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Business Ethics Policy – Code of Conduct

The Business Ethics Policy for NPT AS is about the values. Commonly held values and principles are shared throughout the organisation and reflect the distinctive characteristics that contributes to business success. They represent our business culture. Our values shall be used as a guide when facing future challenges and opportunities.

Company values

NPT AS has four key values which are fundamental to our growth and development.

Competent

We seek to keep ourselves updated in our field of expertise. We are positive to development both in the company and in the society. Together we find new ways to improve work. Competency and great knowledge are necessary to perform safe jobs.

Responsible

We take pride and responsibility in our own work and our collective impact on society. We never compromise on safety. We take the initiative and deliver what we promise.

Respectful

Our corporate culture is including, and everyone should have a safe working environment and enjoy their work. We value each other and help each other reach our full potential.

Innovative

In an ever-changing industry, we will strive to be innovative. We will always seek to develop and improve our existing products and services. We will work with our customers to continue to learn more about solutions that can make everyday life easier and safer for our customers.

Message from the General manager

This Business Ethics Policy or Code of Conduct outlines principles and rules for how we conduct our business and how we behave. It is our key governing document.

It is important that we understand the integrity risks we face in our roles, how to manage them, our responsibilities and who to turn to for advice and help if in doubt. Each one of us is responsible for reading and to be familiarised with the policy and living by its standards.

The principles are the top-level reference for guiding our behaviour, decision-making and activities. Our policy on business ethics is designed to be a clear and practical guide to the behaviour that the company expects from everyone.

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Complying with our Business Ethics Policy is mandatory for everyone acting on behalf of NPT AS, including managers, line managers, employees, and business partners, as we are all responsible for acting ethically. Our managers and roles with personnel responsibilities should strive to lead by example and guide those that they supervise.

We have high expectations to ourselves, our employees, and representatives, and we will only cooperate with partners, suppliers and subcontractors who adhere to equally high standards.

Business ethics, the respect of human rights and a sense of responsibility to all our stakeholders and to the environment are a matter of personal integrity for each of us. We want people to be proud to work with and for our company.

Please take the time to read our Business Ethics Policy. We expect you to be familiarized with the policy. If you are put in a situation where you are in doubt about what course of action to take or if you witness any misconduct, please speak up by following our Whistleblowing guidelines. By acting ethically and in line with our Business Ethics Policy, we ensure the future success of our company and each other. We can only achieve growth and success by holding high integrity.

Tryggve Skartveit

General manager

We should never breach the law or our principles to win work or make money

What do we mean by business ethics?

In our business, we strive to set high standards in everything we do. We shall always conduct ourselves in a responsible and ethical manner.

Our Business Ethics Policy sets out key principles which will provide a guide to help in your decision-making and help the company to handle day to day business in a professional, fair, and legal manner.

Who does it apply to?

The Business Ethics Policy applies to all employees in NPT AS including temporary personnel and consultants working for NPT AS. The Policy also applies to suppliers, subcontractors, representatives, agents, and other contracting parties when providing services for NPT AS. All parties to whom this policy applies are individually responsible for compliance with the policy.

This Policy supersedes any prior Business Ethics Policy of NPT AS.

What is expected of you?

Business ethics extend beyond simple compliance to mandatory compliance with regional, national, and international rules, laws, and conventions. We shall strive to conduct our business in a way that makes people proud to work with, and for, our company.

As employee of NPT AS you shall strive to exercise good judgment, care, and consideration in your service for the company.

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Line managers and supervisors are responsible for communicating the requirements in the Business Ethical Principles to all their direct reports. Managers are also responsible for promoting and monitoring compliance within their respective area of responsibility.

The General manager of NPT AS shall ensure that employees are aware of and comply with The Business Ethics Policy, and that all employees, including new hires, sign that they have read and understood the Business Ethics Policy.

NPT AS Board of Directors is responsible for safeguarding, implementing, and overseeing the management of the Business.

What happens if you don't comply?

It is essential that you understand what is expected of you.

Violation of this policy/Code of Conduct or applicable laws may lead to internal disciplinary actions, dismissal, or even criminal prosecution.

