



Meybona Code of Conduct for Suppliers and Service Providers

Status: June 2022

Preamble

Meybona is committed to ecologically and socially responsible and sustainable corporate governance. We expect the same behaviour from our suppliers and service providers. We also expect our employees to observe the principles of ecological, social and ethical behaviour and to integrate them into the corporate culture.

We expect our business partners as well as their producers and subcontractors to observe the fundamental social and environmental standards of this Code of Conduct and to comply with all national and international labour, social and environmental laws. A violation may ultimately lead to the termination of the business relationship. It is not our aim to set a general and all-inclusive minimum standard, but to achieve a continuous improvement of the standards mentioned.

The fundamental human and labour rights as well as social and environmental standards set out in this Code are based on the ILO Conventions, the United Nations Universal Declaration of Human Rights, as well as the principles of sustainable development based on the Rio Declaration of 1992 and the Supply Chain Sourcing Act (LkSG).

Requirements

1. forced labour

All employment is voluntary. Business partners shall not use any form of forced labour, servitude, slavery or other forms of involuntary labour. Employers shall not require their workers to deposit money or identification papers with the employer. In addition, there shall be no unacceptable treatment of workers, such as psychological hardship, sexual and personal harassment and humiliation.

The hiring or use of security personnel shall be prohibited if, in the course of their employment, persons are subjected to inhuman or degrading treatment or injury, or if freedom of association is impaired.

The production of goods through prison labour is strictly prohibited. ILO Conventions 29 and 105 apply.

2. child labour

Child labour is not permitted. The minimum age for admission to work must not be below the age of completion of compulsory schooling and in no case below 15 years. If child labour is found, the supplier shall be obliged to take remedial action and enable the children to attend school. He shall document the measures required for this purpose.

Employees between the ages of 15 and 18 may only work outside school hours. In no case shall a juvenile employee's school hours, working hours and transport time exceed a total of ten hours per day, and in no case shall juvenile employees work more than eight hours per day. Furthermore, they shall not work at night, nor shall they be employed in work harmful to the health, safety or morals of children. Special protection regulations must be observed. ILO Conventions 79, 138, 142 and 182 apply.

3. discrimination

Ensure that all workers are treated equally and with dignity and respect. Discrimination on the basis of gender, age, religion, race, caste, social background, disability, ethnic and national origin, nationality, membership of workers' organisations including trade unions, political opinion, sexual orientation, family responsibilities, marital status or other personal characteristics is not permitted. ILO Conventions 110, 111 and 159 apply.

4. wages and remuneration

The wage paid must meet the legal minimum wage or the industry-specific minimum standards, whichever is higher. Business partners must aim to pay wages that cover the basic needs of workers and their families, leaving some income for discretionary use. Workers must receive all legally mandated benefits. Overtime must be compensated with bonuses in accordance with legal or industry standards, whichever is higher. Workers must be provided with full and understandable information in writing about the composition of their wages. Deduction of wages as a disciplinary measure is not permitted. ILO Conventions 26 and 131 apply.

5. working time

Working hours shall comply with applicable law or industry standards. Weekly working hours shall not regularly exceed 48 hours per week. Overtime must be voluntary and must not exceed 12 hours per week. Workers are entitled to at least one day off after six consecutive working days. ILO Conventions 1 and 14 apply.

6. freedom of association

The right of workers to establish and/or join workers' representative bodies, including trade unions of their choice, and the right to collective bargaining shall be recognised. In situations where the rights to freedom of association and collective bargaining are restricted by law, alternative opportunities for independent and free association and collective bargaining shall be provided. Workers' representatives shall be protected from discrimination, harassment, intimidation or retaliation. They shall be granted free access to workers to ensure that they can exercise their rights in a lawful and peaceful manner. ILO Conventions 87, 98, 135 and 154 apply.

7. health and safety at work

The supplier is responsible for a safe, healthy and hygienic working environment. By setting up and applying appropriate occupational safety systems, necessary precautionary measures are to be taken against accidents and damage to health that may arise in connection with the activity. Excessive physical or mental fatigue shall be prevented by appropriate measures. In addition, employees shall be regularly informed and trained on health and safety standards. Provision and use of personal protective equipment, access to clean sanitary facilities and drinking water shall be ensured. ILO Conventions 155 and 164 shall apply.

8. deception in the employment relationship

Obligations under this Code of Conduct, national laws and international guidelines must not be circumvented through the use of agency work, subcontracting, mock apprenticeship programmes or home-based work in industries where home-based work arrangements are not traditionally used.

9. preservation of the natural foundations of life

The supplier shall not, in breach of legitimate rights, deprive land, forests or waters the use of which secures the livelihood of persons. He shall refrain from harmful soil changes, water and air pollution, noise emissions and excessive water consumption if this harms the health of persons or significantly affects the natural basis for the production of food or reduces people's access to safe drinking water or sanitary facilities.

10. environmental protection

Our business partners must comply with all applicable laws and international regulations for the protection of the environment and hold all necessary environmental approvals, certificates and permits. In addition, they work continuously to minimise environmental impacts. This includes, for example : preventing the release of hazardous substances into the environment; complying with environmental standards for wastewater treatment, emissions and waste management; properly labelling and safely storing chemicals and other hazardous substances; improving energy efficiency; minimising the use of natural resources (including water, mineral resources, agricultural raw materials and fossil fuels).

11. responsibility of the management

The social and environmental standards defined in this Code of Conduct shall be recognised by the management of each business partner and integrated into company policy. Employees shall be informed about the contents of this Code of Conduct and applicable national/international law in a manner accessible to them, including the provision of all information in their national language and, in the case of illiteracy, through oral instruction and training.

To ensure compliance with all requirements of this Code of Conduct and national/international laws, business partners shall implement an appropriate management system, including the designation of competent personnel, the definition of processes and adequate documentation to demonstrate compliance with this Code of Conduct and national/international laws.

12. non-conformities / infringements

The business partner agrees that the client may carry out audits to verify compliance with the Code of Conduct at the business partner's premises during normal business hours after reasonable advance notice by persons appointed by the client. He may object to individual audit measures if these would violate mandatory data protection regulations. Should a violation of the regulations of this Code of Conduct be established, the client shall immediately notify the business partner in writing within one month and set him a reasonable grace period to bring his conduct into line with these regulations. If a remedy is not possible in the foreseeable future, the business partner shall notify this immediately and, together with the principal, draw up a concept with a timetable for ending or minimising the violation. If such a breach has occurred culpably, the grace period expires fruitlessly or the implementation of the measures contained in the concept does not remedy the situation after the expiry of the time schedule and thus a continuation of the contract until the ordinary termination is unreasonable for the client, the client may terminate the business relationship and terminate all contracts after the fruitless expiry of the set period. A statutory right to extraordinary termination without granting a period of grace, in particular in the case of violations to be assessed as very serious, remains unaffected, as does the right to compensation for damages.

13. bribery/ corruption

Bribery, corruption, extortion and embezzlement will not be tolerated and will lead to the termination of the business relationship.

Complaints procedure:

Employees have the right to report any violation of this Code of Conduct and/or applicable law to Meybona and/or any independent third party. Employees and third parties may contact Meybona at any time:

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