

GREENFOOD SUPPLIER CODE OF CONDUCT



BEING A MEMBER OF THE **GREENFOOD FAMILY**

Even if our DNA is over 50 years old we take pride in continuously reinventing ourselves. We do so by developing new products, new concepts and new ways of simplifying life and cooperation

As individuals we foster a no-bullshit-culture that allows us to focus on the most important thing, i.e. our desire to impress customers!

We love doing old things differently, doing new things and question holy cows. Since we strive towards doing healthy yummy we need to nourish our most important ingredient – our people.

Supplying the Greenfood-family we expect you to act with honour also when no one looks, don't wait till later, do things now! And lastly, we know the people we do business with, we speak with humans, not companies.



David von Laskowski, CEO Greenfood Group

GREENFOOD

THIS IS THE CODE

CODE OF CONDUCT

This Code of Conduct is applicable to all suppliers and business partners of all companies within the Greenfood group. In order to achieve sustainable social and environmental standards in our own production facilities as well as in our supply chain, we need to work closely with our suppliers and business partners.

We base our requirements mainly on internationally agreed standards such as, the Universal Declaration of Human Rights, The UN convention on the rights of the child and applicable ILO conventions. Greenfood group are members of amfori BSCI as of 1 of September 2018. This Code of Conduct embraces all the principles of the amfori BSCI Code of Conduct version 1/2014.

Suppliers to the companies within the Greenfood group must comply with the requirements in this Code of Conduct and take measures to ensure that their suppliers and sub-contractors also adhere to the Code. Greenfood group will, through our membership in amfori BSCI, monitor our suppliers' adherence to our requirements.

The provisions of this Code constitute minimum and not maximum standards, and this Code should not be used to prevent companies from exceeding these standards. Companies applying this code are expected to comply with national and other applicable law and, where the provisions of law and the Code of Conduct address the same subject, to apply that provision which affords the greater protection.

A key to improved working conditions is dialogue between employees and employers. Functioning collective bargaining and internal systems for maintaining good working conditions can never be replaced by controls in the form of social audits. The Greenfood group will therefore, in line with BCSI's requirements, work for encouraging dialogue between employees and employers, and follow-up our suppliers on establishing and maintaining internal management systems for the systematic work with environmental responsibility, working environment and working conditions.

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1.

EMPLOYMENT **IS FREELY CHOSEN**

- 1.1. There is no forced, bonded, indentured servitude, trafficked or involuntary prison labour. Forced labour implies that employees are forced to work under some kind of threat or constraint.
 - 1.2. Workers are not required to lodge “deposits” or their identity papers with their employer and are free to leave their employer after reasonable notice.
 - 1.3. Employees shall at all times be entitled to leave the Company’s premises and area at the end of an ordinary working day.
 - 1.4. Migrant workers or employment through middle men mean greater risks for forced labour and call for special attention. If foreign workers are employed on contract basis, they should never be required to remain employed for any period of time against their own will. All commissions and other fees to a recruitment agency in connection with their employment should be covered by the employer.
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2.

FREEDOM OF ASSOCIATION AND THE RIGHT TO COLLECTIVE BARGAINING ARE RESPECTED

- 2.1. All workers have the right to join or form trade unions of their own choosing and to bargain collectively.
 - 2.2. The employer adopts an open attitude towards the activities of trade unions and their organizational activities.
 - 2.3. Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace.
 - 2.4. Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.
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3.

CHILD LABOUR SHALL NOT BE USED

- 3.1. Child labour is not accepted. We require conformity to the provisions of the relevant ILO standards and to the UN convention on the Rights of the Child. No employee may be under the minimum age of completion of compulsory schooling as defined by law, which shall not be less than 15 years of age, unless exceptions recognized by the ILO apply.
 - 3.2. There shall be no new recruitment of child labour. The Company must establish robust age-verification mechanisms as part of the recruitment process, which may not be in any way degrading or disrespectful to the worker.
 - 3.3. If a child is found to be working in the Company, the Company is required to ensure that measures are taken in the best interest of the child, to provide for the transition of the child into education, and to enable her or him to attend and remain in quality education until no longer a child. When appropriate, the Company shall pursue the possibility to provide decent work for adult household members of the affected children's family.
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- 3.4. Young employees, under 18, may only work outside compulsory school hours. The total number of school hours, working hours and transport to and from school and work may not, under any circumstances, exceed 10 hours a day, and they may not work more than 8 hours a day. Young persons under 18 shall not be employed at night or in hazardous conditions.

 - 3.5. The Company shall set the necessary mechanisms to prevent, identify and mitigate harm to young workers; with special attention to the access young workers shall have to effective grievance mechanisms and to Occupational Health and Safety trainings schemes and programs.
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4.

