ODFJELL SE

Code of Conduct

General

Odfjell's ability to create value is dependent on applying high ethical standards to create a trust-based relationship with our people, our owners, our customers, business partners, and our communities. In our business activities, we will comply with applicable laws, act in an ethical, sustainable, and socially responsible manner and practice good corporate governance. We will conduct our business consistently with the United Nations Guiding Principles on Business and Human Rights and the Ten Principles of the Global Compact.

The Code of Conduct sets out our expectations, commitments, and requirements for ethical conduct. Our core values require that we maintain the highest level of ethical standard in the conduct of our business. Wherever we operate, we will comply with both the letter and spirit of applicable laws and regulations. This Code of Conduct shall govern ethical behaviour in everyday business activities and applies to all employees, officers, directors and other representatives of the Company, or any other person whose work is supervised by Odfjell as though that person is an Odfjell employee, irrespective of their domicile (‘Odfjell personnel’). It must be read, signed, and adhered to by all to which it applies. This Code of Conduct also applies to all Odfjell companies including subsidiaries and joint ventures over which we are able to exercise control over policies and procedures. For those joint ventures over which the company is unable to/or not in a position to exercise actual operational control through our ownership, we will endeavour to influence the joint venture’s policies and practice, so that they reflect the values described in this Code.

In this Code of Conduct the term 'Company' and 'Odfjell' will refer to the group and activities by Odfjell. Violation of this Code may give ground for disciplinary actions including dismissal. Criminal acts will be treated as such.

The principles and standards set out in this Code are supplemented by internal policies and procedures, which together establish a framework in which we can exercise our responsibilities. This Code shall supplement and govern local Odfjell employment policies.
Personal Conduct and Safety

Odfjell is committed to ensuring the health, safety and security of the workplace in compliance with the applicable laws and regulations wherever we operate. Odfjell Personnel are expected to comply with and observe the prescribed personal protection equipment and safety rules.

We encourage Odfjell Personnel to raise HSSE-related concerns and expect transparent reporting. Covering up incidents is considered a breach of this Code of Conduct. We expect all Odfjell Personnel to exercise courtesy as well as non-discriminatory and respectful behaviour is expected in all work-related activities. This includes, among other things, complying with the following guidelines:

- Care must be practiced when dealing with other cultures, so as not to offend local customs.
- All Odfjell employees shall be honest and proper in their conduct and show professionalism, integrity and loyalty to the Company’s interests.
- All employees are expected to contribute to and be mindful of the Company’s financial performance.
- Non-compliance and regulatory violations shall be reported and handled in line with Company standards and legal requirements.
- Matters or behaviour that may not be to Odfjell’s best interests shall be reported.

Confidential and Proprietary information

Confidential and proprietary information is critical to our business, and must not be disclosed, used, reproduced or made available to outsiders. Inadvertent disclosure must be reported immediately so that precautionary action can be taken.

Confidential and proprietary information is only to be distributed on a Company need-to-know basis, except as required by law.

Odfjell shall respect confidential and proprietary information as received from others. Collecting information on the industry in legitimate ways is encouraged, enabling us to evaluate what others are doing to further develop in a highly competitive, demanding and changing business environment.

Personal data is only acquired and kept for the purposes of operating our business, or complying with the law. Once collected, personal data will be kept and processed in accordance with applicable data privacy act. For further details see Odfjell’s Corporate Data Privacy & Protection Policy.

Protection of Odfjell’s Property and Assets

It is the responsibility of everyone at Odfjell to make sure that company assets are treated with due care and respect, not misused or wasted. The use of Odfjell’s time, materials, financial assets or facilities for purposes not related to Odfjell’s business is not allowed without appropriate authorization. The same applies to the removal or borrowing of Odfjell
assets. All employees must protect Odfjell’s property and assets against loss, damage and abuse.

Information and IT Systems

Information produced and stored in Odfjell’s systems is Company property, and Odfjell reserves the right to access and review all such information except where such access is limited by law or agreement.

