

# NUTWORK SUPPLIER CODE OF CONDUCT



## Purpose

Nutwork's mission is to provide sustainable foods for a healthy lifestyle while complying with the applicable German and European legislation. To this end, we strive to optimize our sustainability performance in every aspect of the supply chain.

There are many things we can do within our own operations. However, the sustainability of our products is also largely determined by the actions of our suppliers. With this in mind we have formulated this Code of Conduct (CoC) detailing the expectations towards our suppliers.

## Scope

This document applies to all Nutwork suppliers including all third-party suppliers in the Nutwork supply chain, with the aim of making our products sustainable together.

## Requirements

Our expectations / principles should be understood as a minimum obligation and exceeded wherever / whenever possible. Compliance with local, national and international legal provisions is the minimum requirement.

## 1. Protection of Human Rights



### Prohibition of child labour

Nutwork does not tolerate child labour, especially the worst forms of child labour, including hazardous work for children under the age of 18.

Child labour refers to work that is mentally, physically, socially or morally dangerous and harmful to children; and interferes with their schooling.

The minimum age for admission to employment shall be no less than the age of completion of compulsory schooling and, in any case, shall not be less than 15 years.

### Prohibition of forced labor

Employment is voluntary. Any form of forced labour, servitude, slavery, or other forms of involuntary labor will not be tolerated by Nutwork.

Our supplier shall ensure that mistreatment is prevented in the workplace. This includes sexual harassment, physical punishment, mental and physical coercion and the verbal abuse of employees. No such conduct may be used to threaten the employees either.

### Exclusion of discrimination

Any unfair treatment in employment is prohibited. Discrimination based on gender, age, health status, religion or beliefs, social background, caste, ethnicity, nationality, disability, political opinion, sexual orientation, or other personal characteristics is prohibited. Unfair treatment includes, in particular, the payment of unequal remuneration for the work of equal value.

Diversity and inclusion should be supported within the company.

### Ensuring the right to organize

The right of workers to form and join workers' representations, including trade unions of their choice, and the right to collective bargaining and union negotiations shall be recognized.

The performance of employment shall not be affected in such cases. If national standards restrict the right to organize and to bargain collectively, the free and independent association of workers for the purpose of negotiations must at least be made possible and permitted as an alternative.

### Compliance with legal working time regulations

Working hours shall comply with applicable law and industry standards, depending on which is more stringent. In no case more than 48 hours per week on a regular basis. Overtime must be voluntary and paid separately. Workers shall be entitled to at least one day off after six consecutive working days.

### Wages in line with legal or industry minimum standards

Suppliers shall ensure that the wages paid to employees are decent but at least meet the minimum legal wage or the commonly required minimum wage in the industry, depending on which of the two is higher. Suppliers must strive to ensure that the wages paid are sufficient to meet basic needs. Illegal and unauthorized wage deductions are prohibited. Workers must be fully informed about their wage composition.

The business partner shall pay the social security contributions required by law and the benefits to which employees are entitled under national law (e.g., insurance benefits, overtime pay and paid leave).

## Working conditions: health and safety

Suppliers shall provide a safe and healthy working environment, including appropriate protective measures to avoid exposure to chemical, physical or biological substances. This further includes measures to prevent excessive physical or mental fatigue, in particular through inappropriate work organization in terms of working hours and rest breaks.

Occupational health and safety procedures shall be promoted to prevent accidents and injuries while working or operating equipment. Occupational safety drills and procedures shall be communicated to workers and trained regularly. The same guidelines apply to social facilities and employee accommodation, where provided. Suppliers should have implemented support measures that take effect in the event of occupational accidents and / or injuries (e.g., continued payment of wages, provision of on-site medical care, responsibility for costs for medical care).

Suppliers should ensure that access to clean drinking water and sanitary facilities for all employees is always provided.

## Respect the rights of indigenous and local communities to give or withhold their Free, Prior and Informed Consent (FPIC) to operations on lands to which they hold proven legal, communal or customary rights

Nutwork pledges to respect and recognize the long-term formal and customary rights and individual rights of indigenous and local communities in accordance with the United Nations Declaration on the Rights of Indigenous Peoples ([UNDRIP](#)) and the [HCSA Social Requirements](#). Suppliers must ensure legal compliance as well as international best practices in FPIC are implemented.

Therefore, prior to commencing any new operations or activities, suppliers should engage with local and international stakeholder communities to ensure FPIC processes are correctly implemented and continuously improved upon. We prohibit any kind of unlawful eviction and the unlawful taking of land, forest and waters in the acquisition, development or other use of land, forests and waters, the use of which secures the livelihood of its habitants.

