



## Q-Free Business Partner Declaration & Questionnaire

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## 1 Business partner declaration & questionnaire

Having international operations in existing, new, mature and immature markets Q-Free ASA and its affiliates (Q-Free) are often dependent on suppliers, service providers, representatives, distributors, and other business partners in addition to producers, production and/or assembly facilities, and manufacturers (all jointly referred to as “Business Partners”) to supply to Q-Free, cooperate with, and/or to front the markets on behalf of Q-Free. Having business partners representing and fronting Q-Free obliges also Q-Free to take the responsibility to ensure that such cooperations and/or representations are conducted properly as Q-Free may be held legally responsible for the actions of its business partners.

Being a company listed on the Oslo Stock Exchange there is an increasing focus on corporate social responsibility and ethics. Q-Free, among other issues within Corporate Social Responsibility (CSR) and Health Safety & Environment (HSE), focuses on human rights, labour standards, environmental issues, corporate governance and prevention of corruption. As Q-Free continues to extend, and increase its operations internationally by expanding our system and product portfolio, the number of employees and offices, it is important that the Business Partners of Q-Free apply the same standards as Q-Free and that we also may document this.

To ensure that Q-Free comply with relevant laws, and our corporate social responsibility, these commitments and standards need to flow down to and be adopted by all subsidiaries, and partner companies and people representing Q-Free. Therefore, Q-Free requires all its Business Partners to support and live by Q-Free’s corporate social responsibility platform, which is the purpose of this “Business Partner Declaration & Questionnaire” set out herein.

Q-Free ask for this document to be completed in view of your proposed business relationship with Q-Free. When referring to “you” or “we” this is reflected to include the company, shareholder, and any employee or representative of the company.

If a topic or question is not relevant for your business, please answer “not applicable” or “N/A”.

## 2 Business Partner details

Company name	
Legal form of company	
Date & place of incorporation	
Business/registration number	
Registered address and postal address (unless the same)	

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Nature of activities	
Director(s) of the legal entity	
Shareholders of the legal entity	
Ultimate Beneficial Owner	
Company's website	
Key contact name	
Contact telephone number and e-mail	
Are you entrusted any public function that may establish conflict of interest?	

## 3 Information About the Financials

	Most recent year	2nd most recent year	3rd most recent year
Revenue			
Net Operating cash flow			
Equity Ratio (Total Equity / Total Equity & Liabilities)	%	%	%

## 4 Information about the Product

Product name	
Description	
Do the products comply with the applicable statutory requirements for the market in question (legal regulations (e.g. RoHS, WEEE directive))?	List regulations
Do the products contain chemicals/substances that are listed as banned in the market in question?	
Do the products contain any Conflict Materials as defined by the OECD?	
	If yes, do you or your suppliers have a Conflict Material policy and a Conflict Material report?

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	If yes, please attach.
Do you produce, assemble, manufacture and/or source the products?	
What is the origin of the products, components, materials and minerals used?	
	If lack of space please provide information in a separate document.
Do the products have / risk of having any negative impact on human rights?	
Do the products have / risk of having any negative impact on decent working conditions?	
Do the products have / risk of having any negative impact on the environment?	

## 5 Information About the Service

Specify the type of service?	
Please provide a detailed description of the services	
Where (territory and location) do the services take place?	
Do the products have / risk of having any negative impact on human rights?	
Do the products have / risk of having any negative impact on decent working conditions?	
Do the services performed for the benefit of Q-Free have / risk of having any negative impact on the environment?	

## 6 Human Rights

			Comment to non-compliance (if any) and attach applicable document, certificates and policies for reference and documentation
1	Do you abstain from the use of child labour in accordance with applicable national standards and the principles of international conventions?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

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2	Do you abstain from the use of forced labour in accordance with applicable national standards and the principles of international conventions?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3	Do you ensure safe and healthy working conditions for all workers, in particular with the aim of avoiding risks and preventing accidents?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4	Do you recognize workers' union rights, freedom of expression, freedom of association and the right to collective bargaining?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5	Do you ensure equal treatment (and abolish all discrimination) for all workers, in particular with regard to salaries (equal pay for equal work), recruitment, professional training, promotion and working conditions, irrespective of criteria such as the ethnic origin, sexual orientation, gender, age, union membership, and political and religious views of individuals?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6	Do you have a policy and/or guideline that prevent and prohibit sexual harassment, bullying or other behaviour that may impact negatively the physical and/or the psychosocial working environment?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
7	Do you guarantee minimum pay for workers in accordance with applicable national standards and statutory regulations?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
8	Do you have a Corporate Social Responsibility (CSR) Plan or Policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
9	Do you have a policy regarding labour practices and human rights?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
10	Have you implemented a Code of Conduct?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
11	Have you implemented a training and career management processes?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

