



DAARNHOUWER

— EST. 1908 —

SUPPLIER CODE OF CONDUCT

2023

INTRODUCTION

Daarnhouwer & Co. B.V. is an importer and distributor of coffee, cocoa and tree nuts, based in Zaandam, The Netherlands. Founded in 1908, we supply many of our products to major industries and wholesalers in Europe.

At Daarnhouwer & Co. B.V. we conduct our business in a lawful, ethical and socially responsible manner.

The Daarnhouwer & Co. B.V. Supplier Code of Conduct sets forth the conduct Daarnhouwer & Co. B.V. expects from its suppliers. Suppliers should fully comply with all applicable national and international laws, regulations and standards, such as the United Nations Principles and the Core Labour standards of the International Labour Organisation (ILO).

We expect you, as our supplier, to support and adhere to the principles outlined in this document.



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COMPLIANCE WITH LAW

We expect our Suppliers to:

- Comply with all laws and regulations in the countries in which the Supplier operates, including those pertaining to bribery, corruption, or any type of fraudulent practice.

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QUALITY AND PRODUCT SAFETY

We expect our Suppliers to:

- Have the products, materials and services provided to Daarnhouwer & Co. B.V. comply with applicable laws and accepted industrial and governmental standards.
- Meet Daarnhouwer & Co. B.V.'s agreed requirements, specifications and safety criteria in the relevant contract documents.
- Report without delay any concerns about product safety or quality to Daarnhouwer & Co. B.V.



03

TRACEABILITY

We expect our Suppliers to:

- Provide sufficient level of traceability and knowledge of the origin of the material along the upstream supply chain where possible and requested. At minimum keep records on volumes from direct or first-tier suppliers and supplying sites.
- Provide the sourcing region(s) of all of their products if and when requested.

04

FINANCIAL & BUSINESS RECORDS

We expect our Suppliers to:

- Keep books and financial records that reflect all transactions in an accurate, fairly, and timely manner and in conformance of generally accepted accounting principles.
- Not to disclose, without Daarnhouwer & Co. B.V.'s prior written consent, any confidential information or grant access to any person for any purpose other than as required for its successful performance of the Supplier's contractual obligations.



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PRIVACY & INFORMATION SECURITY

We expect our Suppliers to:

- Comply with applicable privacy and information security laws and regulatory requirements.

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PREVENTING CONFLICT OF INTEREST

We expect our Suppliers to:

- Avoid any conflict of interest.
- Declare to Daarnhouwer & Co. B.V. all and any conflict of interest in any business dealing, of which the Supplier is aware, in order to manage the situation and resolve it appropriately.
- Not provide or offer gifts to Daarnhouwer & Co. B.V. employees including their family members and associates, or any third party that could inappropriately influence Daarnhouwer & Co. B.V.'s business decisions or gain an unfair advantage.



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EMPLOYMENT IS FREELY CHOSEN

We expect our Suppliers and their business partners, including recruiters, employment agencies and recruitment firms to:

- Never use any form of forced, bonded or involuntary labor or any other form of slavery or human trafficking as defined by the International Labour Organization (ILO Convention No. 29).
- Ensure employees are not required to lodge "deposits", travel documents or their identity papers with their employer.
- Ensure employees can leave work and terminate their employment after reasonable notice.
- Ensure that the employer always covers the full cost of recruitment, so that no cost is paid by workers. Costs include: recruitment/agent fees, travel costs, health checks and visa costs.

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FREEDOM OF ASSOCIATION

We expect our Suppliers to:

- Recognise and respect the legal rights of employees to freedom of association and collective bargaining.



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HEALTH & SAFETY

We expect our Suppliers to:

- Provide a safe and healthy work environment in all of their operations.
- Protect employees from exposure to hazardous materials by ensuring personal protective equipment is available to the employees.
- Train employees on the appropriate occupational health & safety policies and procedures in the primary language of the employees.

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TREAT EMPLOYEES WITH DIGNITY & RESPECT

We expect our Suppliers to:

- Treat all employees with dignity and respect.
- Do not engage in or support sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of employees or threats for their family; or threat of any such treatment.



CHILD LABOR & YOUNG WORKERS

We expect our Suppliers to:

- Under no circumstances employ individuals under the age of 15 (or 14 years of age where local law allows and such exception is consistent with ILO Convention No. 138 & 182) or under the legal minimum age for employment in the country, whichever is greatest.
- Acknowledge their duty of care to safeguard children from intentional or inadvertent harm caused by their activities, businesses, and programmes, including the behaviour of their employees, contractors and implementing partners.
- Prohibit young workers or vocational trainees under the age of 18, to perform work that is mentally, physically, socially or morally dangerous or harmful or interferes with their schooling by depriving them of the opportunity to attend school.
- Be supportive to the development of legitimate workplace apprenticeship programs for the educational benefit of young people.



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WORKING HOURS & REST DAY REQUIREMENTS

We expect our Suppliers to:

- Comply with all applicable laws and regulations regarding wages, hours, benefits and binding agreements, including overtime, overtime pay and other pay arrangements.
- Maintain a transparent and reliable system for recording working hours and wages for all employees in accordance with local and national laws or regulations.

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NO DISCRIMINATION

We expect our Suppliers to:

- Promote diversity and inclusion in the work environment.
- Never engage in any discriminatory conduct in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political opinion.



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RESPECT LOCAL COMMUNITIES & LAND RIGHTS

We expect our Suppliers to:

- Respect the rights and title to property and land of the individual, indigenous people (as defined by UN Global Compact) and local communities. All negotiations regarding their property or land, including its use and transfer, adhere to the principles of free, prior and informed consent (FPIC), contract transparency and disclosure.

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RESPECT NATURE

We expect our Suppliers to:

- Comply with all relevant applicable laws and regulations relating to the protection of the environment.
- Minimize their negative impacts on the environment, particularly on climate and biodiversity.
- Ensure that their operations do not directly contribute to deforestation or loss of biodiversity.
- Protect water resources by minimizing the use of water in their operations, preventing contamination from their operations, and reducing the impact on the water resources of surrounding communities.



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RESPECT NATURE (CONTINUED)

- Minimize, recover or reuse waste where practicable and disposing of waste in line with local regulations.
- Reduce, control and/or eliminate air emissions of volatile chemicals, corrosives, particulates, aerosols and combustion products, as well as Greenhouse Gas (GHG) emissions.

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GRIEVANCE SYSTEM

We expect our Suppliers to:

- Have a grievance mechanism in place with appropriate submission channels that enables individuals, employees, communities and/or civil society to raise their complaints of being negatively affected by specific business activities and/or operations of any nature, including technical, social, or economic nature;
- Accept anonymous grievances and respect confidentiality.



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MONITORING COMPLIANCE

We expect our Suppliers to:

- Take all necessary steps to inform its employees, agents and sub-contractors of the principles set forth in this Supplier Code and to take appropriate action to ensure understanding of and compliance with its underlying principles.
- Maintain necessary documentation to demonstrate compliance with the principles set forth in this Supplier Code and we reserve the right to audit the Supplier's compliance with these principles.
- Know that failure to comply to this Supplier Code may result in termination of the business relationship with Daarnhouwer & Co. B.V.

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REPORTING CONCERNS

We expect our Suppliers to:

- Report any situation that may involve violation of this Supplier Code to Daarnhouwer & Co. BV as soon as possible.





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