## Disciplinary measures shall only be imposed in accordance with national standards and internationally recognized human rights

Employees shall be treated with dignity and respect. Sanctions, fines, other penalties, or disciplinary measures shall be imposed only in accordance with applicable national and international standards and internationally recognized human rights.

## Exclusion of bribery

Any form of bribery and corruption is not tolerated by Nutwork. If gifts are given as a matter of courtesy and custom, it should be noted that this does not create any binding dependencies.

## Protection from hazardous chemicals

Workers who handle chemicals that are hazardous to health or the environment, e.g., in the form of pesticides, shall be instructed in handling and use and, if necessary, provided with protective clothing. Chemicals must be stored safely to prevent hazards to humans and the environment. Pesticides that are categorized as World Health Organization Class 1A or 1B and listed by the Stockholm or Rotterdam Conventions are not used, except in specific and urgent situations. The use of Paraquat is strictly prohibited.

## 2. Protection of the Environment

### No burning

We do not allow the use of fire in the preparation of new planting, or re-planting or any other development. Any deliberate burning activities for land clearing by our suppliers will not be tolerated.

### No development on High Carbon Stock (HCS) forests or High Conservation Value (HCV) areas

Nutwork requires the protection of HCS forests and HCV areas in all estates within our global supply chain. Any plantation development activity must identify HCV areas and HCS forests for protection utilizing international guidance from the [High Conservation Value Network](#) and the [High Carbon Stock Approach](#).

### Environmentally friendly waste handling

Any handling, collection, storage and disposal of waste in manners that are not environmentally sound in accordance with the provisions of the [PoPs Convention](#) are forbidden.

## 3. Climate Control Measures

### Progressively reduce greenhouse gas (GHG) emissions

We require all actors along the Nutwork supply chain to take immediate and effective action to reduce greenhouse gas emissions along the Nutwork supply chain.

We encourage all actors along the Nutwork supply chain to adopt a reduction target in line with the [Science Based Targets initiative](#) (SBTi).

## Conformity and non-conformity

Nutwork reserves the right to request evidence proving compliance with this Code of Conduct. Nutwork also reserves the right to conduct audits at its suppliers or sub-suppliers or to have them conducted by a third party.

If the supplier (or its supplier or sub-supplier) violates this Code of Conduct or fails to provide sufficient proof of compliance, Nutwork will require the supplier to develop and implement a plan to deliver and sustain improvements, including a timeframe for the improvement process. If this is the case, please contact the Nutwork sustainability team ([sustainability@nutwork.de](mailto:sustainability@nutwork.de)). To implement this, Nutwork will help and support its suppliers where necessary.

Hamburg, 10 February 2023



nutwork  
Handelsgesellschaft mbH  
Burchardstraße 8  
20095 Hamburg  
Tel +49 40 656 88 555  
Fax +49 40 656 88 566

Justin Kopplin  
Managing Partner  
Nutwork Handelsgesellschaft mbH

Hamburg, 10 Februar 2023



nutwork  
Handelsgesellschaft mbH  
Burchardstraße 8  
20095 Hamburg  
Tel +49 40 656 88 555  
Fax +49 40 656 88 566

ppa. Bodo Wilken  
Director Purchasing & Import  
Nutwork Handelsgesellschaft mbH

## Declaration of Consent

Company name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone number \_\_\_\_\_

Contact person for  
sustainability matters \_\_\_\_\_

Email address for  
sustainability matters \_\_\_\_\_

We declare that we have carefully read and understood the enclosed Code of Conduct and that:

1. we agree to respect the values and principles set out in this Code of Conduct;
2. we will adhere to the principles of the Code of Conduct without deviation and will strive towards continuous improvement;
3. we are aware of national legal obligations in our country, and we comply with them;
4. we will inform Nutwork in case of conflict between national legal obligations and the Code of Conduct; and that
5. we agree that Nutwork and any institution appointed thereof is allowed to verify our compliance to this Code of Conduct by letting Nutwork assess relevant evidence and by conducting audits at our facilities and if necessary and in agreement at our sub- and/or suppliers' sites.

Name \_\_\_\_\_

Position \_\_\_\_\_

Location, date \_\_\_\_\_

Signature / stamp

Please return the completely filled out and signed form to [sustainability@nutwork.de](mailto:sustainability@nutwork.de).

In case of any comments or questions regarding this Code of Conduct, please contact us.