Failure to report knowledge of a violation, or suspected violation, of the policy or failure to cooperate in any investigation may also result in you being subject to disciplinary action.

In severe cases, failure to comply will result in termination of employment for employees and termination of relationship for non-employees. If you breach the law, you may face criminal proceedings. Failure to comply with the Business Ethics Policy or breach of laws may lead to a claim against you for civil damages for any losses suffered and the company could face large fines.

Reporting of breach of policy - notification

Any evidence of violations of the policy or applicable laws that you identify, you are required to report. Reporting violations will never serve as a basis for disciplinary action.

If you become aware or if you are suspicious of a possible violation of the policy, or anything not in conformity with our ethical guidelines, the violation should be reported. Immediately report to your line manager/supervisor, Business support, HR or General manager or another manager in NPT AS that you trust.

Upon receiving such a report, the management team will initiate an investigation to determine whether a breach has occurred. If the investigation reveals such a breach, corrective actions shall be identified and implemented.

If you fail to obtain a response to your notification or if you would prefer not to notify any of those identified above, you are urged to report the matter in accordance with NPT AS' whistleblowing guidelines.

Retaliation

There will be no retaliation against a whistle-blower, nor any impact on the professional career, for reporting possible violations in good faith.

An employee knowingly making a false report for the purposes of harming another individual might be subject to disciplinary action.

More details and guidance are further set out in our Whistleblowing guidelines.

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Accurate and complete records are essential in fulfilling our responsibilities

Business ethics principles

NPT AS shall conduct its business with integrity, respecting the laws, cultures, dignity, and rights of individuals wherever we have delivery and services.

Building trust among all our stakeholders, including customers, employees, shareholders, local communities in which we operate and global society in general, is vital for our future success. A sustainable and value-creating operation must balance short-term priorities with long-term objectives.

This policy describes our commitments and requirements regarding ethical business practices and personal conduct. It describes the behaviour the company expects from you and what you, and our business partners can expect from us.

It is important to be aware that some of NPT AS' guidelines, policies and procedures provide more detailed information about what is acceptable behaviour and what is not.

We shall always strive to exercise good judgment, care, and consideration in the service for NPT AS. If there are differences between applicable laws and regulations, and the standards set out in this policy/Code of Conduct, the highest standard consistent with applicable local laws shall be applied.

If you have questions regarding the content of this document or the interpretation thereof, please contact management. If you require advice in the handling of a specific ethical dilemma, you shall consult with your line manager or other appropriate authority.

You are encouraged to consult with colleagues when you have issues or questions regarding compliance with this policy.

The Business Ethics Policy - Code of Conduct has been approved by the Board of Directors of NPT AS. All deviations, if any, must be approved by the General manager.

Acting with Integrity

The following areas represent the core business ethics principles that we believe require our focus, understanding and support.

Gifts should not be accepted in situations of contract negotiation, bidding, or award

Conflicts of interest

A conflict of interest may arise when personal relationships (e.g., spouse or other immediate family, relative and close personal friends) participation in external activities or interest in other business can or could be perceived to influence a person's decision making when acting for NPT AS.

If conflicts of interest cannot reasonably be avoided, it should be made fully transparent and reported to General manager in writing. The General manager will ensure the conflicted individuals cannot influence the subject in conflict, nor is involved in the operation, or decision-making process associated with the subject.

