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Template Temporary Contract Worker Declaration



**DECLARATION OF CONFIDENTIALITY**

**ETHICAL BUSINESS STANDARDS**

**CONFLICT OF INTEREST**

**AND**

**PRIVACY NOTICE**

**FOR**

**CONTRACT WORKERS**

***Declaration of Confidentiality***

By signing this document I hereby declare to keep under full secrecy all matters brought to my knowledge through my work for Vår Energi AS (“Company”). This Declaration includes, but is not limited to, all information of personal relations, technical devices, production methods, data programs, business analysis and any other commercial information, bid information and calculations. It is not significant whether the information is graded or if it is available to all of Company’s Contract Workers and agents internally.

This Declaration means that information brought to my attention in the form of verbal statements, documents, drawings, programs, by IT or in other ways, shall not be given to persons not concerned or to others who do not need the information.

I further undertake not to actively seek information, which is subject to secrecy, apart from what is necessary to be able to carry out work related instructions. This means for instance that it is not permitted to operate data systems and/or search in a database that I have not been given access to.

I will show caution when storing and handling documents, drawings, programs, models etc., so that these are not brought to the knowledge of persons not concerned. I agree to, at any time, keep myself informed about and adhere to Company’s applicable procedures for handling and storage of confidential information. Furthermore I undertake not to take documents, drawings, data tape, discs or similar, in any the form of storage, from the Company’s premises without special permission.

This Declaration also applies after my work for Company has come to an end.

I will return all tangible documents and material which belong to the Company. Any electronically stored documents shall be destroyed immediately.

The above rules and regulations are not a hindrance to the fact that I during future engagements may use ordinary knowledge and experience acquired when working for Company.

***Ethical Business Standards***

By signing this document I acknowledge that I have read and undertake to comply with Company’s Code of Ethics (retrievable from Company’s website), as well as other applicable Company policies, such as those relating to gifts and entertainment.

***Conflict of Interest***

All personnel hired by Company are bound by the following conflict of interest rules included in the Company Code of Ethics:

*“Vår Energi acknowledges and respects the right of its People to take part in investments, business and other kinds of activities other than the activity performed in the interest of Vår Energi, provided that such activities are permitted by law and are compatible with the obligations assumed towards Vår Energi. The Self-Regulatory Code of Vår Energi AS governs any possible conflict of interest of directors and statutory auditors of Vår Energi AS.*

*Vår Energi’s management and employees shall avoid and report any conflicts of interest between personal and family economic activities and their tasks within the company. In particular, everyone shall point out any specific situations and activities of economic or financial interest (owner or member) to them or, as far as they know, of economic or financial interest to relatives of theirs or relatives by marriage within the 2nd degree of kinship, or to persons actually living with them, also involving suppliers, customers, competitors, third parties, or the relevant controlling companies or subsidiaries, and shall point whether they perform corporate administration or control or management functions therein.*

*Moreover, conflicts of interest are determined by the following situations:*

* *use of one’s position in the company, or of information, or of business opportunities acquired during one’s work, to one’s undue benefit or to the undue benefit of third parties;*
* *the performing of any type of work for suppliers, sub-suppliers and competitors by employees and/or their relatives.*

*In any case, Vår Energi’s management and employees shall avoid any situation and activity where a conflict with the Company’s interests may arise, or which can interfere with their ability to make impartial decisions in the best interests of Vår Energi and in full accordance with the principles and contents of the Code, or in general with their ability to fully comply with their functions and responsibilities. Any situation that may constitute or give rise to a conflict of interest shall be immediately reported to one’s superior within management, or to the body one belongs to, and to the Guarantor. Furthermore, the party concerned shall abstain from taking part in the operational/decision-making process, and the relevant superior within management, or the relevant body, shall:*

* *identify the operational solutions suitable for ensuring, in the specific case, transparency and fairness of behaviours in the performance of activities;*
* *transmit to the parties concerned – and for information to one’s superior, as well as to the Guarantor – the necessary written instructions;*
* *file the received and transmitted documentation.”*

With reference to the above, I declare that I per the date of this Declaration am not in a conflict of interest situation. I understand and accept that any situation that may constitute or give rise to a conflict of interest situation shall be reported in accordance with the above; or

I hereby inform of the following conflict of interest situation and/or potential conflict of interest situation:

By signing this document I acknowledge that a breach this Declaration may involve termination of my assignment with Company, criminal liability, as well as liability for damages in accordance with law to the Company.

***Privacy Notice***

By signing this document I declare to have read and understand Company’s Privacy Notice.

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Place/date

Signature

Name (typed letters)