

SOLINA VENDOR CODE OF CONDUCT

2024



At Solina, our purpose is to make food matter for people and the planet. Therefore, we are committed to achieving the highest standards of social, ethical, and environmental responsibility. As our supplier we expect you to operate in accordance with the principles of our Supplier Code of Conduct, set out below.

Contents

- 1. National legislation 2
- 2. Human Rights 2
 - 2.1. Freedom of Association and Right to Collective Bargaining 2
 - 2.2. Discrimination 2
 - 2.3. Remuneration 3
 - 2.4. Working hours 3
 - 2.5. Health and Safety 3
 - 2.6. Child labor 3
 - 2.7. Forced and Compulsory Labor 4
- 3. Environment 4
 - 3.1. Emissions 4
- 4. Business Ethics..... 5
 - 4.1. Confidential information 5
 - 4.2. Data protection and privacy 6
 - 4.3. Grievance 6
- 5. Sustainable procurement..... 6

As a Solina supplier, you agree to:

1. National legislation

- Comply and keep informed with national legislation, industrial standards, regulatory requirements, international standards – ILO and UN, as appropriate and in countries of operation and sourcing.

2. Human Rights

- Take a zero tolerance against violations of fundamental human rights, in line with the OECD and UN Guiding Principles on Business and Human Rights (UNGPs).
- No complicity in violations of international humanitarian law and other crimes against the human person, including war crimes, crimes against humanity, genocide, torture, forced disappearances, hostage taking and extrajudicial, summary, or arbitrary executions.
- Respect the rights to land tenure of local communities and Indigenous peoples impacted by its operations, including its raw material sourcing, and will adhere to the principle of Free, Prior and Informed Consent

2.1. Freedom of Association and Right to Collective Bargaining

- Respect the right to form and join trade unions and bargain collectively.
- All personnel are free to: organize trade unions of their choice; and bargain collectively with their employer.
- Respect the workers' right to organize unions and bargain collectively.
- Not interfere in workers' organizations or collective bargaining; inform personnel of these rights & freedom from retaliation.
- Where law restricts rights, allow workers freely elect representatives; ensure no discrimination against personnel engaged in worker organizations.
- Ensure representatives access to workers at the workplace.
- All commissions and other fees to a recruitment agency in connection with their employment should be covered by the employer.

2.2. Discrimination

- No harsh, inhumane, or degrading treatment or punishment of employees or any form of discrimination as defined in ILO convention 100 and 111, based on race, national or social origin, caste, birth, religion, disability, gender, sexual orientation, union membership, political opinions, and age.
- No discrimination in hiring, remuneration, access to training, promotion, termination, and retirement.
- Treat all employees and workers with dignity and respect; zero tolerance of corporal punishment, mental or physical abuse of personnel.
- Value and respect diversity, equity and inclusion and are encouraged to demonstrate a commitment to building and maintaining a diverse workforce.

2.3. Remuneration

- Respect the right of personnel to a decent wage / living wage.
- All workers should be paid at least wages sufficient to meet basic needs & provide discretionary income.
- No deductions from wages for disciplinary purposes, with some exceptions.
- wages and benefits clearly communicated to workers; paid in a convenient manner – Cash, bank or cheque form.
- Overtime paid at premium rate; prohibited use of labor-only contracting, short-term contracts, false apprenticeship schemes to avoid legal obligations to personnel.

2.4. Working hours

- Compliance with laws & industry standards; normal workweek, not including overtime, shall not exceed 48 hours.
- 1 day off following every six consecutive workdays, with some exceptions.
- Overtime is voluntary, not regular, not more than 12 hours per week.
- Required overtime only if negotiated.

2.5. Health and Safety

- Provide a safe and healthy workplace.
- Adequate steps taken to prevent potential occupational accidents.
- System to detect, avoid and respond to risks.
- Record all accidents.
- Provide appropriate personal protection equipment and safety training as required.
- Provide medical attention in the event of work-related injury.
- Remove, reduce risks to new and expectant mothers.
- Access to clean toilet facilities and potable water, and, if appropriate, sanitary facilities for food storage provided.
- Provide decent dormitories- clean, safe, to meet basic needs.
- Defend workers' right to remove from imminent danger.
- Not expose employees to life-threatening work environments, where they have not been informed of the dangers and where protective measures have not been undertaken.
- Identify and assess potential emergency situations and events and minimize their impact by implementing emergency plans.
- Provide regular and recorded health and safety training to workers, and such training shall be repeated for new or reassigned workers.

