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## Code of Conduct

The reason for making this Code of Conduct is to ensure that company, management, and employees comply to a list of legal, ethical, environmental, and staffing game rules and terms to ensure customers, suppliers, and employees a fair treatment while at the same time making Jysk Firmatøj ApS an attractive actor on the market.

Game rules and terms are described in the company Code of Conduct which all new employees are presented to as well as existing employees have full access to. By contacting Jysk Firmatøj ApS the Code of Conduct is also available for suppliers and customers, and others whom this may concern.

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**Legal terms:**

Jysk Firmatøj ApS ensures to follow laws released by Danish authorities, including

- Criminal laws
- market competitive laws

**Union terms:**

Jysk Firmatøj ApS has decided to follow the agreements made by the Danish union Hk Handel and HK Kontor/Lager

**Ethical terms:**

Jysk Firmatøj ApS seeks consideration for all partners based on:

- Sex
- Ethnic affiliation
- Religion
- Sexual orientation
- Political beliefs

- Handicaps
- Personal abilities, standards and morality

### **Environmental terms:**

Jysk Firmatøj ApS is concerned about the environment. The company has gone through some changes and actions to benefit the environment. Such as:

- Replacing our fleet with more environmentally friendly cars that has longer range and emit less CO2
- Replacing older computer equipment with more up to date and environmentally correct equipment, fx LCD screens have been replaced with energy saving LED screens, Printers and copiers have been replaced with the newest and energy efficient models.
- Part of the computer hardware is bought as refurbished to avoid environmental impact when producing new hardware.
- All light sources in our stores and offices have been replaced with more environmentally friendly models and we have installed sensors in several premises.
- All copy paper is recycled when possible.
- All waste is sorted and recycled.
- All employees have signed an internal agreement to help each other remember to close windows, shut off electrical equipment and a lot of other actions to help the environment.

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## **Employee terms:**

Jysk Firmatøj ApS is concerned about its employees and participate active in employees health and internal relations. We do our best to make sure that all employees feel comfortable in the company and with their specific role in the staff. It is sought that problems encountered are solved as soon as possible and in the best possibly way for all involved. To reach these goals Jysk Firmatøj ApS has taken the following actions:

- Business exercise. The company encourages its employees to exercise and often attends sport events such as jogging and bicycle races. On several occasions Jysk Firmatøj ApS has had external companies associated to ensure the health in the company.
- At all times fresh fruit is available to the employees.
- Social arrangements. Jysk Firmatøj ApS organizes several gatherings throughout the year where employees and management are able to connect outside work.
- Smoking is not allowed on company premises and employees who smoke is offered help to quit smoking.
- Safety representative. The staff have appointed a safety representative who is always available to the employees. The company CEO is also available for the employees when needed.

## **Suppliers:**

Jysk Firmatøj ApS only cooperates with suppliers that follow national and international laws such as laws depending environment and laws depending child labor.

We assess our suppliers not only on the depth of their range and ability to deliver orders but also on their commitment environment and environmental actions, fx eco certifications and the requirements to their subcontractors.

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**Customers:**

At Jysk Firmatøj ApS we put the customers in focus and build the relationship and cooperation from the customers point of view, such as their operational area, their requirements for clothing and their requirements to us as their supplier.

The satisfaction of our customers is our way to success and the building blocks which we use to expand. Our team of account managers are always available to the customers for both praise and criticism because we believe that only by listening to our customers are we able to do better.

When being a customer at Jysk Firmatøj ApS any information given to our staff is handled confidential to ensure your anonymity. No information is given to third parties without your permission

Any questions to this Code of Conduct can be addressed to:

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Edited 2019.08.21