

Code of Practice for Suppliers



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1 Information

The DigiPlex Code of Practice for Suppliers (“the Code”) defines the non-negotiable minimum standards that we ask our suppliers and their sub-tier suppliers (“the Supplier”), to respect and to adhere to when conducting business with DigiPlex. This document helps the continued implementation of our commitment to international standards such as the 10 Principles of the United Nations Global Compact, beyond our own operations.

This Code sets out our 3 guiding principles on integrity and ethics in our business conduct underpinning DigiPlex’s commitment to responsible corporate citizenship and the pursuit of a sustainable future – economic, social and environmental.

- (a) DigiPlex and its employees comply with the laws and regulations of the countries in which it operates
- (b) DigiPlex and its employees conduct operations with honesty, integrity and openness, and with respect for the human rights and interests of its employees.
- (c) DigiPlex expects its business partners, suppliers and sub-suppliers to follow business principles consistent with our own.

Working together with our Suppliers we can offer best value for money end to end service offerings to help our clients manage their day to day operations. Through our offerings we can help clients reduce their environmental impact and energy costs while improving security and their regulatory compliance whilst ensuring the well-being of their employees and customer

1.1 Our Mission

We at DigiPlex are all committed to one common purpose:

“To provide customers with the most reliable and resource efficient IT-housing. Enabling individuals, businesses and societies to carry out their critical digital activities”

1.2 Our Commitment

Trust, respect, honesty, transparency and professionalism are the foundation blocks of our relationship with everyone who interacts with our Company. To achieve this, DigiPlex recognises that the behaviour of all our employees must meet the same high expectation, as this acts as the benchmark for our professional conduct. Our reputation is built upon integrity, honesty and acting responsibly whilst respecting the Laws and Regulations, Traditions and Cultures of the work environments within which we all operate.

1.3 Scope

The standards of the Code set forth expectations for the Supplier with whom DigiPlex does business, including their parent, subsidiary or affiliate entities, as well as all others with whom they do business, including all employees (including permanent, temporary, contract agency and migrant workers) and other third-parties. It is the Supplier's responsibility to disseminate, educate and exercise diligence in verifying compliance of this Code to its employees, agents and sub tier suppliers when relevant.

1.4 Compliance with Laws

All laws and regulations are complied with in the countries in which the supplier operates. All other applicable international laws and regulations are complied with, including those relating to international trade (such as those relating to sanctions, export controls and reporting obligations), data protection and antitrust/ competition laws.

1.5 Application

Acknowledgement of the Code is a pre-requisite in every DigiPlex contract for supply. Through the acceptance of the Purchase Order, referring to the Code, the Supplier commits that all its operations are subject to the provisions contained in this Code. This Code, or the demonstration of its compliance, does not create any third-party beneficiary rights for the Supplier. The standards of the Code are in addition to, and not in lieu of, provisions of any legal agreement or contract between suppliers and DigiPlex.

2 Human Rights

DigiPlex fully supports the United Nations Framework and Guiding Principles on Business and Human Rights and expects the Supplier to respect all human rights, including labour rights, throughout its business activities.

3 Safety and Health

A healthy and safe workplace is provided to prevent accidents, injury or illness arising out of, linked with, or occurring in the course of work or as a result of the employer's operations.

3.1 Health and Safety Management System

DigiPlex operates a Health and Safety Management System and is certified to OSHAS 18001:2007 and we encourage our Suppliers to document and implement a relevant environmental management system (based on international standards such as OSHAS 18001), designed to identify, control and mitigate significant health and safety risks.

3.2 Workplace Environment

The Supplier shall provide its employees with a safe and healthy working environment. As a minimum, potable drinking water, adequate lighting, temperature, ventilation, sanitation, and personal protective equipment must be provided together with equipped work stations. In addition, facilities must be constructed and maintained in accordance with the standards set by applicable laws and regulations.

3.3 Emergency preparedness

The Supplier shall be prepared for emergency situations. This includes worker notification and evacuation procedures, emergency training and drills, appropriate first-aid supplies, appropriate fire detection and suppression equipment, and adequate exit facilities. The Supplier shall regularly train employees on emergency planning, responsiveness as well as medical care.

3.4 Product Quality and Safety

All products and services delivered by the Supplier must meet the quality and safety standards required by applicable law. When conducting business with or on behalf of DigiPlex the Supplier must comply with the DigiPlex's specifications requirements in the relevant contract documents and are safe for their intended use, including the Suppliers workers.

4 Environmental Sustainability

DigiPlex is committed to making continuous improvements in the management of our environmental impact and to the longer-term goal of developing a sustainable business. DigiPlex will work in partnership with others to promote environmental care, increase understanding of environmental issues and disseminate good practice.

DigiPlex is committed to Sustainability practices and that these sustainable practices are also embedded across our supplier's operations and activities which aim to:-

- (i) reduce the generation of waste and achieve zero landfill;
- (ii) reduce greenhouse gas emissions and achieve carbon neutral solutions;
- (iii) reduce the consumption of water;
- (iv) protect and enhance nature and biodiversity; and
- (v) halt deforestation.

We encourage our suppliers to provide innovate solutions for us to help us continually improve. DigiPlex requires its Supplier to comply with all applicable legal environmental requirements and to seek continual improvement of its environmental performance.

4.1 Environmental Management System

DigiPlex operates an Environmental Management System and is certified to ISO 14001:2015 and we encourage our Suppliers to document and implement a relevant environmental management

system (based on international standards such as ISO 14001), designed to identify, control and mitigate significant environmental impacts

4.2 Hazardous Materials and Product Safety

The Supplier shall identify hazardous materials, chemicals and substances, and ensure their safe handling, movement, storage, recycling, reuse and disposal. All the applicable laws and regulations related to hazardous materials, chemicals and substances shall be strictly followed. Supplier shall comply with material restrictions and product safety requirements set by applicable laws and regulations. Suppliers shall ensure that key employees are aware of and trained in product safety practices.