2.6. Child labor

- No use or support worst forms of child labor as defined in FAO guidance on child labor:
 - Whether various kinds of work and tasks can be called child labor depends on a child's age, the type and hours of work performed, and the conditions under which it is performed.
 - Children who are over the age of 13 years (in developing countries this can be 12) can do light work if it does not threaten their health and safety or hinder

- their education or training. National governments are supposed to determine locally what is acceptable light work, although few countries have.
 - Children who are over the age of 15 years (in developing countries this can be 14) can work if it does not threaten their health and safety or hinder their education or training.
 - Children under the age of 18 years are not allowed to do dangerous work or work in dangerous or unhealthy conditions which could result in illness, injury or death. This is known as hazardous work.
- Have in place policies and written procedures for remediation of children found to be in a working situation.
- No child below the age for finishing compulsory schooling, or 15 years of age (whichever is the greater) may be employed by a supplier, subject to ILO exceptions.
- Where young people under the age of eighteen are employed, suppliers will ensure that their work is not likely to be harmful to their health and/or development, including no working under hazardous conditions and ensuring compliance with all applicable laws.
- Conduct child labor due diligence among their suppliers and to implement mitigating measures if child labor is encountered. Written evidence of such due diligence must be provided to Solina upon request.

2.7. Forced and Compulsory Labor

- Not make use of, or support for, forced or compulsory labor as defined in ILO convention 29 and 105 and Modern Slavery Act.
- Not require 'deposits' - financial or otherwise.
- Not withhold salary, benefits, property, or documents to force personnel to continue work.
- Guarantee personnel right to leave premises after the workday.
- Guarantee personnel free to terminate their employment.
- Not use nor support human trafficking, and no use of involuntary prison labor.
- Not use bonded and forced labor, including forced prison labor and human trafficking.

3. Environment

- Adopt a precautionary approach to the environment by minimizing environmental harm and destruction in line with the UN's Agenda 21 Section II: Conservation and management of Resources for Development (see Appendix 1); The European Green Deal; UK Environmental Bill (2020).
- Procedures must be in place to identify, prevent, limit and correct harmful environmental impacts that relate to your operations and sourcing.
- Not engage in trade, procurement, import, use and export of fauna and/or flora of endangered or protected species, on the IUCN Red List and as defined by the Convention on International Trade of Endangered Species (CITES).

3.1. Emissions

- Monitor, track, and document its emissions to air, water, and soil from its facilities. Specific focus areas include greenhouse gas and other air emissions. Suppliers are responsible for managing, measuring and minimizing their environmental impact.

3.2. Biodiversity

- Take appropriate steps to ensure that biodiversity is preserved throughout the supplier's operations and their entire supply chain.

3.3. No deforestation

- Solina does not accept any link to deforested areas in its supply chain, in accordance with the Regulation (EU) 2023/1115 on deforestation-free products

3.4. Waste management

- Implement a systematic approach to identify, manage, reduce, and responsibly dispose of or recycle solid waste.

3.5. Water management

- Respect neighboring communities' rights to water; safety, sufficiency, acceptability, physical accessibility, and affordability, as key elements of this right.

3.6. Soil quality

- Take appropriate steps and set targets to preserve soil quality and minimize their impacts on soil, as far as possible. Suppliers sourcing agricultural commodities should aim to perform and promote good farming agricultural practices across their supply chain and towards farmers.

3.7. Animal welfare

- Animals shall be treated in accordance with the five principles of freedoms for animals, allowing for natural behavior and minimizing animal suffering.

4. Business Ethics

- Bribery and corruption as well as blackmail or illegal economical transactions (insider dealing, money laundry etc.) is not accepted and should be actively worked against in any form.
- Solina group expects full compliance with all rules and regulations in force and proactive approach to prevent unethical practices.
- Suppliers shall avoid all conflicts of interest while supplying Solina. Suppliers are required to report any situations of potential or apparent conflicts between their personal interests and the interests of Solina.
- Suppliers must uphold fair business, advertising, and competition standards. The supplier shall under no circumstance cause or be part of any breach of general or special competition regulations and laws.

4.1. Confidential information

- Any confidential information in relation to Solina Group must be protected and not handed over to any third party (within legal boundaries) without written acceptance by Solina Group, regardless the information may be given or received without actual trade has been conducted.

