affiliation with minority groups,

If you experience such incidents or witness others being subjected to them, you must immediately report it to your immediate supervisor or use our reporting channels, as detailed in the whistleblowing policy

AVOID DISCRIMINATION

Berika is committed to creating a workplace that provides equal opportunities for all. We take responsibility for treating all employees and job applicants with respect and dignity, and we strive to maintain a work environment free from discrimination.

We conduct recruitment processes fairly and honestly, regardless of ethnicity, skin color, national origin, gender, religion, age, disability, marital status or partnership, senior status, sexual orientation, gender identity, or other categories protected by law.

DIVERSITY AND INCLUSION

We consider diversity as a competitive advantage for Berika. A diverse workforce with various backgrounds, skills, and experiences promotes innovation and contributes to the development of new ideas and products. This enables us to deliver the best service and products to our customers. Diversity enhances our opportunities to achieve our common goals.

SAFEGUARDING HEALTH AND SAFETY

Berika has a commitment to ensure safe and healthy working conditions while also caring for the environment and animal welfare in its operations and activities. We adhere to guidelines that require none of our employees to violate laws related to the environment, health, safety, or animal welfare. We take our responsibility seriously concerning employee health and safety, animal and environmental welfare, in the communities where we operate.

- Do not block emergency exits, fire extinguishers, or electrical cabinets,
- Adhere to safety, animal welfare, and environmental rules outlined in procedures or through training,
- Always use personal protective equipment,
- Immediately report workplace accidents, regulatory violations, breaches of animal welfare, environmental issues, or any other misconduct,

We encourage all employees to take their role in maintaining health, safety, and environmental considerations seriously and to report any concerns or rule violations. Through collective efforts, we can ensure a safe and secure working environment for everyone.

USE OF SUBSTANCES

Berika has a commitment to maintain a healthy and safe workplace for all employees. The use of drugs or alcohol poses a significant risk to health and job performance. Therefore, it is strictly prohibited to use, sell, or be in possession of narcotics or other substances, as well as to be under the influence of substances at work. It is also not allowed to use substances on Berika's premises, at events, or at gatherings supported by Berika unless this has been specifically agreed upon in advance. It is important to emphasize that such events are only applicable outside of working hours.

If you have observed the use of substances at work, you should immediately notify your immediate supervisor. We take such reports seriously and will act in accordance with applicable guidelines and policies. By enforcing these rules, we ensure a safe and professional working environment for all employees.

Please note: Berika offers support and resources for employees who need assistance with substance-related issues. We encourage everyone to reach out to the relevant resources to receive the necessary support and guidance.

WORKPLACE VIOLENCE

Workplace violence is strictly unacceptable, and at Berika, we place great emphasis on creating a safe and secure workplace for all employees. Any form of violence would never be tolerated in any way. When we refer to violence, we mean the following actions mentioned here:

- Threats and the use of violence against employees or Berika's premises and property,
- Harassment affecting the workplace,
- Violence occurring at home and affecting the work environment,
- Possession or use of weapons or other objects that can harm employees or property at work,
- Any form of threat or threatening behavior,
- Sabotage of Berika's premises, property, or areas,
- Behavior that creates fear of violence or poses a risk to others,

If you witness violence, the use of weapons, or any of the mentioned incidents in the workplace, it is important that you immediately report it to your immediate supervisor. We take such matters seriously and will take necessary actions to ensure the safety of all employees and protect the work environment. Together, we can maintain a violence-free workplace where everyone feels safe and respected.

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CONFIDENTIAL INFORMATION

It is crucial that all sensitive information is handled confidentially, whether it is obtained from or related to Berika, suppliers, customers, or other third parties. You should never disclose or use sensitive information unless it is necessary for Berika's business. This commitment applies throughout the entire period of employment, even after the termination of the employment relationship. We all have a responsibility to maintain the security and confidentiality of our information systems.