5 Information Security

Information is one of DigiPlex's most valuable business assets. DigiPlex is committed to safeguarding and protecting our information and any other information entrusted to us.

5.1 Information Security Management System

DigiPlex operates an Information Security Management System and is certified to ISO 27001:2015. We encourage our Suppliers to document and implement a relevant Information Security management system (based on international standards such as ISO 27001), designed to identify, control and mitigate significant Information security risks.

5.2 Protecting DigiPlex's Information

Information within DigiPlex is held in many different formats, including on paper, electronically in documents or in IT applications & systems. Our requirements to protect information apply to all formats. DigiPlex has data classification standards which define how information within DigiPlex must be classified, handled and protected.

When handling DigiPlex's information Suppliers shall ensure that:

- They consider the nature and classification of the information, understand the handling requirements for information and take personal responsibility for the proper use, circulation, retention, protection and disposal of DigiPlex's information;
- They only distribute or share DigiPlex's information on a need to know basis, ensuring that only DigiPlex's employees or others working for DigiPlex, or authorised third parties by DigiPlex, with a genuine business need, have access to the information;
- They take care not to disclose DigiPlex's information in public places, including taking all necessary steps to protect documents and IT devices away from the workplace;

When handling DigiPlex's information Suppliers shall not:

- Disclose DigiPlex's information externally to other third parties unless in accordance with DigiPlex's data classification standards; or
- Use DigiPlex's information for anything other than a legitimate business purposes or as required by law.
- Transfer data outside the country in which it is collected, without advice from their Legal business partner and explicit consent from DigiPlex.

If in doubt about how to handle any DigiPlex's information, restricted or otherwise, Suppliers must seek advice from their DigiPlex Representative.

5.3 Use of Information Technology

Information Technology- (IT) – including desktops and laptops, mobile devices, networks, software, email, data, business applications and internet/intranet – are critical to our operations. This policy explains what suppliers need to do to ensure the responsible and secure use of IT in DigiPlex, including compliance with all relevant laws and regulations.

Suppliers shall ensure the responsible and secure use of IT in DigiPlex, applying the same personal and professional standards as for any other business activity when using the internet, intranet, social media, messaging and email.

When using DigiPlex's IT, Suppliers shall ensure that:

- They only use credentials allocated to them;
- They keep passwords confidential;
- They ensure any additional software or storage is approved and appropriately licensed;
- They obtain express permission from any employee before posting or publishing personal information about them
- When using social media, they are clear about whether they are acting in a personal or professional capacity
- They immediately report any suspected or confirmed misuse of DigiPlex's IT through correct internal channels.

When using DigiPlex's IT Suppliers shall not:

- Try to disable, defeat or circumvent standard security features;
- Access, store, send, post or publish material that is pornographic, sexually explicit, indecent or obscene, or that promotes violence, hatred, terrorism or intolerance;
- Defame, slander or lower the reputation of any person or entity or their goods or services;
- Delete, destroy or modify existing systems, programs, information or data without appropriate authorisation;

DigiPlex may, to the extent permitted by law, log, monitor, record, /or remove material to comply with legitimate requests to disclose such material to local law enforcement, regulatory agencies or judicial authorities.

6 Business Integrity

6.1 Bribery

There is a prohibition on any and all forms of bribery, corruption, extortion or embezzlement and there are adequate procedures in place to prevent bribery in all commercial dealings undertaken by the supplier.

6.2 Conflicts of Interest

All and any conflict of interest in any business dealings with DigiPlex, of which the supplier is aware, will be declared to DigiPlex to allow DigiPlex the opportunity to take appropriate action. Any ownership or beneficial interest in a supplier's business by a government official, representative of a political party or a DigiPlex worker are declared to DigiPlex prior to any business relationship with DigiPlex being entered into.

6.3 Gifts and Hospitality

Any business entertaining or hospitality with DigiPlex is kept reasonable in nature, entirely for the purpose of maintaining good business relations and not intended to influence in any way DigiPlex's decisions about how DigiPlex awards future business. Gift giving should occur sparingly and always be legitimate and aligned with company policies.

6.4 Financial Records, Money Laundering and Insider Trading

All business and commercial dealings are transparently performed and accurately recorded in the supplier's books and records. There is no actual or attempted participation in money laundering. No confidential information in the supplier's possession regarding DigiPlex is used to either engage in or support insider trading.

6.5 Reporting Concerns and Non-retaliation

DigiPlex recognises that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisals from those responsible for the malpractice. DigiPlex will not tolerate any ensuing harassment or victimisation and will take all possible measures to protect employees who raise concerns in good faith.

DigiPlex has therefore arranged for a Whistle-blower Service for all workers (whether directly employed or not) to provide the means to raise their concerns about any of these requirements

and processes. Our Whistle-blower Service are in place to ensure that workers who raise concerns and speak up in good faith are protected from retaliation.

There are four alternative ways to file a report:



On the Internet:

[Click here](#)



By phone:

+47 24 00 20 14

Business days from 8 am to 4 pm

(Central European Time)



By mail:

Ernst & Young AS

Att: FIDS



QR-code to web form

**Use a mobile device (e.g cell phone or tablet) to
submit your report**

The whistleblowing channel is administrated by Ernst & Young AS (EY). As an independent third party EY receives the report on behalf of DigiPlex and gives advice on further action.