



# Code of Conduct for suppliers

## What is the background of the Code?

Fynbo Foods A/S (hereafter “Fynbo” or “we”) is as a food producer of Danish style processed fruit and vegetable products such as jam and marmalade, spread, filling, condiments, etc. The company was founded in 2002 with the goal to establish a major employer in Northern Jutland in Denmark which could ultimately make an impact on the fruit and vegetable based food market while improving quality standards and producing healthier and more sustainable food.

Due to a high level of business ethics, innovation, open dialogue, efficiency and the best employees, Fynbo has become a market leader today. Fynbo is the leading Danish manufacturer of organic, Fairtrade® and private label jam and marmalade. This development and success could not have been possible without support from our suppliers, customers and the consumers to which we are both grateful and proud to serve.

As we wish to maintain our high level of business ethics and ensure this level through the entire production chain, we have implemented a detailed CSR policy and described our business standards in this Code of Conduct for suppliers (hereafter the “Code”). The Code includes our social, environmental and ethical responsibilities, which are based on international conventions, declarations and frameworks such as the United Nations’ Global Compact and the Universal Declaration of Human Rights and the Fundamental Conventions of the International Labour Organization (ILO).

## Whom does the Code apply to?

This Code applies to all Fynbo’s suppliers.

We expect that our suppliers work to ensure that the Code is complied with within their entire business, including all sub-suppliers, sub-contractors and direct and indirect employees (fulltime, part time, contract, consultants, temporary, casual etc.).

When the term “supplier” is used in the Code, this includes both Fynbo’s direct suppliers and all sub-suppliers, sub-contractors, etc. It is the supplier’s responsibility that the Code is communicated to all stakeholders.

## What are the principles of the Code?

Below, we have described the principles of the Code. The principles constitute minimum and not maximum standards.

### **Ethical business behaviour**

The supplier shall comply with all relevant local laws and regulations, including industry standards. If local laws and regulations cover the same principles as the Code, the strictest standard shall apply.

Fynbo does not tolerate any form of corruption, extortion, blackmail, fraud, facilitation payments, bribery, antitrust actions or other kinds of illegal business. Further, the supplier must avoid business partners being under a trade boycott from UN and/or Danish authorities.

The supplier must comply with trade laws and regulations of export and/or import.

### **No forced labour**

All employment must be freely chosen. Forced, bonded, involuntary, servitude, trafficked and prison labour is not tolerated.

All employees must have written and legal employment contracts and have employment terms, including remuneration, in compliance with local and international laws, regulations and applicable collective bargaining agreements.



The supplier shall allow its employees to leave work, and freely terminate their employment provided that they give a reasonable notice.

See ILO convention no. 29 and 105.

#### **No discrimination**

No discrimination is tolerated, and the supplier shall not discriminate in any employment decisions (hiring, remuneration, access to training/education, promotion, termination of employment, retirement, etc.).

The supplier shall not discriminate, exclude or have a certain preference for persons based on gender, age, religion, race, caste, birth, social background, disability, ethnic and national origin, migrant status, nationality, membership in unions or any other legitimated organizations, political affiliation or opinions, sexual orientation, family responsibilities, marital status, parental status, diseases or any other condition that could give rise to discrimination.

Further, employees shall not be harassed or disciplined on any of the grounds listed above.

See ILO convention no. 100 and 111 and the United Nations Universal Declaration on Elimination of Discrimination Against Women.

#### **No brutal behaviour**

Sexually coercive, threatening, abusive or exploitative behaviour is strictly forbidden and not tolerated. The supplier shall not engage in or support the use of corporal punishment, threats of violence, mental or physical coercion or verbal or sexual harassment.

#### **No child labour**

Any direct or indirect use or exploit of child labour is not tolerated. No person shall be employed at an age younger than 15 years, unless the exceptions recognised by the ILO apply. The local legal minimum age (if higher than 15 years) for full-time employment must always be observed. The supplier must have proof of age documentation for all employees.

See ILO convention no. 79, 138 and 182 and the United Nations Universal Declaration of the Right of the Child.

#### **Young workers**

Young workers between 15-18 years old may only be employed to carry out light work at reduced working hours, with tasks that do not interfere with their physical and mental development and education.

See ILO convention no. 79, 138 and 182 and the United Nations Universal Declaration of the Right of the Child.