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12	Do you and your suppliers work in compliance with, respect, promote and realize all rights of the UN Declaration of Human Rights?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
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## 7 Health & Safety Management System

			Comment to non-compliance (if any) and attach applicable documents, certificates and policies for reference and documentation
13	Is the company ISO 45001:2018 certified (or newer), and do the scope on the certificate cover your deliveries to Q-Free? If yes, please attached certificate and skip to question 19 to continue.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
14	Does your company have a Health and Safety Policy documented and communicated to all employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
15	Do you have a H&S Management System?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
16	Does your company have a H&S Risk Assessment together with actions for improvements?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
17	Is H&S also a part of the Management Review?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
18	Do you have internal audits to evaluate the efficiency of your H&S Management System?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
19	How many H&S incidents have been reported last three years?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

## 8 Quality Management System

			Comment to non-compliance (if any) and attach applicable documents, certificates and policies for reference and documentation
20	Is the Company ISO 9001:2015 certified (or newer), and do the scope on the certificate cover your deliveries to Q-Free? (if yes please provide a copy of the certificate).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

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	If yes, please attached certificate and skip to question 39 to continue.		
21	Do you have a Quality Policy documented and communicated to all employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
22	Do you have an Organizational Chart defining the responsibility and authority of personnel?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
23	Does your company have a documented Management System?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
24	Does your company have an overall Risk assessment with improvement plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
25	Do you have a documented Yearly Management Review?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
26	Do you perform Internal audits to evaluate the efficiency of your Management System?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
27	Does your company accept a customer quality review, where the content of this completed questionnaire will be the basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>Development &amp; Production</b>			
28	Do you have documented procedures established to control all product drawings and specifications?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
29	Do you have a documented Change Management System in operation?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
30	Where traceability is a requirement, do you have documented procedures for unique identification of products and/or lots/batches been established and maintained? If yes, please advise on limitations	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
31	Does your company have a production process (process control) that directly affects quality, both identified and planned?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
32	Do you have documented Preventive Maintenance System?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
33	Do you have a manufacturing process that is outsourced?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

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34	Do you have defined test procedures, including both in-process testing and final end-testing?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
35	Do you have a process for handling non-conformities, including implementing corrective actions?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
36	Does your company frequently measure product warranty?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
37	Do you have procedures for handling, storage, packaging and delivery of products?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
38	Does your company have in place a monitoring system to ensure its conformity to local laws and regulations?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Subsuppliers / Subcontractors			
39	Does your company evaluate its sub-suppliers or subcontractor's performance on Quality, H&S, and Environment?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
40	Are sub-suppliers evaluated and selected based on their ability to meet your requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
41	Are records of approved sub-suppliers established and maintained?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
42	Do you address information security within sub supplier agreements?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

## 9 Information Security Management System

			Comment to non-compliance (if any) and attach applicable documents, certificates and policies for reference and documentation
43	Is the Company ISO 27001 certified (or newer), and do the scope on the certificate cover your deliveries to Q-Free? (if yes please provide a copy of the certificate). If yes, please attached certificate and skip to question 53 to continue.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
44	Does your company have an Information Security Policy documented and communicated to all employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
45	Does your company have an Information Security Management System?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

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46	Do you have processes for performing an information security risk assessment?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
47	Do you have processes for classification, processing, access, and sharing of information?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
48	Do you have processes for information security training and awareness?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
49	Do you have process for asset management?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
50	Do you have processes for human resource security (employment, termination, contractors)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
51	Do you have processes for access control (to prevent unauthorized access to facilities, systems, networks and application)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
52	Do you have processes for reporting information security events?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

## 10 Business Continuity

			Comment to non-compliance (if any) and attach applicable documents, certificates and policies for reference and documentation
53	Is the Company compliant with ISO 22301:2014 (Business Continuity Management System requirements) (or newer), and do the scope on the certificate cover your deliveries to Q-Free? If yes, please attached certificate and skip to question 59 to continue.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
54	Does your company have an updated Business Continuity Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
55	Is business continuity evaluated in your risk assessments?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
56	Do you have a Business Continuity Policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
57	Do you have a Business Continuity Procedure to manage disruptive incidents / emergencies?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