RESPONSIBILITY FOR PROTECTING CONFIDENTIAL INFORMATION

All employees are required to exercise care with regard to sensitive information at all times.

- Protect information that provides access to the company's information systems, including usernames, passwords, and access cards/codes to buildings,
- Maintain the confidentiality and security of our information systems,
- Protect information systems from harm, both physical damage and damage caused by data attacks,

EMPLOYEE PRIVACY

We are obliged to ensure the privacy of all our employees. Only authorized employees with a work-related reason have access to the company's personnel and medical information. This information should only contain information that is relevant to the employment relationship. We collect and store only information that has a clear purpose, and it is deleted when the information is no longer necessary. This ensures that we safeguard privacy in a responsible manner.

SECURING THE COMPANY'S VALUE, ASSETS, AND INTELLECTUAL PROPERTY

Protecting the company's value and assets is a highly important responsibility.

Company assets include:

- Physical assets (mobile devices, PCs, various equipment, and premises),
 - Financial assets (e.g., capital),
 - Information assets (product designs, technical data, software, and the company's confidential information),
 - Confidential information,
 - Copyrights, patents, and trademarks
- Securing the company's value, assets, and intellectual property,

When working with the company's data, designs, patents, intellectual property, or confidential information, it is important to be aware that you should not disclose such information unintentionally or without permission. We consider this information an integral part of the company's DNA, and therefore, it should not be shared with others. This involves adhering to non-disclosure agreements, respecting, and following the company's guidelines for handling confidential information. Leaked information can potentially harm Berika in various ways, contributing to criminal activity or the duplication of trade secrets.

AVOID MISUSE OF COMMUNICATION SYSTEMS

It is also prohibited to misuse other people's intellectual property or confidential information. Information containing the company's DNA should be treated with respect and caution. If it is necessary to share such information with external parties, this should be done through encrypted email or other protective mechanisms to ensure that unauthorized individuals do not gain access.

When using the company's resources, you must always consider whether the action is in the best interest of the company. The general rule is that the company's resources should only be used for business purposes.

There may be situations where occasional use of the company's resources is necessary, such as using the internet to find train schedules. Such use is acceptable as long as it is not extensive or affecting job duties. However, you should never download programs or other software without permission from management, and all use of software should be approved by the organization or management.

HOW YOU CONTRIBUTE TO PROTECTING INFORMATION

- Always use strong passwords, usernames, and key cards for building access and internal documents to prevent security breaches,
- Never leave mobile phones or laptops unattended in unsecured areas,
- Always secure computers and workstations.,



ACTIVITIES THAT POSE A THREAT TO UNWANTED INFORMATION SHARING

The following activities on Berika's information systems are not allowed:



Use of the company's information systems for inappropriate communication



Visiting inappropriate websites using the company's information systems



Unauthorized distribution of confidential information via the company's information systems.



Installation of unauthorized hardware or software on the company's information systems



Use of the company's information systems for external purposes unrelated to work at Berika

These guidelines are essential to maintain the security of our information systems. By adhering to them, you contribute to protecting the company's data and resources. Any violation of these guidelines can have serious consequences and may be met with appropriate actions in accordance with the company's policies and applicable laws and regulations.



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SUPPLIER RELATIONSHIPS

Our collaboration with our business partners is crucial to our success. We value and uphold all contractual obligations we have entered into. As part of our commitment to good business practices, we communicate our standards of business conduct to our suppliers and expect them to adhere to the same standard when acting on our behalf. This ensures a mutually committed partnership based on shared values and ethics.

FAIR TREATMENT OF SUPPLIERS

Berika places great emphasis on honesty and transparency in our business practices, therefore, we ensure fair, polite, and respectful treatment of all our suppliers and business partners. We fulfill our obligations and terms in the agreements we enter into with our suppliers. We also take extra care to protect any confidential and sensitive information that we access from our suppliers and partners. We will never misuse or unfairly exploit this information by manipulating, concealing, or otherwise acting unjustly.

