

Integrity and quality in business relations

INTRODUCTION

Faxaports was established on 1 January 2005. The company is owned by five municipalities: Akranesskaupstaður, Borgarbyggð, Hvalfjarðarsveit, Reykjavíkurborg and Skorradalshreppur. Faxaports owns and operates four harbours: Akranes, Grundartangi, Sundahöfn and Gamla höfnin í Reykjavík (the Old Reykjavík Harbour) as well as port facilities in Borgarnes.

- **Akranes Harbour** is a fisheries port.
- **Borgarnes Harbour** has facilities for smaller boats.
- **Grundartangi Harbour** is an industrial and transportation port.
- **Gamla höfnin** is a fisheries port, a service port for ship repairs, a reception port for smaller passenger vessels and offers marine tourism services.
- **Sundahöfn** is a transportation port but is also used for larger passenger vessels.

Faxaports bases its operations on a 100-year history of port management, which is at the same time a remarkable and major part of the history of the municipalities involved in the company. Without a harbour, Reykjavík and Akranes would undoubtedly have developed completely differently, as their history of community and working life is intertwined with the port operations. Faxaports is a key participant in the development, evolution and operation of important transportation infrastructure and the main portal for importation and exportation to and from Iceland. The company serves the role of being a fisheries portal, transportation hub, tourism harbour, leisure port and cultural port. As a transportation port, it fulfils requirements for safety and harbour protection. A diverse range of facilities and extensive economic operations provides growth potential in many fields of business and employment and is therefore important for the municipalities that own the company.

SCOPE

The environmental and safety rules of Faxaports define the manner in which operations are to be conducted port areas. The rules apply to employees, the company management as well as all parties with which the company conducts business, i.e. customers, contractors, buyers, sellers, suppliers and agents. The rules also apply to all collaborative projects in which the company is involved.

People, vessels and the environment are important assets, and ensuring their safety is a great responsibility. All employees and contractors of Faxaports are accountable for conducting their work in a safe and environmentally responsible manner.

HEALTH, SAFETY AND ENVIRONMENTAL (HSE) POLICY

Faxaports is a company that is responsible for port services, development of port infrastructure and land. The company emphasizes being a leader and setting an example in health, safety and environmental issues (HSE). The company commits to working on continuous reform in order to raise health, safety and environmental awareness among staff, customers and service providers. In this way, the risk of the operations is minimized.

Faxaports' main priorities in health, safety and environmental issues are as follows:

- To meet all requirements of laws and regulations and enforce the guidance provided by the government and owners in health, safety and environmental issues.
- To ensure that the working environment is healthy and the workplace culture promotes equality and diversity.
- To define defense laws on the basis of a risk assessment for the operations.

- To ensure that staff knows and complies with safety and environmental regulations.
- To ensure that staff, with the support of management, form and have an active role in the continuous reform.
- To offer staff regular health checks and counselling.
- To ensure that incidents are reported and their causes analyzed with the aim of finding opportunities for reform.
- To ensure safety matters are foremost when designing and operating buildings and areas.
- To conduct regular and targeted monitoring of the conditions of work areas, buildings, machines and safety equipment.
- To place emphasis on safety and environmental issues when purchasing goods and services.
- To apply the same requirements to everyone who undertakes tasks on behalf of Faxaports, including contractors.
- To encourage businesses who operate in Faxaports' areas to meet approved health, safety and environmental requirements.
- To ensure that planning yields economic benefits where life cycle considerations are taken into account.
- To minimize the environmental impact of construction.
- To set goals for climate issues, with regards to the reduction of carbon emissions and neutrality, and to take targeted actions to ensure that result.
- That ensure that conduct in Faxaports' areas is exemplary.
- To monitor pollution and take the appropriate measures in order to prevent harmful effects.
- To reduce, sort, recycle, waste and minimize volumes sent to landfills.
- To maintain a certified Health and Safety Management System (ISO 45001) and an Environmental Management System (ISO 14001) in accordance with the requirements of the standards.

Further information on the safety policy of Faxaports may be found on the company's website:

<https://www.faxaflaoahafnir.is/en/policies/>

SAFETY AND ENVIRONMENTAL RULES

- In accordance with Health, Safety and Environmental (HSE) policy, safety and environmental rules have been issued that apply to any work within the harbour areas of Faxaports. These safety rules apply equally to employees of Faxaports and to contractors working on behalf of the harbour.
- Faxaports encourage other operators working within the harbour areas to adopt these safety and environmental requirements.

