

Impartiality statement

1. Purpose

As Norway's largest private environmental fund, the Norwegian Retailers' Environment Fund is concerned with ensuring that decisions are made on the right basis and in the right way.

The purpose of the impartiality rules is to ensure correct, impartial decisions, to strengthen and maintain society's trust in the Fund and to safeguard the credibility of decision-makers.

The impartiality rules are preventive 'house rules'. Disqualifying yourself or being disqualified on grounds of partiality does not mean that you are to blame for anything.

2. Who do the rules apply to?

The impartiality rules are personal and apply to everyone involved in the consideration of applications and tenders, for example employees of the Norwegian Retailers' Environment Fund, board members, members of expert committees and advisory committees (hereinafter referred to as Party or Parties).

The statement must be signed before the consideration of applications and/or tenders begins, and it applies during the whole period in which the Parties are involved in the consideration of applications and/or tenders on behalf of the Fund.

3. Disqualification

3.1 Automatic disqualification

The Parties are disqualified from participating in the consideration of an application or a tender if

- a) The Party is the applicant or tenderer
- b) The Party has a strong family connection to the applicant or tenderer
- c) The Party has a special role in relation to the applicant or tenderer

3.2 Disqualification based on discretionary judgement

The Parties are also disqualified from participating in the consideration of an application or tender if other special circumstances exist that may weaken trust in the Parties' impartiality. In the assessment, emphasis may be placed on whether:

- a) the application or tender is of such importance to the Party or the Party's related parties that the Party must be deemed to have a strong personal or financial interest in the matter;

- b) the Party holds a position or an office in a private or public institution with a financial or other special interest in the matter, or the Party has previously participated in consideration of the matter in that capacity;
- c) the Party holds a position or an office in a private or public institution, organisation or enterprise that is in direct competition with the applicant or tenderer.

Emphasis can also be placed on whether an objection on grounds of partiality has been raised by an applicant or tenderer.

4. Procedure for assessing impartiality

- a) The Parties must always assess their own partiality.
- b) If circumstances exist that indicate that the Party is disqualified, the Party is obliged to notify the Fund's administration of this.
- c) If the Party is uncertain about their own impartiality, the Party is obliged to notify the Fund's administration of this.
- d) If the Fund's administration is uncertain about the question of impartiality, the matter shall be assessed by the Fund's impartiality committee. The committee consists of two board members and one member of the administration. The committee is appointed jointly on a case-by-case basis by the chair and deputy chair of the board.