

# Roquette Supplier Code of Conduct

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Natural Capital



Human Capital



Industrial and Tangible Capital



Societal Capital



**ROQUETTE**  
*Offering the best of nature™*

[www.roquette.com](http://www.roquette.com)

Roquette, a French family-owned Group, present on 3 continents, processes plant-based raw materials. Its mission is “Serving men and women by offering the best of nature and transform agricultural raw materials into products that are directly or indirectly used in food, health and consumer goods and capital goods, with an approach based on the principles of sustainable development”.

The objectives of Sustainable Development are an integral part of the Group’s strategy and are essential, in terms of social and societal as well as environmental and economic aspects, in the respect of its fundamental values: *RESPECT*, *TRUST* and *SOLIDARITY*.

## 1. PREFACE

This Supplier Code of Conduct has been created to provide the guidelines for any supplier (service provider, subcontractor, consultant, agent, or other supplier of goods and services, etc.) current or future. Its objective is to formulate rules concerning the business activities and interactions with the employees of the Roquette Group. These business practices must be conducted in full compliance with the applicable laws and are subject to the principles of integrity and honesty.

This code is based on the Universal Declaration of Human rights, the principles of the UN Global Compact, the general principles of the International Labor Organization, as well as the Roquette Ethics Charter and Code of Conduct. It is not a substitute for the different regulations, standards and applicable laws in the different countries. Each supplier commits to respect the laws and regulations of the countries in which it exercises its business activity.

In accepting this code, the supplier commits to ensure that all business relations and all agreements with Roquette, existing and future, respect the requirements listed herein. The Roquette supplier must communicate this Code of Conduct to everyone in its company so that all the employees involved in activities with Roquette have been made fully aware.

Not all situations, to which Roquette and its supplier may be confronted, in the exercise of their activities, can be anticipated in this code. For any case not mentioned herein, the Roquette supplier must always behave in an ethical and professional manner.

## 2. HUMAN RIGHTS

Roquette is committed to the protection of Human Rights and expects its supplier to respect these rights.

### a. Policy of non-discrimination

In its hiring and job practices, the supplier commits to apply the principles of equal opportunity for all employees, at all levels, and more generally, to respect the principles of non-discrimination in terms of skin color, race, sex, sexual orientation, age, ethnicity, national origin, family situation, religion, veteran status, mental or physical challenge, or any other characteristic protected by law.

### b. Right to freedom of association and collective bargaining

The supplier respects the right of employees to form and join trade unions and bargain collectively in a lawful and peaceful manner in accordance with applicable laws.

### **3. WORK STANDARDS**

Roquette expects its supplier to subscribe to the conventions of the International Labor Organization (ILO), notably in terms of:

#### **a. Child labor**

The supplier is strictly forbidden to employ children below the country's legal age. The supplier must comply with ILO requirements related to the health, safety and morality of minors.

#### **b. Forced labor**

The supplier commits to the free choice of employment and the elimination of any forms of forced or mandatory labor.

#### **c. Hours**

The working hours must be in compliance with the applicable legislation and overtime must be remunerated in accordance to the local regulations.

#### **d. Salaries**

The salaries of employees must at a minimum allow them to cover their basic needs and the supplier must offer the employee the possibility to improve their skills and abilities.

The supplier will take the measures necessary to ensure that its respective suppliers also respect the ILO requirements regarding child labor and forced labor.

### **4. SAFETY AND HEALTH**

The supplier commits to create a healthy and safe working environment for all the employees who work at its sites, while promoting health and safety.

Furthermore, the supplier commits to respect the hygiene and safety rules of the Roquette Group for any intervention on its sites.

### **5. REQUIREMENTS IN TERMS OF QUALITY**

All the products and services delivered by the supplier must satisfy the quality standards required by the local legislation, as well as the quality requirements of the Roquette Group

### **6. PROTECTION OF THE ENVIRONMENT**

The supplier must respect the environment and comply with all applicable laws and regulations, in the country of production or delivery of products or services. It commits to continually seek to minimize the impact of its activities on the environment.

## **7. GIFTS AND DONATIONS**

The supplier must be aware that a Roquette Group employee can neither accept nor offer a gift, payment or other advantage that could influence or give the appearance of influencing a business decision. This also applies to any person close to an employee (family, friend, etc.). Small marketing items of nominal value such as a pen, calendar, mug or candies may be accepted once a year. Gifts such as tickets, vacations, lodging, and meals for a group of employees, personal favors, etc., are not acceptable by any employee at Roquette.

If you are unsure if your item meets the definition of nominal value, it needs to be either approved by the head of purchasing in the country of business or comply with the local gift policy if any.

## **8. FIGHT AGAINST CORRUPTION**

The supplier commits to condemn and fight against corruption in all its forms, including the extortion of funds and bribes.

## **9. CONFIDENTIAL AND EXCLUSIVE INFORMATION**

The supplier commits to respect the confidentiality of information provided by the Roquette Group. This includes, but is not limited to: business or financial information, production methods, technology, equipment, tools, methodologies, personnel information, customer information, price discounts, samples of products, estimates, drawings, photographs, etc.

Any information qualified as being confidential must not be divulged and must be exclusively reserved to the persons, entities or partners who require the information in order to take action. The latter give a commitment to ensuring confidentiality.

## **10. VERIFICATION AND ENFORCEMENT**

Roquette Group requires the supplier to acknowledge and comply with this Code of Conduct. This Code of Conduct is intended not only for suppliers but also for their subsidiaries, sister companies and subcontractors.

Roquette Group may give itself the authority directly or through an accredited body to carry out any inspections or audits required to ensure compliance with this code.

The Roquette Supplier Code of Conduct forms part of the contractual obligations between the supplier and Roquette.

Failure to respect this Code of Conduct can be a sufficient reason to terminate business relations with the supplier without any right to any compensation allowance according to the gravity of the violation and specific circumstances.