All use of Information Technology shall be according to Information Technology Acceptable Use Policy and the Odfjell IT Security Policy.

Ownership and Conflict of Interest

Odfjell respects employees right to manage personal affairs and investments. However, a conflict of interest may occur when personal interests and Odfjell’s interests are different and this may interfere with the ability to make the right decision for Odfjell. Odfjell expects employees to always act in the best interest of Odfjell when representing the company.

All employees shall avoid any action that may involve a conflict of interest with Odfjell or the appearance of such conflict.

Odfjell Personnel is expected not to be involved in activities where their personal, social, financial or political interests interfere, or could potentially interfere, with our business interests. Examples of potential conflicts of interest include:

- Engaging with a customer where close relatives are employed by the customer in relevant business areas,
- Appointing a vendor or supplier to Odfjell where you have a financial interest in that third party,
- Hiring a relative for a position within Odfjell,
- Material investments in competitors or companies that provide a benefit to a competitor of Odfjell,
- Material investments in a current or prospective vendor or supplier to Odfjell.

Odfjell employees shall not have any financial or private business relationships with suppliers, customers or competitors that may or may appear to impair the independence of any decision taken on behalf of the Company.

When in doubt, immediately clear any issue of potential conflict of interest with your superior(s) or the Compliance Officer.

Anything that might be construed as creating conflict between your interests and those of the Company must be declared immediately in writing to your manager.

In addition, Odfjell Personnel must not work simultaneously for any of our competitors, customers or suppliers. The express written permission from head of department or office manager must be granted for the provision of paid work for other third parties, or for an
independent business operation, that could affect capacity, attention and independence of the work in Odfjell.

External board positions will need approval of head of department or office managers. Odfjell expects all employees to spend full working day on Odfjell matters. Before accepting external directorships or other material assignments, you must obtain prior written consent from head of department or office manager.

Odfjell has established a process to approve possible Conflict of Interest in the GAN portal.

**Insider Trading**

As a publicly listed company, Odfjell is subject to strict rules concerning the handling of information that may affect its stock price. Insider information is by definition any information not known to the general public and that may reasonably be expected to affect the price of the stock, reference made to the Norwegian Securities Trading Act. All employees have a responsibility to help prevent access to such information by unauthorized persons and, furthermore, employees must not themselves trade, directly or indirectly, in securities of Odfjell whilst in possession of insider information. Employees of Odfjell shall handle inside information in accordance with the Instructions for all employees regarding inside information concerning financial instruments issued by Odfjell SE and related financial instruments. Sale and acquisition of Odfjell shares by prime insiders shall be conducted in accordance with Odfjell’s Instructions for Primary Insiders and their close associates (Primary Insiders in Odfjell). The person responsible for Odfjell’s compliance with insider trading regulations shall act in compliance with the Instructions for the contact person with Oslo Børs.

National and foreign law and company policy prohibit employees from giving family or friends any material, non-public information that employees learn about Odfjell.

Penalties may apply, regardless of whether the employees derive any benefit from any such trade or not.

**Competition**

All employees are expected to comply with both the letter and the spirit of relevant competition laws, and breaches thereof may give ground for disciplinary actions and/or legal processes. Even in countries where we operate that have not adopted antitrust and competition laws, we do not engage in any anti-competitive behavior that would harm our reputation.

Formal or informal agreements with competitors seeking to limit or restrict competition are illegal. Unlawful agreements include but are not limited to those that seek to fix or control prices; allocate products, markets or territories; or boycott certain customers or suppliers. Discussions with competitors regarding such agreements constitute a violation of this Code of Conduct and/or Competition Laws.

Formal and informal agreement with a competitor to join forces or to act as a sub-contractor in a bid for a single contract may be acceptable in many jurisdictions. However, compliance
with relevant legislation must be verified through legal counsel prior to entering into such agreements.

