



SOJAPROTEIN

**Code of Conduct for Suppliers
Sojaprotein**



November 2020

Allow us to introduce ourselves...

We are the largest soybean processing plant in Serbia, and in terms of variety and quality of products, as well as the processing capacity of 250,000 tons per year, we are one of the most important NON-GMO soybean processors in Europe. At the same time, we are one of the few companies that processes exclusively genetically unmodified soybeans, of strictly controlled origin and quality, which adds value to our entire range of product, which we place both on the domestic and on global markets.

Our objective of becoming recognizable and competitive on the global market is realized through a partnership with all participants, and interested partners, that comprise our supply chain.

Our goal is for all supply chain participants to accept and fulfill the same obligations in terms of product quality and safety, good business ethics and sustainable business standards.

In order for our suppliers to better understand our commitment to performing all our business activities in accordance with applicable laws, regulations and standards, guided by integrity and good business practice, we have compiled a Code of Conduct for Sojaprotein suppliers.

What do we expect from our suppliers?

Our customers expect compliance with the rules of conduct of all involved parties we work with, and in particular from our suppliers.

When choosing suppliers, Sojaprotein, in addition to the existing commercial aspects and offered quality, also takes into account the observance of the norms defined by this Code of Conduct for Suppliers.

Certainly, Sojaprotein expects all its suppliers to conduct their business in accordance with applicable national laws and standards.

This Code explains the internal standards and ethical values on which Sojaprotein bases its business and is in line with the Sojaprotein Code of Business, our company's policy, vision and mission, and includes:

- Human rights
- Safety and health
- Environment
- Business integrity and good business practice
- Constant improvement

Through this Code, we simultaneously present the expectations of Sojaprotein towards its suppliers on the above issues (human rights, safety, health, environment, business integrity, improvements).

Principles for Code of Conduct for Suppliers

Human rights

Sojaprotein supports and respects the protection of human rights in accordance with the UN Declaration of Human Rights and the Constitution of the Republic of Serbia.

Sojaprotein expects its suppliers to treat their employees with respect and dignity. Employees must have a safe job, in accordance with national legislation. Appropriate and credible information regarding aspects of occupational health and safety must be available to employees, as well as adequate work instructions, manuals, trainings, protective assets and equipment.

The use of children as labor and the use of child labor is strictly prohibited. Such work can be mentally, physically and socially harmful to children and, as such, is unacceptable. Suppliers are expected to take appropriate measures to ensure that there is no abuse of children in their production and other business processes.

Sojaprotein suppliers are not allowed to use forced labor. Employees must be able to terminate their employment, or resign, within a reasonable time period as prescribed by national legislation or contract.

When hiring, there must be no discrimination in terms of nationality, religion, race, age, gender and the like. Salaries and payment conditions must be fair, reasonable and meet all the statutory provisions of the Republic of Serbia. Salaries must be paid on a regular basis and on time.

Working hours must be in accordance with national laws and employees must not be denied the right to a day off and planned breaks. All employees must have an appropriate employment contract in accordance with statutory regulations.

Employees have the right to statutory vacations and days off, as well as necessary sick leave or any other emergency as foreseen by law.

Employees have the right to unite and belong to trade unions of their choice. Trade union representatives must not be discriminated against and can perform the work of trade union representatives without negative consequences.

Occupational health and safety

Every employee should be provided with a safe working environment, such that it does not endanger his health, that it is safe and conditional in all respects. All necessary measures must be taken to prevent injuries, accidents, mishaps, incidents and other dangerous situations in the work environment.

Employees, in addition to a clean and conditional work environment, should be provided with conditional sanitary facilities and cafeterias. If there is a need to use work suits and equipment, both premises and a safe space for storing personal belongings, should be secured. Employees should have access to adequate drinking water in sufficient quantities.

Each supplier is expected to conduct regular training and education on occupational safety and health to all employees, especially employees in workplaces with increased risk and special protection measures. Trainings must be documented and implemented for each new employee, or an employee reassigned to another position.

In addition, suppliers are expected to be ready to react in emergency situations. This request refers to the notification of workers, the existence of evacuation procedures, emergency training, stocks of first aid equipment, appropriate fire extinguishing equipment, ready exits in case of danger, *etc.*

All products and/or services supplied by the supplier must meet quality and safety requirements. All Sojaprotein suppliers must comply with our quality standards and this Code indicates the business approach that suppliers are expected to respect and accept.

Environment

Sojaprotein expects its suppliers to be committed to preserving and protecting the environment, because that is the way and the principle by which we operate. We all need to implement, develop and maintain environmentally responsible business practices and strategies. Measures taken to protect the environment and manage resources responsibly are taken into account throughout the supply chain and can have an impact anywhere from basic production to final sales.

Suppliers must have a systematic approach to the identification, management, reduction and responsible disposal of waste, recyclable materials and harmful and hazardous substances.

Special attention must be paid to the management of hazardous substances and its waste. All hazardous substances, chemicals and materials that are recognized as hazardous waste must be clearly identified, recorded, properly stored, in locations secured exclusively for that type of waste.

All emissions of pollutants into the air, water and land must be identified and monitored through the type and amount of pollution. All this is done in order to assess the impact of our supplier's business activities on the environment, either directly or indirectly.

All suppliers must comply with the requirements of applicable legislation on environmental protection and waste management, so as to fulfill their obligations regarding reporting and possession of the necessary permits and authorizations.

Striving to reduce energy, water and natural resource consumption in general should be one of the main non-profit goals of business. We, Sojaprotein, strive to achieve this goal and expect the same from our suppliers.

An implemented and maintained environmental management system (based on some of the international standards such as ISO 14001) is one of the advantages we appreciate with our suppliers.

Business integrity and good business practice

We also attach great importance to the business integrity of our business partners and suppliers, as well as to the degree of integrity, in the business sense, that we expect from them.

First of all, it is understood that the supplier prevents corruption, extortion, embezzlement, bribery and other illegal business activities in all possible ways. In addition, the supplier will not, directly or indirectly, perform other activities that would illegally gain business or financial advantage for itself or a third party, either public or private.

All of the above are activities that negatively affect the business integrity of suppliers, and indirectly Sojaprotein as a business partner. That is why we expect our suppliers to never, directly or indirectly, receive offers and promises of either a personal or any other nature in order to retain work or a particular position.

Sojaprotein operates in compliance with applicable laws and accompanying legislation, both in Serbia and the countries in which it operates. It expects the same from its suppliers.

Sojaprotein is a member of the SEDEX organization and to this end we are committed to all improvements in business and ethical business in global supply chains.

Improvements

One of the ways we evaluate our suppliers is precisely through this Code and its principles.

We, Sojaprotein, are constantly focused on continuous improvements, reviewing and finding room for improvements, within all business processes, strategies, policies, goals and business results.

We believe that the existence of regulated systems for managed and continuous improvements are the key to increasing social and environmental prosperity in our supply chain.

We believe that by fully understanding, respecting and applying the principles of this Code of Conduct, our suppliers will strive to establish a business system that is sustainable for a partnership and cooperation, in the long run, and that we will succeed together.

Respectfully,
Your SOJAPROTEIN