


<b>CHOCO SUPPORT®</b> 	Versiedatum:	14-12-2021
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Bestandsnaam met documentcode:	<b>ALG-S-12.1 Choco Support Code of Conduct for suppliers</b>	

Choco Support requires all its suppliers to commit to the following code of conduct:

### **HUMAN RIGHTS**

**UN declaration of human rights:** We expect our suppliers to conduct their activities in a manner that respects human rights as set out in The United Nations Universal Declaration of Human Rights. In addition, suppliers shall uphold the following labour practices:

**Freedom of association:** Suppliers shall respect the rights of workers to associate or not to associate with any group, as permitted by and in accordance with all applicable laws and regulations.

**Employment status:** Suppliers shall employ workers who are legally authorized to work in their location and facility and are responsible for validating employees' eligibility to work status through appropriate documentation.

**Employment practices:** Suppliers shall not use any form of slave, forced, bonded, indentured, or involuntary prison labour. They shall not engage in human trafficking or exploitation, or import goods tainted by slavery or human trafficking. They shall not retain employees' government-issued identification, passports or work permits as a condition of employment.

**Anti-discrimination and fair treatment:** Suppliers shall promote and maintain a workplace free from discrimination and treat their employees with fairness, dignity and respect. No form of physical, sexual, psychological or verbal harassment or abuse shall be tolerated.

**Working hours and rest days:** Employees shall be allowed at least one day off every seven days, and any overtime worked shall be voluntary. If local law allows, employees may voluntarily work overtime on rest days, provided that they are allowed at least one day off within the next seven days. Continuous working days are never to exceed 21 days without a rest day.

**Underage labour:** Suppliers shall ensure that no underage labour has been used in the production or distribution of their goods or services. A child is any person under the minimum employment age according to the laws of the facility's country, or, in the absence of law, under the minimum age for completing required education. Suppliers shall not employ anyone younger than 14, regardless of the country's minimum working age.

**Wages and benefits:** Suppliers shall ensure that their workers are paid lawful wages, including overtime, premium pay, and equal pay for equal work without discrimination. There shall be no disciplinary deductions from pay.

### **WORKPLACE ENVIRONMENT**

Suppliers shall ensure that all workers receive communication and training on emergency planning and safe work practices. In addition, suppliers shall have systems to prevent, detect and respond to potential risks to the safety, health and security of all employees.


### **ENVIRONMENTAL MANAGEMENT**

Suppliers are responsible for managing, measuring and minimizing the environmental impact of their facilities. Specific focus areas include air emissions, waste reduction, recovery and management, water use and disposal, and greenhouse gas emissions.

### **BUSINESS INTEGRITY**

**Compliance with law:** Suppliers' business activities shall comply with applicable laws and regulations in the countries and jurisdictions in which they operate. This Code applies to activities in the locations where suppliers' goods are produced, where any related services are performed, and where the goods enter the supply chain.

**Anti-bribery:** Suppliers shall not engage in any form of bribery, kickbacks, corruption, extortion or embezzlement. Suppliers shall not take any action that would violate, or cause Choco Support to violate, any applicable anti-bribery law or regulation.

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**Audits and assessments:** ChocoSupport reserves the right to audit compliance with this Code. Audits are facility inspections that include employee interviews and a review of supplier records and business practices. Such audits are conducted by Choco Support or its approved monitoring firm. If an audit identifies a violation of this Code, suppliers shall act promptly to correct the situation to Choco Support satisfaction.

**Books and records:** Suppliers shall maintain accurate and transparent books, records and accounts to demonstrate compliance with applicable laws and regulations and this Code.

**Confidentiality:** Suppliers shall safeguard Choco Support information by keeping it secure, limiting access, and avoiding discussing or revealing such information in public places. These requirements extend even after the conclusion of a supplier’s business relationship with Choco Support.

**Grievance mechanism:** Suppliers shall create internal programs for handling reports of workplace grievances, including anonymous reports.

**Whistle blower protection:** Suppliers are responsible for prompt reporting of actual or suspected violations of law or this Code. This includes violations by any employee or agent acting on behalf of either the supplier or Choco Support. Such programs shall protect worker whistle blower confidentiality and prohibit retaliation.

**Acknowledgment of terms**

Accepted and agreed to on behalf of \_\_\_\_\_, supplier to Choco Support.  
 I acknowledge that I am authorized to bind the company\* to the terms mentioned above.

\_\_\_\_\_

Signature

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Title

\_\_\_\_\_

Phone Number

\_\_\_\_\_

E-mail address

\* Please attach a list of all supplier/manufacturing locations and their products represented by your signature