



**DAARNHOUWER**

— EST. 1908 —

**EMPLOYEE CODE OF CONDUCT  
2023**

Dear all,

At Daarnhouwer & Co. B.V. we are proud of our reputation and the relations we establish with all of our stakeholders. We believe that our principles and values are the cornerstone for our competitive edge.

Abiding by our principles and values and conducting business in a lawful, ethical and socially responsible manner are essential to maintaining and strengthening the reputation we have earned.

It is crucial that every employee is able to make the right decisions and to handle matters according to the values and standards of Daarnhouwer & Co. B.V. The Employee Code of Conduct in the following pages aims to provide a framework that enables local implementation and contributes to corporate identity and unity. This Employee Code of Conduct should be applied by and towards all our employees.

Your commitment to ensure compliance with this Code is key to the sustainable success of our Company.

With great appreciation and on behalf of Daarnhouwer & Co. B.V.,

Rob Hansen

Managing Director  
Daarnhouwer & Co. BV



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# 01

## SUSTAINABLE RELATIONSHIPS

We know that we cannot do it alone and strive to build and enhance sustainable relationships with both our internal and external stakeholders. We want to partner with suppliers and customers who share the same values as ours.

# 02

## TRANSPARENCY

We are transparent and we encourage dialogue. We feel responsible for what we do and strive to learn from each other by open conversations and sharing of knowledge and experience.

# 03

## INTEGRITY

Our word is our bond.

# 04

## LEARN AND GROW

We value people and strive to accommodate personal and professional growth.

# 05

## POSITIVE IMPACT

We strive to make a positive impact beyond our own organisation through our operations, projects and relationships.

# 06

## TANGIBILITY

We target tangible and visible results by efficient working and operational excellence.

# 01 STAKEHOLDERS

We value people and strive to accommodate personal and professional growth according their capacities. At Daarnhouwer & Co. B.V. we carefully consider the interests of all our internal and external stakeholders: customers, suppliers, employees, shareholders, investors and banks, governments, competitors, consumers, societies and others affected by our activities. We share our knowledge and experience of global markets to address economic, environmental and social challenges.

We are driven to create sustainable long-term value for our stakeholders, which is why we strive for:

- Our customers to benefit from our products and services.
- Our employees to optimize their opportunities.
- Our shareholders and financiers to earn return on investment.
- Our suppliers to benefit from our business.
- Our partners to have mutually beneficial relationships.
- Our activities to deliver positive impacts to the wider community and economy.
- Our activities to deliver minimal negative or preferably positive impact on the environment.

As employees, we take responsibility for our actions and initiate improvements in our work and work environment.



## 02 BUSINESS INTEGRITY

At Daarnhouwer & Co. B.V. we act with honesty and integrity in all aspects of doing business involving employees, customers, suppliers and others. We build and maintain the trust and confidence of our customers and other business partners by communicating honestly, respecting information entrusted to us and standing behind our commitments.

In this regard, Daarnhouwer & Co. B.V. adheres to all applicable laws and regulations in the locations where the Company operates and conducts business.

A conflict of interest can arise when an employee's professional duties conflict with other interests, such as political, social, personal or financial activities. Employees must at all times avoid situations that may let personal gain influence their business judgement. Such conflicts can occur in different ways:

- **Gifts & hospitality:** We do not accept or provide gifts, events, sponsorships and donations that are extravagant, create a sense of obligation, or are given with the intent to obtain improper advantages or to influence a business decision. The direct or indirect solicitation, offering, or acceptance of inappropriate gifts in any form is unacceptable.
- **Corruption & bribery:** We do not engage in activities that could create the appearance of offering or accepting bribes.
- **Insider trading:** We do not personally participate in commodities markets (futures or cash) in which the Company is active.

At Daarnhouwer & Co. B.V. we follow competition laws, also known as antitrust laws. Therefore, we do not allow any agreements with competitors and/or distributors that seek to restrict competition, and we do not share or discuss confidential or sensitive topics (such as pricing and strategy) with competitors.



## 03 PEOPLE

Wherever we operate, Daarnhouwer & Co. B.V. creates and promotes an environment that is inclusive of all people and their unique abilities, strengths and differences, and thereby promotes gender equality and diversity. Our Company is characterized by an informal working atmosphere. We believe potential problems are to be solved. Every employee can speak out freely, provided that this is done with respect.

At Daarnhouwer & Co. B.V. we:

- Promote a safe and healthy workplace. All forms of bullying, discrimination, violence and harassment in the workplace are prohibited. We have a strong commitment to maintaining a bias-free and safe environment in which any form of verbal or physical harassment is prohibited.
- Believe in and respect the fundamental dignity and value of each individual that we work with and encounter through our work.
- Attract, develop, and compensate individuals based on job-related qualifications and abilities only, without discriminating against race, colour, religion, nationality, gender, sexual orientation, disability, age or other personal characteristics.
- Uphold the freedom of association and the effective recognition of the right to collective bargaining where this is not restricted by local laws. Our employees have the right to join or abstain from representative associations of their choice and to bargain collectively.



