

HCS' CSR - policy

# **CSR** Policy

### Introduction

This policy describes our CSR policy at HCS A/S Transport & Spedition (hereinafter simply referred to as "HCS") and in affiliated companies where HCS has a controlling influence. The policy thus covers the entire group and obligates all employees. The CSR policy applies to all aspects where we treat employees.

# **Child labor**

HCS ensures that:

- all employees are over 15 years of age
- employees under the age of 18 do not perform hazardous work or work at night
- all apprentices at the company are over 15 years old and work as part of their education

HCS is aware of and respects the ban on child labour, as expressed in Executive Order of the Working Environment Act, Executive Order No. 268 of 18 March 2005 and Executive Order on Youth Work No. 239 of 6 April 2005.

The Danish legislation is in accordance with EU directive 94/33/EC of 22 June 1994 on the protection of young people at work, the UN Convention on Economic, Social and Cultural Rights of 16 December 1966, ILO Convention No. 138 of 26 June 1973 on minimum age, ILO Convention No. 182 of 17 June 1999 on the worst forms of child labor and the UN Convention on the Rights of the Child of 20 November 1989.

The Danish authorities check that the company complies with the Danish legislation in the area. Employees who believe their rights are being violated have access to the courts.

# Discrimination

HCS ensures that:

- the company does not discriminate on the basis of gender, race, skin colour, religion or belief, political opinion, sexual orientation, national origin, social origin, ethnic origin, age or disability
- there is no discrimination in the company in connection with employment, dismissal, transfer, promotion, determination of salary, determination of working conditions or competence development. All decisions regarding employment, promotion, dismissal, salary and other working conditions are based on relevant and objective criteria

HCS is aware of and respects the prohibition of discrimination, as expressed in the Proclamation of the Act on Prohibition of Discrimination in the Labor Market, etc., Legislative Decree No. 1349 of 16 December 2008 and Proclamation of the Act on the Equal Treatment of Men and Women with Regard to Employment and Maternity Leave etc., Legislative Decree No. 734 of 28 June 2006.

The Danish legislation is in accordance with EU directive 2000/43/EC of 29 June 2000 on ethnic equality. EU directive 2000/78/EC of 27 November 2000 on general framework regulations on equal treatment with regard to employment and occupation. EU directive 2004/113/EC on gender equality in connection with goods and services. EU directive 2006/54EC of 5 July 2006 on equal treatment in the area of gender. The European Convention on Human Rights of 4 November 1950, the UN Convention on the Elimination of All Forms of Racial Discrimination of 21 December 1965, the UN Convention on the Elimination of All Forms of Discrimination against Women of 18 December 1979, ILO Convention No. 100 of 29 June 1951 on equal pay,

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ILO Convention No. 111 of 25 June 1958 on discrimination, ILO Convention No. 169 of 27 June 1989 on indigenous peoples.

The Danish authorities check that the company complies with the Danish legislation in the area. Employees who believe their rights are being violated have access to the courts. Employees who believe they have been subjected to discrimination can also have their complaint dealt with in the Equal Treatment Board.

# Anti-corruption

HCS does not tolerate any form of bribery. It is unacceptable, unethical and strictly prohibited to offer or accept bribes both directly and indirectly. Bribery is offering, giving or receiving something of value (money or gifts) with the aim of the giver exercising undue influence on the decision or behavior of the recipient. Bribery typically involves "something for something", from which both parties benefit, e.g. a supplier who offers money to a company's employee to obtain orders from that company.