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58	Is business continuity the subject of internal audits?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
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## 11 Environment

			Comment to non-compliance (if any) and attach applicable documents, certificates and policies for reference and documentation
59	Is the company ISO 14001:2015 certified (or newer), and do the scope on the certificate cover your deliveries to Q-Free? If yes, please attached certificate and skip to question 69 to continue.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
60	Do you operate an environmental policy designed to limit the health and environmental impact of your activities in terms of consumption of natural resources, atmospheric emissions, liquid effluent, waste management, etc.?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
61	Have you implemented a programme to prevent health and environmental risks associated with your activities and products (chemical products, radioactive sources, electromagnetic radiation, etc.?)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
62	Do you provide information, awareness and training to workers in relation to environmental risks and initiatives, and do you inform customers of the risks associated with your products?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
63	Does your company have an Environmental Policy documented and communicated to all employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
64	Does your company have an Environmental Management System?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
65	Does your company have an Environmental Aspect Analysis together with actions for improvements?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
66	Is Environment also a part of the Management Review?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
67	Do you have internal audits to evaluate the efficiency of your Environmental Management System?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

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68	Does your company measure its environmental impact?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
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## 12 General Data Protection Regulation (GDPR)

			Comment to non-compliance (if any) and attach applicable documents, certificates and policies for reference and documentation
69	In the execution of your business do/will your company process personal data on behalf of Q-Free?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
70	If yes to no. 69, has your company evaluated its compliance to GDPR?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
71	If yes to no. 69, is / have your company been in breach of GDPR?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
72	If yes to no. 69, have your company appointed a GDPR responsible?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
73	If yes to no. 69, what has your company specifically done to ensure GDPR compliance (i.e. audits)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

## 13 Prevention of Corruption

			Elaborate further to your answer and attach applicable document, certificates and policies for reference and documentation
74	Is there a top-level management commitment to countering corruption and bribery in your organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
75	Is the company ISO 37001 certified, and do the scope on the certificate cover your deliveries to Q-Free? If yes, please attached certificate and skip to question 81 to continue.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
76	Do you include the assessment of corruption and bribery risk as part of your regular risk assessment process?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
77	Do you have an agreed process for reporting allegations of corruption and bribery?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

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78	Are your employees made aware of the existence of corruption and bribery and do you provide a whistleblowing procedure for your employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
79	Have you implemented, and regularly communicated to the employees, policy and procedures relating to bribery prevention and fighting, money laundering and tax havens, and export controls?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
80	Do you have a specific organization or dedicated employee resource(s) for the prevention and investigation of corruption?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
81	Have you in the past been convicted or charged related to business ethics (e.g. anti-competitive practices, bribery or corruption)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
82	Have you, to your knowledge, been investigated for any alleged bribery or corruption?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
83	Have you, for yourself or other persons, requested or received an improper advantage or accepted an offer of an improper advantage in connection with a position, office or assignment, or given or offered anyone an improper advantage in connection with a position, office or assignment that may be considered to be a bribe or corruption?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
84	Are you, or have you been operating or registered in any tax havens as defined by OECD and UN?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
85	Have you implemented a business code of conduct?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Q-Free may immediately and unilaterally terminate any contract, upon written notice, without further obligation, should any of the answers above be untruthful.

## 14 Declaration

We hereby confirm that:

- a) The details and answers given above are true and correct in every respect;
- b) We have not been convicted of any offence (except for car driving offences) or adjudged bankrupt or are subject to an investigation by a governmental, professional or regulatory body;
- c) We are not listed on any financial or criminal sanction or debarred list of any nation or international authority or institution;
- d) We have not been/are not connected with any business concern which has been adjudged bankrupt or has been subjected to an investigation, compulsorily wound up, or has entered into a compromise with its creditors;
- e) We are not involved, associated or connected with any person, company or other entity that is listed on any financial or criminal sanction or debarred list of any nation or international authority or institution;
- f) The listed shareholders are the beneficial owner of the intended business purpose and they do not act for and on behalf of any other person or in the interest of any other person;
- g) In the event that any of the details provided in this document, including the declarations made in this section were to change, or we become aware that these shall change, we agree to provide you with up-to-date information as and when such details do change;
- h) We have read and acknowledge the Q-Free Code of Conduct; and
- i) We acknowledge and comply with the US Foreign Corrupt Practices Act (FCPA), and understand that the FCPA may govern also the subject of this co-operation.

In case you are not in a position to confirm any of the above, kindly specify the reason:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Authorised signature

\_\_\_\_\_  
Date