

AS TALLINK GRUPP SUPPLIER CODE OF CONDUCT

INTRODUCTION

AS Tallink Grupp is the market leader in the passenger ferry operations in the Northern region of the Baltic Sea. This position holds an increased responsibility within to represent the ferry operators in the most responsible way and show a good example to be followed. The company recognizes the responsibility and has applied high standards of social, ethical and environmental conduct in all units and functions for everyday work.

This AS Tallink Grupp Supplier Code of Conduct (“Supplier Code”) reflects the values of Tallink Grupp and sets out the minimum requirements which AS Tallink Grupp or any of its subsidiaries, associated companies or affiliates (“Tallink Grupp”) expects its suppliers and their sub-suppliers to adhere to when doing business with Tallink Grupp.

Tallink Grupp will assess the compliance with this Supplier Code by its suppliers, and any violations may jeopardize the supplier’s business relationship with Tallink Grupp. This Supplier Code applies to suppliers and their subsidiaries, affiliates, and subcontractors (each “Supplier”) that provide goods or services to Tallink Grupp.

This Code of Conduct forms an integral part of all agreements between Tallink Grupp and the Supplier.

LEGAL COMPLIANCE

Suppliers and their entire supply chain shall diligently observe and comply with all applicable national laws and regulations, directives and relevant industry standards. Suppliers cannot be subjects of EU sanctions.

BUSINESS ETHICS AND ANTI-CORRUPTION

We comply with high ethical business conduct in all of our business, and expect our Suppliers to commit to same standards when conducting business and when dealing with its employees, suppliers and customers.

Supplier shall:

- (a) prohibit and not to engage in any form of corruption or extortion by its employees, directors or agents.
- (b) not offer or accept bribes to maintain or obtain business or an unfair or improper advantage. Supplier shall have adequate procedures in place to prevent bribery and corruption.
- (c) to fully comply with all applicable antitrust laws and standards of fair business.
- (d) avoid situations involving a conflict of interest between the Supplier and Tallink Grupp and conflict between duty to the company and any personal interest.
- (e) accurately record and disclose information on its business activities, corporate structure, financial situation and performance in accordance with applicable laws and regulations.

HUMAN AND LABOR RIGHTS

Suppliers is required to:

- (a) respect the human rights
- (b) employ only workers who meet the applicable minimum legal age requirement, and no any case shall Supplier employ any person under the age of 16, even if local law permits otherwise. Supplier shall also ensure that employing juveniles under 18 years does not jeopardise their education, health and safety (ILO Minimum Age Convention No 138) and that juveniles are not allowed to do night work.
- (c) ensure that all work is voluntary. Supplier shall not use any form of slave, forced or indentured labour.
- (d) pay employees at least the minimum legal wage and applicable overtime wages defined in national laws and collective agreements. Supplier shall pay accurate wages in a timely manner.
- (e) apply normal working hours and rest days in compliance with national laws and collective agreements.
- (f) treat employees with dignity and respect and commit to a workplace free of harassment and abuse. Supplier will not threaten or permit any threats of violence or any other form harassment or inhumane treatment.
- (g) not to discriminate against any employee on the basis of their personal characteristics or beliefs (e.g. age, gender, race, nationality, religion, maternity or sexual orientation)
- (h) respect employees right to freely join or not to join any lawful organization, including e.g. trade unions for employees, without interference or discrimination.

HEALTH AND SAFETY

Health and Safety is one of the greatest priorities of Tallink Grupp, and in the operations of Tallink Grupp, securing safety of people, environment and property comes first.

The Supplier shall:

- (a) ensure safe and healthy work environment in compliance with all applicable legal requirements and minimize physical and chemical hazards through proper controls, preventative maintenance, safe work procedures and ongoing safety training.
- (b) have written occupational health and safety policy and assign the responsibility of occupational health and safety issues within is organization
- (c) to increase awareness on health and safety issues through open communication and ongoing training on health and safety issues.

ENVIRONMENT

Tallink Grupp is committed to protection of environment and maintaining environmentally responsible business. Pursuing to minimize the impact that our operations have on the environment is very important to us.

Supplier shall:

- (a) fulfil all environmental requirements set out in relevant laws, regulations and environmental permits and strive to proactively reduce negative environmental impact of its operations and continuously improve the environmental performance.
- (b) comply with applicable environmental laws and regulations regarding handling and disposal of chemicals and other dangerous materials, waste disposal and management,
- (c) ensure that its employees involved have appropriate awareness, knowledge and experience in relation to environmental issues.
- (d) have instructions covering processes with potential environmental impact, such as storage and handling of hazardous materials, and communicate such instructions to all employees involved.
- (e) obtain and maintain all required environmental permits and registrations and adhere to the operational and reporting requirements of such permits and regulations.
- (f) handle environmental violations and complaints systematically.

MANAGEMENT AND MONITORING

Suppliers shall adopt or establish an appropriate and relevant management system ensuring compliance with applicable laws and regulations with the standards and rules set out in this Code of Conduct. Suppliers shall actively monitor and improve their management processes and business operations to ensure they align with the standards and rules set out in this Code of Conduct.

Any suspected or actual breach of the standards and requirements in this Code of Conduct shall be reported to Tallink Grupp. Please bring the issues to Tallink Grupp's attention by emailing at info@tallink.ee. All received information will be treated confidential.

If Tallink reasonably considers that the Supplier has violated this Code of Conduct, Tallink Grupp reserves the right to cancel any outstanding order and suspend future orders, and any clear and material violation shall entitle Tallink to terminate any and all contracts with the Supplier with immediate effect.

The Management Board of AS Tallink Grupp