SUPPLIER SELECTION

We promote competition in procurement processes to the extent practicable when sourcing materials, supplies, equipment, consultancy services, or other services. Our selection of subcontractors, suppliers, and sales organizations is based on objective criteria. These criteria include the assessment of quality, technical expertise, price, delivery time, adherence to deadlines, service quality, and the ability to maintain an adequate number of supplier sources. Additionally, suppliers must meet our requirements for ethical standards, sustainability, and animal welfare to be considered as an appropriate supplier. For more detailed information, please refer to our Responsible Procurement Policy.



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COMMUNICATION

Building long-term customer relationships based on integrity and trust is a core value for us. We strive to gain a competitive edge by being honest, open, sincere, truthful, and fair in all our business dealings. Our competition should be based on fair and equitable terms. We shall never engage in inappropriate or questionable business practices to acquire customers. It is of paramount importance that we provide truthful and accurate information about our products and services to fulfill our commitments to our customers. We shall be honest in all communication and marketing efforts, both internally and externally. When preparing contract proposals or participating in bids, we shall rely on up-to-date, accurate, and complete data regarding costs and pricing

COMMUNICATION WITH THE MEDIA

Berika has dedicated employees responsible for handling all media inquiries. Unless you are designated as a spokesperson for Berika, you should not respond to media inquiries. If you receive a media inquiry, you should forward it to the appropriate communication department.

SOCIAL MEDIA

‘Social media’ encompasses various platforms that publish, select, or exchange user-generated content with the public. This includes social networking sites, blogs, multimedia, and other tools for information sharing. Responsible use of social media is crucial to protect the company’s confidential information.

If you are not authorized to speak on behalf of Berika on social media, you should never speak on behalf of the company or give the impression that you are doing so.

However, we encourage everyone to share the company’s activities on social media through their own channels, such as by liking, sharing, or commenting on posts

RESPONSIBLE USE OF SOCIAL MEDIA

- Never disclose confidential or proprietary information about Berika,
- It is not allowed to use Snapchat or other social media to take pictures at the workplace and share them with outsiders, as this may pose a potential risk of sharing or misusing sensitive information,
- Never disclose confidential or proprietary information about customers or suppliers,
- Never represent yourself as speaking on behalf of Berika unless you are authorized to do so,

If you have questions about the appropriate use of social media, you can contact your immediate supervisor

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WHISTLEBLOWING

All Berika employees who report concerns play a crucial role in maintaining a healthy, respectful, and productive work environment for the benefit of our customers, shareholders, colleagues, suppliers, and the community as a whole. When a concern is submitted, it helps us address issues at an early stage before they have the chance to escalate into more significant matters with serious consequences. It is a serious breach of both our guidelines and the law to take reprisals against a person who, in good faith, reports or contributes to the disclosure of violations of guidelines or laws. This also applies in cases where the report is found to be incorrect. All employees at Berika are committed to creating an environment where reprisals are not tolerated. As part of our policy, Berika strictly prohibits all forms of reprisals against individuals who report possible concerns.

YOUR CONCERNS

If you have questions about the guidelines or are concerned about possible violations, it is required that you report them. It is essential that you never feel uncomfortable addressing concerns related to business conduct, and the sooner you address them, the quicker the company can assist you in finding solutions. Depending on the nature of the concern, it may be appropriate to start with a conversation with the person involved. If this does not prove to be a satisfactory solution, all employees should feel free to contact their immediate supervisor or the department responsible for the matter. Alternatively, you can report the concern through our reporting service. See the separate reporting policy for details.

AFTER YOU HAVE REPORTED

We take all reports seriously, and every case is carefully assessed. If you wish, we will do our utmost to preserve your anonymity while conducting a thorough and fair investigation of the matter. You assist us in maintaining confidentiality by avoiding discussions of the case with colleagues or others. If you have raised a matter with your immediate supervisor or another authority, you can expect them to follow up on the issue and keep you informed within a reasonable time frame.

BERIKA

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