#### **Working hours and leave**

The maximum regular working hours shall not exceed 48 hours per week. Overtime work shall be limited and generally not exceed 12 hours per week. Employees shall have the right to resting breaks and a minimum of one day off per week. Fynbo recognises the exceptions specified by ILO, and that collective bargaining agreements may include exceptions as well.

Maternity and sick leave, holiday and time off shall be provided to all employees in accordance with applicable local law, traditions and standards.

See ILO convention no. 1 and 14.

#### **Remuneration**

All employees shall be entitled to fair and equal remuneration, which at least meets the legal minimum wage, industry standards (collective bargaining agreement) or negotiated wages and includes all mandatory benefits. For piece-rate workers, their working day shall give at least the equivalent of a minimum day-wage. All overtime work shall be compensated at a premium rate according to legal requirements. Deduction in remuneration shall not be used as a disciplinary sanction and is only permitted under the conditions and to the extent prescribed by law or collective bargaining agreement.

See ILO convention no. 100 and 131.



### **Health and safety**

The supplier's facilities must meet safety, health and hygienic standards according to applicable local laws, international regulations and industrial standards.

The supplier must have procedures in place to ensure a safe workplace and prevent, address and mitigate health and safety risks, including but not limited to:

- Incident and risk management procedures / emergencies procedures
- Representatives appointed for health and safety committee according to law
- Health and safety training and education for relevant employees to carry out their job; emergency and fire training; training in handling hazardous materials, chemicals and dangerous goods
- Provision of the appropriate personal protective equipment (PPE) free of charge and in good condition to all employees. Training shall be provided
- All premises, including company-provided dormitories (accommodation), restrooms, changing rooms and canteen, shall uphold the highest hygienic and health and safety standards
- Ensure access to drinking water
- Ensure adequate occupational medical assistance and related facilities
- Seek improvement of employees' protection in case of accident including through compulsory insurance schemes

See ILO convention no. 155.

### **Worker's association**

The supplier must respect the employees' right to freedom of association, including to form or join associations of their own choice and bargaining collectively on all work-related issues. No employee must be discriminated on grounds of union membership.

See ILO convention no. 87, 98, 135 and 154.

### **Environment**

We expect that the supplier respects the environment by following all local, regional and international environmental laws and regulations, hereunder the Washington Convention, as far as they apply to the supplier's products and processes.

Further, the supplier is obliged to obtain and maintain the necessary registrations, permits and licenses.

The supplier shall have proper procedures and capabilities in place to ensure that the supplier prevents and mitigates all negative environmental impacts from their activities or associated activities (e.g. carbon footprint).

See ILO convention no. 155.

## **Are you in compliance?**

We expect that our suppliers have a sufficient and appropriate management system (e.g. monitoring, policies, employee handbook, documentation, processes, etc.) in place in order to ensure compliance with and knowledge of the Code. Further, we expect that our suppliers clearly communicate the Code to all relevant stakeholders, including sub-suppliers and employees.

Fynbo reserves the right to control and monitor our suppliers' compliance with the Code through self-assessment and announced or unannounced audits and inspections of the suppliers' premises, production sites and storage facilities. Audits will be performed by internal or external auditors. The supplier must grant the auditor access to the supplier's relevant facilities, documents and staff.

Further, upon request, the supplier must provide Fynbo with correct information and documentation of its compliance with the Code.



### **In case of breach – what do we do?**

In case of breach of the Code, the supplier is obliged to notify Fynbo immediately.

We always seek to handle and solve any in-compliances with dialogue and in good faith. However, if a supplier does not show interest in complying with the Code, or if the actual breach of the Code is severe, we may terminate the business relationship with the supplier without notice.

### **How to commit to the Code?**

Fynbo reserves the right to adjust the Code as deemed necessary to meet the high standards. The supplier can find the latest version of the Code at our website (<https://www.fynbofoods.dk/om-fynbo/baeredygtighed-og-esg/social/>). In case of new version of the Code, we will inform the supplier in order to obtain a new signature.

By the supplier's signature, the supplier confirms that the supplier has read and understood the Code and understands the importance of compliance with the Code.

Please sign and return to your contact person at Fynbo.

Name of company	Main address

Date and place

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Signature

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