Below is a summary of the rules

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| <ul style="list-style-type: none"> • High-visibility clothing
<i>(High-visibility clothing, hard hats and safety shoes)</i> | <ul style="list-style-type: none"> • Personal protective equipment
<i>(Hearing protectors, eye protection, work gloves, dust masks, guards, etc.)</i> |
| <ul style="list-style-type: none"> • Life vest
<i>(When working at sea, on receiving vessels, near/on wharfs, etc. Important to use crotch straps)</i> | <ul style="list-style-type: none"> • Working at a height
<i>(Work platform, basket, ladder, fall prevention equipment, personal protective equipment)</i> |

- **Delimitation of work areas**
(Fencing, cones, ribbons, etc.)
- **Risk assessment of tasks**
(Assess the conditions and risk of tasks and the consequences that a task may involve)
- **Suspicious substances**
(Minimize use, follow instructions, safety data sheet available, safe storage)
- **Waste**
(Follow appropriate sorting rules, minimize landfill, dispose of hazardous waste properly)
- **Vehicle and industrial machinery**
(Appropriate operator certification, warning lights in closed harbour areas, reverse into parking slots, etc.)
- **Fuel and oils**
(Preventative maintenance and control of equipment, contamination plan for pollution, reception of waste oil, etc.)
- **Tidy environment**
(The protection of marine life, determined by work, role model)
- **Improvement tips and incidents**
(The registration of improvement and incidents is through the website of Faxaports, www.faxaports.is)

Further information on the safety and environmental policy of Faxaports may be found on the company's website:
<https://www.faxaflaoahafnir.is/en/safety-and-environmental-rules/>

If you need to submit suggestions or events of loss or damage, please use the Faxaports website and register your comments there. Please contact the Environmental and Safety Manager at Faxaports if you have any questions. oryggi@faxaflaoahafnir.is

FOCUS ON QUALITY

Faxaports has a certified management system that fulfils the ISO 14001, ISO 45001 and ÍST 85 standards. The certifications are a recognition of the comprehensive health, safety, environmental and equal pay policies of the company. The system is based on its strong customer focus, the motivation and responsibility of top management and its process approach and continual improvement.

The quality management tools of Faxaports include the following:

- **Emergency response plans**
- **Improvements and incident registration**
- **Improvements / Corrective measures**
- **Information flow**

- **Policies**
- **Processes**
- **Risk assessments**
- **Reviews by the environmental, safety and equal pay committee**
- **Management review**
- **Leadership**

CONFIDENTIALITY AND DATA SECURITY

Suppliers, service providers and contractors who receive access to data owned by Faxaports must comply with the strictest rules on its handling and confidentiality. At the same time, they must ensure the security of the data they receive

LEGISLATION

Faxaports complies with the appropriate laws, regulations and rules. Faxaports undertakes to maintain the highest level of professional and ethical standards in the conduct of its operations. Faxaports expects the same level from its partners, customers, agents, contractors and suppliers.

ANTI-CORRUPTION AND ANTI-BRIBERY MEASURES

Faxaports operates in accordance with laws that protect the company, its activities and employees from criminal offences and unethical actions in its operations. Faxaports places great importance on protecting the reputation of the company as regards its honesty, integrity and strict ethical criteria. Faxaports does not tolerate bribery, fraud, corruption or dishonesty in its operations. Dishonesty can manifest in a variety of forms, such as through blatantly illegal payments, gifts in the form of e.g. goods or services given as repayment for assistance, excessive gifts and other forms of benefits that are inappropriate to accept.

MODERN SLAVERY AND/OR HUMAN TRAFFICKING

Faxaports is committed to ensuring every direct and indirect employee is treated without prejudice, with dignity and with respect – wherever they work. Faxaports does not tolerate any form of pseudo contracting, modern slavery and/or human trafficking. Faxaports is committed to acting ethically and with integrity and transparency in all business dealings. Business contracts will be immediately terminated in the event that any company is found to be involved in such practices.

GENERAL DATA PROTECTION REGULATION (GDPR)

Everyone has a legal obligation to follow the policies and procedures laid down in the Data Protection Act and the European Parliament Regulation (GDPR). All Faxaports employees, partners, contractors and suppliers must follow the current rules on privacy.

We, the undersigned, herewith confirm we have read and understood Faxaports's Code of Conduct and Ethics and will abide by the standards as stated herein.

COMPANY: _____

NAME: _____

POSITION: _____

DATE: _____