Your responsibility

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- Avoid doing business on behalf of NPT AS with personal friends or relatives
- Act in the best interests of NPT AS. Take the necessary steps to avoid situations involving a conflict of interest or the appearance of a conflict of interest between duty to the company and self-interest.
- **Transactions or other business arrangements:** Do not participate in any transactions such as sale, purchase, or other activity of the company that directly or indirectly where you could reasonably be suspected to have or have a personal interest, or that could otherwise reasonably be determined to harm the company’s reputation.
- **Social events and entertainment:** employees of NPT AS may only attend social events and entertainment connected with the company’s business with third parties that are considered modest. Hospitality, expenses, or other favours shall not be offered or received in situations of contract negotiation, bidding or award.
 - Entertainment and services offered by a supplier or customer may be accepted when they are associated with a business meeting and the supplier or customer provides them to others as a normal part of its business. The cost of the entertainment must be kept within reasonable limits and must not be accepted on a recurring basis.
 - Travel, accommodation, and other expenses for the individual representing the company, shall always be paid by the company.
- **Gifts:** In principle, gifts shall not be accepted. Gifts of modest value and frequency may be accepted in situations where such acceptance is dictated by commonly accepted business courtesies (local business practice and culture), but not if such gift would reasonably be expected to cause favouritism or a sense of obligation towards the provider.
 - Under no circumstances should a gift or entertainment, compensation, advance loans (except from established financial institutions on the same basis as other customers) or other favours, from an actual or prospective customer or supplier of the company, be accepted that would influence the employee’s judgement. Gifts should not be accepted in situations of contract negotiation, bidding, or award.
 - Any gifts received should not be kept by the recipient without approval from the General manager but are considered company property and should be delivered to the administration and should be properly recorded by the business unit in question. Information about our policy should, where relevant, be communicated to partners and suppliers. This is particularly important in situations where a gift-giver may be expecting a benefit in return.
 - The above principles also apply in reverse, no employee of NPT AS may offer, participate in, or pay for transactions, entertainment, gifts, or favours that violate the above principles.

Anti- corruption, Bribery, Accurate & complete records

Anti- corruption

NPT AS is against all forms of corruption and has zero tolerance. Corruption can be defined as “the abuse of entrusted power for private gain”. It exists when endeavours are made to influence someone in the performance of their job, office, or assignment by giving them an improper advantage. In Norwegian law, the prohibition against corruption applies to both the person giving or offering and the person demanding, receiving, or accepting such improper advantage. The provisions apply globally to both public and private Norwegian undertakings.

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Bribery

NPT AS prohibits any provision, offering or accepting of bribes of any variety to any person, whether private or public, either directly or through any third party.

Bribery occurs when you offer, pay, seek, or accept an improper payment, gift, or advantage to influence a business or governmental outcome or decision. Engaging in bribery or turning a blind eye to your suspicions of bribery, can result in liability for NPT AS and for you personally. Bribes can be in the form of money, or anything else of value, such as a gift or donation, travel benefits, employment benefits, or any other advantage.

No employee or business partner will suffer adverse consequences for refusing to engage in improper payment activity, even if this results in loss of business.

Accurate and complete records

Accurate and complete recording and reporting of information (both financial and non-financial) is essential to the company's credibility and reputation, informing and supporting business decisions and actions, meeting legal and regulatory requirements, and fulfilling responsibilities to shareholders and other external stakeholders.

Financial records must conform to all applicable laws, regulations, rules, and company policies. Other records (such as HSE performance, quality data, regulatory filings, and other important company information) must be accurate and complete.

Intentionally falsifying or creating misleading information may lead to fraud. NPT AS will not tolerate fraud of any kind.

Your responsibility

- Make sure that all payments made are proper and legal, that they are approved by relevant personnel in NPT AS, and that they are recorded accurately in books and records
- Never directly or indirectly through a third party offer anything of value to influence the actions or decisions of any person, any official, other person in public or legal duty, any person acting on behalf of customers or sub-contractors/ suppliers, or any other third party, or to otherwise obtain any improper advantage, in selling goods and services, conducting financial transactions, or representing the interests of NPT AS.

Facilitation payments

Facilitating payments are defined as small payments made to government officials to secure routine governmental action to which the company is legally entitled. Such payments should not be made by any person acting on behalf of the NPT AS. Any person subject to this policy who believes that making facilitation payments cannot reasonably be averted in a particular jurisdiction should direct those issues to the General manager who will work with the individual, business unit in question to evaluate any legal risks arising from such payments, and develop strategies aimed to eliminate such payments.

If a payment is demanded from a person (subject to this policy) to avert an immediate threat to the life or health of any person, such payments are not prohibited, but must be immediately reported to your line manager/supervisor and General manager. Employees that are in doubt with respect to

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what would be the appropriate way of handling a potential request for facilitation payment shall consult their line manager and/or General manager.