4.2. Data protection and privacy

- Have a responsibility toward data protection (preventing unauthorized access to the held data) and data privacy (safeguarding and using it properly).
- Be transparent about the types of data the supplier collects and the purposes for which it is processed.

4.3. Grievance

- Have a responsibility toward data protection (preventing unauthorized access to the held data) and data privacy (safeguarding and using it properly).
- Be transparent about the types of data the supplier collects and the purposes for which it is processed.

5. Sustainable procurement

- Include adherence to the key components of this Supplier code of Conduct in their operations whether through the supplier's own policy, standards, circulars or other official documentation, with their suppliers.

In pursuit of our commitment to collaborate with our partners to foster people's wellbeing and nurture our planets resources, SOLINA will:

- Asses its Suppliers against the components of this Supplier Code of Conduct,
- Request information and documentation to verify compliance, including information regarding the production and sources of raw materials and goods supplied.
- Reserve the right to undertake audits of Suppliers in line with the constituents of this code of conduct.
- If we find that the supplier does not comply with the Code of Conduct, and if the supplier presents false or misleading information or does not implement the corrective measures within an agreed time limit, Solina may immediately terminate the business relationship with the supplier. In the case of severe or repeated violations, Solina must immediately terminate the co-operation.
- Collaborate with suppliers on sustainable initiatives to improve best practice and enhance positive impacts within the food value chain.
- Share best practice with regards to sustainability, environmental practices, and human rights in the workplace across its supply chain.
- Recognize industry certification and assurance schemes as de facto compliance with key components of this code of conduct (see Appendix 1)
- review this Code of Conduct and its requirement every two years to ensure it is applicable and relevant to current operations and the rules of law.
- Provide grievance mechanisms to facilitate reporting concerns.
- Take a zero tolerance against, and will not conduct business with, a supplier engaged in violations of fundamental human rights, in line with OECD, UN and Global Compact.

Supplier Declaration

- This declaration confirms that your company is compliant with the provisions set out in the Solina Supplier Code of Conduct.
- We, the undersigned hereby confirm that:
 - We have received, read, understood, and taken due note of the provisions set out in the Solina Supplier Code of Conduct
 - We are aware of and comply to all relevant laws and regulations of the countries in which our company operates.
 - We commit to continue to comply with the Solina Supplier Code of Conduct
 - We will report any case of violations of this policy to Solina within ten days of becoming aware of the violation.
- This document must be signed digitally by an authorized representative of the Supplier and submitted through the digital signing system, along with any supporting evidence of compliance such as certification and audit reports as detailed in Appendix 1. In exceptional cases we also accept signing the document in writing.

Date

Place

Signature

Name

Appendix 1

Ethical Trading Initiative (ETI) base code

- The ETI Base Code is an internationally recognized set of labor standards based on International Labor Organization (ILO) conventions. Its core provisions are:
- Employment is freely chosen.

Vendor code of conduct

- Freedom of association and the right to collective bargaining are respected.
- Working conditions are safe and hygienic.
- Child labor shall not be used.
- Living wages are paid.
- Working hours are not excessive.
- No discrimination is practiced.
- Regular employment is provided.
- No harsh or inhumane treatment is allowed.
- ETI Base Code is available [here](#).
- ILO Core conventions is available [here](#).
- UN Global Compact is available [here](#).
- FAO guidance on child labor FAO Child labor in Agriculture | Food and Agriculture Organization of the United Nations

Environmental Standards

- Agenda 21 Section II: Conservation and Management of Resources for Development includes atmospheric protection, combating deforestation, protecting fragile environments, conservation of biodiversity, control of pollution and the management of biotechnology, and radioactive wastes.
- Agenda 21 is available here:
<https://sustainabledevelopment.un.org/content/documents/Agenda21.pdf>

Certification and assurance

Solina recognizes third-party verified certification schemes and private standards as assurance that Suppliers are seeking to meet the provisions set out in this Code of Conduct.

These include, and are not limited to:

- EcoVadis
- Member of SEDEX with completed SAQ
- SMETA audit
- ISO14001, ISO45001
- ETI membership
- Organic standards and/or certification
- SA8000 certification
- FSA from the SAI platform
- Fairtrade Standard
- The Rainforest Alliance (RA) Certification (including UEBT/Rainforest Alliance Herbs & Spices program)