Certain understandings between a supplier and a customer are also considered anti-competitive and illegal. These include agreements that fix resale prices or result in discriminatory pricing between customers for the same product. These types of restrictive understandings must not be discussed nor agreed to with any customer.

For further details see Odfjell’s Antitrust / Competition Compliance Policy.

Sanctions

We will comply with all applicable sanctions in all of the countries where we operate, also if this means foregoing business opportunities.

For further details see Odfjell’s Sanctions Policy.

Bribery and Corruption

We will not engage in bribery or corruption in any form, whether in the private or public sector. Odfjell expects its personnel to adhere to the highest standard of moral and ethical conduct and not engage in any form of corrupt practices, including extortion, fraud, or bribery. Odfjell has established a Corporate Anti-corruption Policy & Procedure regarding bribery & corruption, facilitation payments, business partners & use of intermediaries (agents, brokers and other third parties), gifts & hospitality, donations & sponsorship and responsibilities & breach. This policy must be read, signed and adhered to by all to which it applies.

We will seek to influence the policies and actions of our other business partners so that they too meet their ethical and legal responsibilities. All business partners who act on our behalf must comply with applicable bribery and corruption laws.

For further details see Anti-Corruption Policy.

Gifts and Hospitality

Relationships with our business partners can be built and strengthened through legitimate networking and social interaction. However, giving or accepting gifts and hospitality may be regarded as corruption in certain situations, and we have strict limits for when we allow the giving or acceptance of gifts and hospitality.

As a general rule, we do not offer or accept gifts, except for promotional items of minimal value. In a situation where it would clearly give offence to refuse, the gift may be accepted if it is of reasonable value and handed over to Odfjell. We only offer or accept hospitality where there is a clear business reason for Odfjell to participate and the costs involved are reasonable.
Approval of gifts and hospitality can be approved using the GAN portal.

For further details see Anti-Corruption Policy.

Alcohol and Intoxicating substances

Odfjell requires abstinence from alcohol and other intoxicating substances in the workplace, and employees must not be influenced by such while carrying out work for Odfjell. Limited amounts of alcohol may be consumed when representing or promoting Odfjell if local custom and the circumstances dictate its appropriateness, provided proper conduct is shown. However, such consumption must not be combined with the operation of machinery, driving, or any other activity that is incompatible with alcohol. During execution of one’s work duties, employees are deemed to represent Odfjell also after ordinary working hours, e.g. while on business travel or as part of general representation/entertaining.

Diversity and Inclusion

Odfjell is committed to providing equal opportunities to individuals based on their ability, qualifications and suitability for the work. All employees shall be given equal opportunities for development of skills, new challenges and promotion irrespective of gender, ethnicity, race, religion, age, sexual orientation, disability or culture. We aim to create a safe, respectful and inclusive workplace. We expect everyone to behave in a way that does not offend, intimidate, degrade, insult or humiliate others. This includes inappropriate jokes, banter ridicule or taunts. Challenge poor practice in others, helping to promote good practice. Odfjell will not tolerate any discrimination.

Sexual & Other Harassment

It is important for Odfjell that every employee is treated with respect and dignity. Odfjell will not tolerate harassment of any kind.

No employee shall be subjected to a threatening or intimidating work environment due to the improper or unwelcome non-verbal, verbal or physical conduct of co-workers or supervisors, whether it takes place within Odfjell premises or outside, including all social events, business trips, training sessions or conferences sponsored by Odfjell. Improper conduct includes, but is not limited to, verbal abuse, unwelcome sexual advances, demand or request for any sexual favour, violence, aggression, ethnic humor or discrimination.

Any employee, who is victim or becomes aware of such improper conduct, shall as soon as possible express displeasure about the undesirable conduct and report any harassment in accordance with this Code of Conduct (chapter Whistleblowing).
Buying of Sexual services

Odfjell is strongly against buying of sexual services. Purchase of sexual services may be illegal after local law, support human trafficking and pose a security risk. Human trafficking is a violation of human rights.