Your responsibility

- Do not make facilitation payments even if not considered to be a criminal offence under certain jurisdictions.

Gifts & hospitality

It is never accepted in business, to personally accept money in connection with work or service for the company. Hospitality in the form of participation in events, meals etc must always be justified on business grounds. Caution must be shown in connection with procurements, the signing of contracts and similar, where the situation can easily be perceived as corruption or bribery.

NPT AS permits providing common courtesies, modest entertainment, modest gifts, and meals for potential or actual private sector customers, end users, or others involved with aspects of the company's business. However, such expenditures must be in accordance with any applicable laws, the corporate policies of the recipient of the expenditure, and this policy. All gifts and entertainment involving public officials or employees of stated owned companies must be subject to prior authorisation by management using details provided in this policy.

Our policy on the receipt of gifts and hospitality is set out above under 'conflicts of interest'.

Your responsibility

- Never accept or offer gifts or hospitality where it could influence business decisions in situations of contract negotiation, bidding or award, or violate any local laws, or the policies of the recipient company, or cause others to perceive such influence or violation.
- Never ask for a gift, hospitality, or other favour for personal benefit from any of the company's stakeholders
- In cases of doubt, always consult with your line manager/supervisor.

Money laundering

Money laundering supports criminal activity, including drug trafficking, terrorism, corruption, and tax evasion. Money laundering is the processes of disguising the proceeds of crime to hide its illegal origins or otherwise dealing with the proceeds of crime. Criminal proceeds include not only money, but all forms of assets, real estate and intangible property that are derived from criminal activity.

NPT AS is committed to complying with all anti-money laundering and anti-terrorism laws. All business activities must be conducted with reputable customers and business partners involved in reputable business activities, with funds derived from legitimate sources.

The company shall understand the background and business of stakeholders to determine the origin and destination of money and property.

Your responsibility

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- Conduct relevant research to understand the business and background of prospective business partners and to determine the origin and destination of money and property.
- Be attentive to attempts to make payments in cash. No payments in cash should be accepted and specific caution must be exercised if there are irregularities while receiving funds, including:
 - Payments being made by someone who is not a party to the contract.
 - Payments being received from or to an offshore bank account or from an account in a country where the customer is not based or does not usually operate from.
 - Requests to make over payments or break payments into individual batches
- Report suspicious transactions or incidents of money laundering to General manager.

Fair competition

The antitrust laws combat illegal practices like price-fixing, market-sharing, or bid-rigging conspiracies, or behaviours that aim to achieve or maintain monopoly.

NPT AS is committed to fair and open competition. Under no circumstances shall the company engage in anti-competitive practices or other activities in violation of applicable anti-trust laws and directives.

Your responsibility:

- Comply with applicable antitrust laws
- Do not engage in fixing prices or bids with competitors.
- Do not enter into agreements with competitors which restrict the market for products or services.
- Do not share price sensitive or confidential information with competitors.

Protecting the Environment

At NPT AS we continuously strive to reduce our environmental footprint and take a sustainable approach in our day-to-day operations. We strive to reduce direct and indirect negative influences on the external environment. We are focused on reducing waste and improving the environmental mind-set amongst our employees. We care about our impact in both the local and the global society.

We shall adhere to relevant international and local laws and standards.

Sponsorship and donations

Sponsorship may be used to promote NPT AS and its business.

Any sponsorships shall be strategic and aligned with the company's values. No religious or political groups or organisations may be sponsored. There shall be no personal conflict involved in the decision to sponsor an organisation. In situations where a conflict of interest exists, the conflicted individual shall withdraw from any associated decision-making process.

There must be tangible benefits for NPT AS being associated with any sponsorship, such as commercial gain, professional development, enhanced profiling etc. All sponsoring relationships shall be structured as 'win-win situations' whereby both parties achieve some gain.

However, there is no requirement for mutual benefit for Charitable donations (gifts) to organisations.

