

# Samuji

## Supplier Code Of Conduct

Samuji Ltd Supplier Code of Conduct ("Supplier Code of Conduct" or the "Code") defines the minimum requirements and basic principles which each supplier working with Samuji Ltd must comply with. The Supplier Code of Conduct aligns with the United Nations Universal Declaration of Human Rights, United Nations Global Compact and The International Labour Organization's declaration of Fundamental Principles and Rights at Work.

Partners are expected to promptly remedy any noncompliance with the Supplier Code of Conduct with the appropriate corrective actions. Samuji Ltd may request from the Supplier information regarding topics covered by this Code and reserves the right to audit the Supplier's activities relevant for this Code, either by itself or by an accredited third-party auditor, as well as review and verify implementation of corrective action throughout the supply chain.

Samuji Ltd reserves the right to terminate any business relationship, where the partner does not comply with the Supplier Code of Conduct.

### **1. Compliance with legislation and ethical business behaviour**

Partners shall comply with all local laws and regulations applicable to their business, including but not limited to those relating to the topics listed below. Partners shall not engage in any form of corruption, extortion or embezzlement.

### **2. Freedom of association and the right to collective bargaining**

Employees shall be free to associate, join or form trade unions and bargain collectively with no discrimination or threat of discrimination.

### **3. Contract of employment and No Precarious Employment**

The terms of the employment, including the rights and responsibilities of the employee, working hours, remuneration and terms of payment, shall be clearly explained prior to entering in an employment relationship. Business partners shall provide decent working conditions. All employees shall be engaged in a recognized and documented employment relationship, providing employees with economic and social security. Employment contracts shall be in compliance with national legislation or international labour standards, whichever provides greater protection. Employment contracts shall be provided in a language understood by the employee and shall cover exclusively labour-related issues.

### **4. No forced labour**

Employment shall be freely chosen and no form of forced or compulsory labour shall be tolerated. Employees shall be free to terminate their employment and leave work after a reasonable notice to the employer.

### **5. No child labour**

Child labour shall not be used under any circumstances. The age of admission to employment is 15 years old, or the age of completion of compulsory schooling, or the minimum age for employment in the supplier's country, whichever is the highest. Partners shall apply a robust age verification mechanism to ensure compliance.

### **6. Responsible treatment of young workers**

Young workers in the age of 15-24 shall not perform tasks or work under circumstances, which are likely to harm their health, safety, morals or development. Young workers shall not work at night and their working hours shall not prejudice their attendance at school, their participation in vocational orientation approved by the competent authority or their capacity to benefit from training or instruction programs.

### **7. Fair treatment and No discrimination**

Human rights shall be respected under all circumstances and employees are treated accordingly. All aspects of employment relationships shall be based on the principles of equal opportunities. Existing or potential employees shall not be discriminated based on age, gender, religion, sexuality, nationality, pregnancy, disability, disease, union membership, political affiliation, or any other condition that could give rise to discrimination.

No form or threat of physical, sexual, psychological or verbal harassment or inhuman treatment towards employees shall be tolerated. Disciplinary procedures shall be fair, clear and communicated to all employees in a language understood by them.

### **8. Occupational health and safety**

Partners shall provide a safe and healthy working environment, with robust systems in place to detect, assess, avoid and respond to health and safety threats. The working environment shall be kept hygienic and the machinery safe to operate. Emergency exits shall be clearly marked and easily accessible. Employees shall be clearly instructed in a language understood by them to evacuate the premises immediately in case of suspected or detected emergency. First aid equipment shall be easily accessible at the premises.

### **9. Fair compensation**

Compensation shall meet at least legal or industry minimum standards. Further, compensation shall always be sufficient to cover the basic needs of employees and their families and allow for discretionary income. Samuji Ltd requires its partners to provide a dignified living wage for workers so that such wage provides for the essential needs and a reasonable discretionary income. Deduction from wages shall not be used as a disciplinary procedure under any circumstances. Employees shall be adequately informed in a language understood by them about the specifications of their wages, including wage rates and pay period.

### **10. Decent working hours**

Employees shall not be required to work for over 48 hours a week and will be provided at least one day off for every seven-day period. Overtime shall be voluntary and may under no circumstances create inhumane conditions or exceed a maximum of 12 hours per week. Overtime shall be compensated according to local law.

### **11. Environmental responsibility**

Suppliers shall comply with the local environmental legislation and shall have all relevant environmental permits for their operations. No form of animal cruelty shall be tolerated. Samuji Ltd urges its partners to assess their environmental impacts and develop policies to mitigate and avoid environmental degradation. Partners should strive to actively improve their material efficiency and reduce emissions, use of water and generation of waste in their operations. The adoption of environmentally friendly technologies is encouraged.

### **12. Chemicals**

Suppliers shall follow the current European Chemical regulation REACH. Chemicals shall be handled and stored according to the local legislation. Safe handling, storage and disposal shall be ensured to protect employees and the environment. The supplier shall provide up-to-date material safety data sheets, as applicable, and any other relevant information requested by Samuji Ltd.

### **13. Event of violation and non-compliance reporting**

In all detected or suspected cases of noncompliance with the Supplier Code of Conduct, partners and their employees can report their concerns confidentially to the Supplier's main contact in Samuji Ltd or report anonymously and confidentially to Samuji Ltd by email: [report@samuji.com](mailto:report@samuji.com)