## 04 LABOUR CONDITIONS

At Daarnhouwer & Co. B.V. we deem it important that both our own employees and those of our suppliers work under respectable labour conditions that comply with all applicable national and international laws, regulations and standards, such as the United Nations Principles and the Fundamental Conventions of the International Labour Organisation (ILO).

- We do not tolerate child labour or any form of forced labour, with due regard for and compliance with ILO conventions.
- The minimum age for employment at Daarnhouwer & Co. B.V. is in accordance with the ILO conventions or, if higher, the age specified by the applicable local law. When young workers are employed (insofar as short-term work experience schemes and work that forms part of an educational programme are permitted), we will not require them or allow them to do work that is mentally, physically, socially or morally dangerous or interferes with their schooling by depriving them of the opportunity to attend school.
- Within the operating companies we take responsibility to establish and maintain health and safety programs in compliance with national and local laws and regulations and internationally accepted principles.
- Jointly, we take care of our work environment, and protect Company property.
- We encourage our suppliers to comply with the values and norms as described in our supplier code of conduct.







## 05 ENVIRONMENT

At Daarnhouwer & Co. B.V. we strive to minimize our environmental impact in ways that are relevant to our business and important to the communities we source from. We are deeply committed to protect the environment and biodiversity and to engage our employees and suppliers in helping us reduce our negative effect on the environment. Therefore, we comply with all relevant environmental rules, regulations, and industry accepted standards applicable to each of our local operations.

We strive to improve our own environmental performance and that related to our value chains by sharing our knowledge and other means of support as part of the sustainability programs we run. Additionally, we commit to eliminating deforestation from our cocoa and coffee supply chains and promote forest regeneration and protection with our suppliers.

## 06 PRODUCTS

At Daarnhouwer & Co B.V. we maintain strict food safety standards within our operations, and commit to meeting quality specifications from our customers and governments. To improve food safety and quality within our industries, we share our knowledge throughout our value chains.

Our Company already has an esteemed history in the commodities sectors in which we operate. To ensure a sustainable future for Daarnhouwer & Co. B.V. and the commodity sectors in which we operate, we bring forward ideas that can improve our sustainable efforts.



## 07 DATA PRIVACY

At Daarnhouwer & Co B.V. we define confidential information as all information that employees deal with in performing their professional duties which is relevant for, or may impact, individuals organisations or Daarnhouwer & Co. B.V. itself. This includes, for example, all data (including personal data) related to customers, agents, business partners, employees, Daarnhouwer & Co. B.V. itself and/or other companies.

We protect the integrity of everyone who entrusts us with their confidential information and personal data. When collecting, storing, sharing, transmitting or using personal data we follow the data privacy laws. All employees are required by the employer to maintain secrecy with regard to all the details of the employer 's affairs concerning or directly or indirectly related thereto. A confidentiality clause is included for this purpose in the employment contract with the employee.

## 08 PROTECTION OF ASSETS

At Daarnhouwer & Co. B.V. we protect, safeguard and use Company assets appropriately. This includes physical assets, electronic assets, money, information systems, intellectual property (IP) and Company data and information.

## 09 TRANSPARENCY

At Daarnhouwer & Co. B.V. we recognize the value of open and ongoing communication with respect to our business. Therefore we:

- Encourage all our employees to be transparent towards their employer when they think a (perceived) conflict of interest may arise related to their personal business stakes and trading activities.
- Value team work, and communicate and share information within the group.
- Participate actively in sharing knowledge experience and information within Daarnhouwer & Co. B.V. and with our stakeholders.

All stakeholders will be provided with access to relevant and appropriate information through, amongst others, publications, interviews, information requests, and internal channels of communication. This does not include information that Daarnhouwer & Co. B.V. considers confidential.

## 10 GRIEVANCE CHANNEL

At Daarnhouwer & Co. B.V. we encourage employees to report potential or actual breaches of this code to their line manager. If an employee feels insecure about making a report directly to a line manager they can reach out to the confidant, the HR Manager. Daarnhouwer & Co. B.V. will not tolerate retaliation against anyone who raises a concern in good faith or participates in an investigation.



In order to work well together, we must be alert to identify and prevent any undesirable behaviour. By undesirable behaviour we mean among other things: improper treatment, sexual harassment, aggression and discrimination due to race, colour, religion, nationality, gender, sexual orientation, disability, age or other personal characteristics. Unwanted behaviour can be experienced by colleagues, but also by customers or other external parties. Complaints about undesirable behaviour will be treated seriously by the management.

DATE:

SIGNATURE EMPLOYEE:



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