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No charitable donations shall be made to political or religious organisations and all charitable donations must be approved in advance by the management using details provided in this Policy.

Health safety and Environment

Everyone has the right to work in a safe and healthy environment. Our QHSE Policy sets our commitments to health and safety, and the environment.

Caring for People

Anti-harassment and intimidation

NPT AS cares for its most important asset, the people.

Everyone shall be treated with fairness, respect, and dignity. Any form of abuse, harassment, intimidation, degrading treatment or sexually offensive behaviour by or towards employees or others affected by our operations is not tolerated. Comments or any other forms of offensive messages, inappropriate remarks or - jokes are unacceptable.

Your responsibility

- Do not engage in any form of harassment such as abuse, harassment, bullying, workplace violence, sexually offensive behaviour, or other behaviour that colleagues or business partners may regard as threatening or degrading. Take steps to create a good working environment.
- Respect other people's customs and culture
- If you become aware of any situation in breach of the above principles, speak up or report your concern by following our Whistleblowing guidelines.

Equal opportunities and diversity

NPT AS recognizes the value of diversity in the workplace. We shall have a workplace free from harassment and discrimination. We do not tolerate discrimination against any employee based on age, gender, sexual orientation, disability, race, nationality, political opinions, religion, or ethnic background. We shall provide equal opportunities to all prospective and current employees. Employees are entitled to a work environment which is safe and free from harassment.

Your responsibility

- Treat everyone equally- with dignity, fairness, and respect
- Base your work-related decisions on qualifications and merits
- Encourage and listen to those who speak up

Human- and Labour Rights

NPT AS strives to conduct its business in line with fundamental human rights, supporting the United Nations Declaration of Human Rights. The company also supports the standards developed by the National and International Labour Organization.

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NPT AS has zero tolerance towards modern slavery and human trafficking. We will never use child- or forced labour and will not tolerate working conditions or treatment that conflicts with international laws and practices.

We shall ensure that the company does not cause any infringement of human and labour rights. The company will strive to minimize risks of human and labour rights infringements in our own operations and in our supply chain.

Your responsibility

- Never contribute to the infringement or circumvention of human and labour rights.
- Respect the personal dignity, privacy, and rights of everyone you interact with during the course of work and those affected by our business operations.
- Notify your line manager/supervisor or General manager in writing or through whistleblowing if you become aware of any breach of the above principles.

Secrecy and Information

Confidentiality

Employees of NPT AS shall not misuse information belonging to our partners nor ourselves. We are committed to protecting confidential information.

Your responsibility

- Confidentiality also applies after the termination of employment or contractual relationship with NPT AS, for as long as the information is considered sensitive or confidential in nature.
- Do not give third parties unauthorized access to confidential information
- Consider how, where and with whom NPT AS related matters are discussed

Information technology

NPT AS provides information technology to employees through a third-party supplier. Information technology includes laptop computers, computer hardware and software, communication equipment such as mobile phones subscriptions, company network and access to the internet and intranet, including e-mail. Employees must use information technology appropriately to safeguard the company against embarrassment or legal action. Limited, appropriate, and occasional personal use is permitted.

Social medias connect us. It has become one of the most effective ways to share ideas and generate interests. The company will interact in social media to reach customers and to strengthen and elevate our brand, to expand our reach.

When using social media, it should be done in a responsible manner to protect the company's reputation and to advocate on behalf of the company. When participating in social media especially on behalf of the company, it is important to recognize it can be seen or heard globally.

Your responsibility

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- Protect NPT AS' property, information and assets from theft and loss.
- Maintain electronic files and archives in an orderly manner.
- Never use social media in a false or misleading way, such as by claiming to be someone other than yourself or by creating an artificial “buzz” around the company’s business or products.
- Never guess, speculate, or offer opinions in areas if you are unsure whether you are right. If you do offer an opinion, make sure your opinion is personal and is not associated with the company.

Where can you go for more information?

If you have any questions or concerns regarding business ethics or if you wish to report an incident, please contact your line manager/supervisor, HR or General manager. Any ethical issues will be treated with confidence.

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