Money Laundering

In its worldwide operations, Odfjell shall actively seek to protect its transactions from being used by others to launder questionable funds. Odfjell shall comply with all applicable anti-money laundering laws wherever we operate.

We will strive to minimize money laundering risks through our compliance measures which are designed to avoid receiving, or being involved in, an arrangement or transaction that relates to funds that may have a criminal origin.

We have published an Anti-Money Laundering & Counter Terrorist Financing Policy, which applies to all employees, directors and other representatives of Odfjell SE, irrespective of their domicile.

This policy is designed to prevent money laundering and terrorist financing by meeting the European standards on combating money laundering and terrorism financing, including the need to have adequate systems and controls in place to mitigate the risk of the firm being used to facilitate financial crime.

Accounting and Reporting

Odfjell shall maintain accurate and complete company records. All accounting information must be correct, registered promptly and reproduced in accordance with laws and regulations, including relevant accounting standards. Transactions with related parties shall be on a commercial arm’s length basis.

Odfjell is obligated to provide full, fair, accurate and understandable disclosure of relevant information in its periodic financial reports, other documents filed with applicable regulatory authorities and agencies as well as in its other public communications. Employees are expected to exercise the highest standard of care in preparing such materials. Falsifying records or misrepresenting facts can never be justified and will be treated as fraud.

Records Retention

Unauthorized destruction of or tampering with any records (whether written or in electronic form) is prohibited, where the Company is required by applicable law to maintain such records or where such records may be relevant to pending or threatened investigations or disputes.
Political activity and Donations

Odfjell will not participate in party political activity, and will make no political contributions anywhere in the world.

Odfjell will participate in local and global policy debate on matters of concern to the Company through direct involvement, third-party representation or industry groups.

Communications

All business communications on behalf of Odfjell must be lawful, truthful, professional and in good taste. The same standards apply to written and oral communication. Communications with the public in respect of Company matters, such as making public statements or giving comments to the media, whether orally or in writing, must only be made by authorized personnel. All press and media inquiries should be referred immediately, without comment, to the authorized personnel.

Odfjell is committed to communicating with governmental and regulatory authorities wherever we operate in an open and transparent manner.

If you in connection with work for the Company are contacted by someone from the police or a regulatory authority, a governmental department or a law enforcement authority, you shall consult your manager or the Compliance Officer for further guidance.

Questions about Code of Conduct

Whenever in doubt as to how to understand and practice this Code, the employee shall consult his/her superior for directions. If deemed difficult or impossible, the employee shall raise the issue with the Corporate Compliance Officer or, if available, with local personnel specifically appointed to handle compliance issues.

Whistleblowing

Violation of Odfjell’s standards may create situations that are dangerous for personnel, environment and property and negative for the Company. It is therefore both important and an obligation for all Odfjell employees to bring such violations to Management attention as quickly as possible.

Should an Odfjell employee be aware of any violation or suspected violation of this Code of Conduct, other company policies, procedures or any legal or regulatory requirements, he/she shall raise the issue with a superior. If the employee is uncomfortable using regular channels, he/she shall report to Odfjell’s Compliance Officer or, if available, to local personnel specifically appointed to handle compliance issues. The employee raising an issue or submitting a report should identify her/himself. If the employee feels uncomfortable with such identification, he/she can choose to be anonymous, but shall still report. All reports and communications will be treated with discretion.
No employee shall be discharged, demoted, suspended or in any other way penalized as a result of reporting such violations or suspected violations (whistleblowing).

For further details see Whistleblowing Policy.

Compliance and Internal Control

Odfjell shall employ necessary means of internal control in order to monitor that this Code of Conduct is being fully complied with.

On an annual basis senior manager shall report on compliance with this Code to the CEO.

We will consider non-compliance of the Code of Conduct as a serious matter warranting disciplinary action, up to and including dismissal, in accordance with applicable law.

Compliance Officer Corporate

Title: Chief Sustainability Officer and Corporate Compliance Officer
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Kristian V. Mørch
CEO

Bergen, January 2021