### Bribery can be:

- a direct or indirect promise with an offer or authorization for something of value
- offering or receiving money under the table (giving or accepting money, gifts or anything else of value in return for favorable treatment), loans, remuneration, rewards or other inappropriate advantages
- support and donations or votes for the purpose of exercising undue influence or obtaining dependence

### Employees must:

- be careful when they receive something from business partners. This also applies when employees provide something of value to business partners
- if an employee is in doubt as to whether there is a risk of receiving or paying a bribe, this must be reported to the immediate manager or to HR

### Employees may not:

- use third parties, e.g. business partners, to indirectly offer or accept bribes
- accept or give bribes, kickbacks or other inappropriate payments for any reason
- accept or offer personal favors, such as free travel, unusually large gifts or dinners that could be perceived as an inducement to enter into or renew a business relationship
- enter into agreements with any third parties that could damage HCS' reputation

#### HCS ensures that:

• none of the company's employees give or receive unjustified benefits from Danish or foreign officials or employees in the private sector

HCS is familiar with and respects the rules on corruption as expressed in the Proclamation of the Criminal Code, Proclamation No. 1068 of 6 November 2008, §§ 122, 144, 290, 299.2 and 306.

The Danish legislation is in accordance with the Council of Europe's corruption convention and the OECD's convention on combating bribery of foreign officials in connection with international business transactions.

The Danish authorities punish violations of the Danish rules on corruption with a fine or imprisonment. This may also apply if the criminal offense is committed abroad.

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### **Bullying and harassment**

Mutual respect and proper behavior among and between employees at all levels is a prerequisite for a good and safe working climate. We consider bullying and harassment unacceptable.

Bullying and harassment are not only important for the person who is affected by it, but also for the entire workplace and well-being here. Clear indications of how cases are handled and who is responsible for the follow-up help to create the openness that is so necessary to bring to light bullying and harassment.

The policy must ensure that employees and management make an active effort to prevent and identify bullying and harassment and have agreed guidelines for how to handle situations where bullying or harassment occurs despite prevention.

The goal is that work is constantly being done to ensure open and trusting cooperation between managers and employees regarding bullying and harassment, so that issues can be brought up for discussion at an early stage.

### Definition

"This is bullying when one or more people regularly and over a long period of time - or repeatedly in a gross manner - exposes one or more other people to offensive actions that the person concerned perceives as hurtful or degrading. However, the offending acts only become bullying when the persons against whom they are directed are unable to defend themselves effectively against them. Teasing that is perceived by both parties as good-natured or isolated conflicts is not bullying".

"Sexual harassment is when one or more persons regularly and over a long period of time - or repeatedly in a gross manner - exposes one or more persons to unwanted acts of a sexual nature, which the person perceives as offensive".

### Consequences

According to the Working Environment Act, all employees must comply with the rules that apply to the work they have to carry out. They must participate in the cooperation on safety and health and must contribute to ensuring that the working conditions are fully sound in terms of safety and health within their work area. This means that the individual employee has a duty to follow the rules of the workplace in order to prevent bullying and harassment. If the problem of bullying or sexual harassment is not resolved via the manager or HR, the sanctions against the bully will initially be the issuing of a warning. In the case of repetitions, this could lead to termination or possibly expulsion.

### Corporate Social Responsibility (CSR)

The company works in various areas with the requirements for social responsibility.

# The company's policies are currently following:

#### In general

Social responsibility is a natural part of the company's own perception, as a significant workplace with great visibility. The company has (collaborative) relations with, among other things the home municipality (Glostrup) and other municipalities and regions where the company operates. The company works purposefully with and on acting and carrying out its activities together with these relationships, including in relation to the impact on the environment.

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### **Employees**

The company has no upper age limit for its employees.

The company continuously has a number of students undergoing training and works purposefully to ensure that they achieve the best possible training within the industry. The company engages in dialogue with municipalities and job centers about job creation and work testing.

#### **Environmental conditions**

The company works purposefully on reducing the consumption of fuel, both by optimizing the daily disposition and by focusing on the use of trucks with the least consumption, training of drivers in e.g. economy driving and investment in electronic reporting on driving patterns and speed etc. The company makes a targeted replacement of trucks for trucks with the highest EURO standards.

These are focus areas which are also included in the Company's environmental action plan (ISO 14001).

### **Environmental impacts and investments**

In general, possible environmental impacts are included in the company's investment decisions.

August 2022

Mads Frederiksen, CEO

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