WORKING CONDITIONS ARE SAFE AND HYGIENIC

- 4.1. A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. The Company shall comply with occupational health and safety regulations, or with international standards where domestic legislation is weak or poorly enforced. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment. When required for health or safety reasons, the Company shall provide effective Personal Protective Equipment (PPE) to all workers, free of charge.
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- 4.2. The Company shall register and document all accidents and injuries that affect the work force. In the event of an accident or injury, the Company shall ensure the best possible protection of the employees, including provision of mandatory insurance programs. All employees shall have the right to leave the work place without asking for permission in the event of immediate danger. The above shall also apply to seasonal workers, workers employed through middle men, and migrant workers.
 - 4.3. Vulnerable individuals such as - but not limited to - young workers, new and expecting mothers and persons with disabilities, shall receive special protection.
 - 4.4. The facility environment shall be clean and free from pollution. The temperature in the factory should be tolerable as a working environment, and the ventilation should be adequate. Heaters or fans should be provided when needed. The lighting in each workplace should be sufficient for the work performed, at all times of day.
 - 4.5. Emergency exits shall be provided on all floors and be clearly marked and well lit, shall not be blocked, and shall be accessible for evacuation during working hours.
 - 4.6. First aid equipment must be available in each factory, and at least one person in each department should have training in basic first aid.
 - 4.7. Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers. All workers should be aware of relevant safety arrangements in the factory, such as emergency exits, fire extinguishers and first aid equipment. An evacuation plan should be displayed in the factory, the fire alarm should be tested regularly and regular evacuation drills are desirable.
 - 4.8. Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.
 - 4.9. Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers. Fire safety and emergency evacuation plans in dormitories shall be of the same standard as in the working environment.
 - 4.10. The company observing the code shall assign responsibility for health and safety to a senior management representative.
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5.

LIVING WAGES **ARE PAID**

- 5.1. Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income and legally granted social benefits.
 - 5.2. All workers shall be provided with written and understandable Information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.
 - 5.3. Wages shall be paid in a timely manner, regularly, and in a legal currency. The level of wages shall reflect the skills and education of workers and shall refer to regular working hours.
 - 5.4. Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.
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6.

WORKING HOURS ARE DECENT

- 6.1. Business partners observe this principle when they ensure that workers are not required to work more than 48 regular hours per week, without prejudice to the specific expectations set out hereunder. However, the amfori BSCI recognizes the exceptions specified by the ILO.
 - 6.2. Applicable national laws, industry benchmark standards or collective agreements are to be interpreted within the international framework set out by the ILO.
 - 6.3. In exceptional cases defined by the ILO, the limit of hours of work prescribed above may be exceeded, in which case overtime is permitted.
 - 6.4. The use of overtime is meant to be exceptional, voluntary, paid at a premium rate of not less than one and one-quarter times the regular rate and shall not represent a significantly higher likelihood of occupational hazards. Furthermore, Business Partners shall grant their workers with the right to resting breaks in every working day and the right to at least one day off in every seven days, unless exceptions defined by collective agreements apply.
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7.

NO DISCRIMINATION IS ALLOWED

- 7.1. There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on gender, age, religion, race, caste, birth, social background, disability, ethnic and national origin, nationality, membership in unions or any other legitimated organisations, political affiliation or opinions, sexual orientation, family responsibilities, marital status, diseases or any other condition that could give rise to discrimination.
 - 7.2. Workers shall be protected from sexual harassment, insults or exploitation. Dismissal of workers on unjustifiable grounds, e.g. marriage, pregnancy, parenthood or illness, is not permitted.
 - 7.3. All workers with the same experience and qualifications shall receive equal pay for equal work.
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8.

REGULAR EMPLOYMENT IS PROVIDED

- 8.1. To every extent possible, work performed must be on the basis of recognised employment relationship established through national law and practice.
 - 8.2. Obligations to employees under labour or social security laws and regulations, arising from the regular employment relationship, shall not be avoided through the use of labour-only contracting, sub-contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.
 - 8.3. Before entering into employment, the Company is to provide workers with understandable information about their rights, responsibilities and employment conditions, including working hours, remuneration and terms of payment.
 - 8.4. All workers shall be entitled to their own copy of an employment contract, written in a language that they understand.
 - 8.5. The Company shall take into special consideration employees who have children, especially seasonal and migrant workers with children located distantly, so that these workers can combine work with parenthood.
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9.

NO HARSH OR INHUMANE TREATMENT IS ALLOWED

- 9.1. The Company shall treat all employees with dignity and respect. Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation or humiliation shall be prohibited.
 - 9.2. All disciplinary procedures must be established in writing, and are to be explained verbally to workers in clear and understandable terms.
 - 9.3. The gathering and maintaining of information from sub-suppliers, customers and employees shall be done using precautionary procedures in order to prevent unauthorised disclosure or damage. Personal information shall always be managed with respect for personal integrity.
 - 9.4. The working environment shall offer satisfactory personal integrity.
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10.

ENVIRONMENT, LOCAL COMMUNITY AND ANIMALS WELFARE

- 10.1. The Company shall comply with all applicable environmental legislation.
 - 10.2. The Company shall support preventive measures to combat environmental problems. Significant environmental impacts on the environment and local communities shall be identified and the Company shall take actions to minimise its negative impact on the environment and local communities.
 - 10.3. The Company is responsible for establishing and implementing standards and processes for management of waste, handling of hazardous waste, and treatment of emissions to air and water, which meet or exceed legal standards.
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- 10.4. No pesticides that are prohibited in the European Union may be used in the production.
- 10.5. The impact of the company operations shall not contribute to the destruction of the resource and income base for marginalised population groups, for example by laying claim to large land areas or other natural resources upon which such population groups depend.
- 10.6. In cases of conflict with local communities concerning the use of land or other natural resources, the local stakeholders shall through negotiation ensure respect for individual and collective rights to land and other resources based on common custom or tradition, including in cases where such rights have not been formally registered.
- 10.7. Animals shall be treated in accordance with the five principles of freedoms for animals, allowing for natural behaviour and minimising animal suffering.
- Freedom from hunger or thirst - by ready access to fresh water and a diet to maintain full health
 - Freedom from discomfort - by providing an appropriate environment including shelter and a comfortable resting area
 - Freedom from pain, injury or disease - by prevention or rapid diagnosis and treatment
 - Freedom to express most normal behaviour - by providing sufficient space, proper facilities and company of the animal's own kind
 - Freedom from fear and distress - by ensuring conditions and treatment which avoid mental suffering
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11.

CORRUPTION IS NOT ACCEPTED

- 11.1. The company shall adopt and comply with an anti-bribery and corruption policy. National legislation shall be followed and no forms of corruption is allowed, including blackmail, fraud and bribery. Corruption is the abuse of entrusted power for private gain. The Company's employees shall not offer benefits to gain commercial advantages, nor shall they accept such benefits.
 - 11.2. The Company shall demonstrate transparency, openness and honesty in information sharing. Misleading or false information is not accepted.
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12.

A MANAGEMENT SYSTEM IS IMPLEMENTED

- 12.1. The company shall define and implement a Code of Conduct, which meets or exceeds the criteria in this Code of Conduct and the requirements of amfori BSCI.
 - 12.2. The company's management is responsible for defining and implementing a management system, which ensures that the Code of Conduct is communicated to employees, implemented and monitored, and that corrective measures are taken in the event of any violations of the Code of Conduct.
 - 12.3. The Company shall investigate and address input and complaints from employees regarding compliance with the Code of Conduct. There shall be no disciplinary measures or discrimination of employees that provide such information. We recommend that the Company provides a whistle blowing channel through which employees can anonymously give feedback if any misconduct is observed.
 - 12.4. The Company is expected to keep accurate information regarding their activities, structure and performance, and should disclose these in accordance with applicable regulations and industry benchmark practices.
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13.

TRANSPARENCY AND COOPERATION

- 13.1. Greenfood group expects all its suppliers and business partners to respect the Code of Conduct, to do their utmost to adhere to its requirements, and to strive to continuously improve the social and environmental conditions in the supply chain. This can only be achieved with a co-operative approach, including sharing of information and collaboration to define and agree upon action plans for improvements. The Company is expected to continuously assess its operation, identify potential risks of non-adherence of the Code of Conduct, and take the actions needed to mitigate these risks.
 - 13.2. Suppliers to the Greenfood group is obligated to inform the Greenfood group when issues and incidents are identified violating the code of conduct or the intentions of the code of conduct.
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14.

ADHERENCE TO THE CODE IS MONITORED

- 14.1. Greenfood group believe in co-operation and we are willing to work with our suppliers to achieve continuous improvement and to find solutions to arising challenges.
 - 14.2. Greenfood group will follow up the compliance to this code through supplier monitoring, audits and amfori BSCI. We reserve the right to make unannounced visits to all sites producing our goods, either ourselves or through an independent party, in order to monitor the Company's compliance with the Code of Conduct. The Company shall provide full access to all relevant documentation.
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15.

NON-COMPLIANCE

- 15.1. If we find that the Company does not comply with the Code of Conduct, and if the Company presents false information or fails to implement the corrective measures within an agreed time limit, we reserve the right to terminate the business relationship with this Company. In the case of severe or repeated violations, we may immediately terminate the co-operation and cancel existing orders.
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AGREEMENT

We hereby confirm that we understand and commit to adhere to the Greenfood Group Supplier Code of Conduct.

Consignee:

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Signature

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Printed name and Position

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Company and date

