

<b>2.3.01 The Crispy Food / CF Toppers Code of Conduct</b>		<b>CF</b>   Toppers
Approved by: MARO	Date: 19.05.2021	

## The Crispy Food / CF Topper Code of Conduct

Crispy Food / CF Toppers (CF / CFT) is concerned with conducting its business responsibly and in accordance with current laws and regulations according to the 10 principles of the UN Global Compact which are derived from: the Universal Declaration of Human Rights, the International Labour Organization's Declaration on Fundamental Principles and Rights at Work, the Rio Declaration on Environment and Development, and the United Nations Convention Against Corruption.

We understand quality as a result of a partnership-based cooperation with raw material and packaging materials suppliers and of their continuous improvement.

CFT's suppliers provide the significant link in the value chain of our product lifecycle. We want to work with suppliers with impeccable reputation who accept our high-quality standards.

The Crispy Food / CF Toppers (CF / CFT) Code of Conduct defines certain standards that we ask our suppliers and its subcontractors to unconditionally respect and adhere to. This CoC must therefore be passed on to every subcontractor the supplier uses and be implemented there too. Upon request from CFT, the supplier must be able to document compliance with the individual points in the CoC. CFT reserves the right to terminate any cooperation with a supplier in the event of breach of this CoC.

### Human Rights and labour

#### 1. FORCED LABOUR

1.01. There must be no form of forced labour, slave labour or involuntary work. Workers must be free to leave the workplace at workday ending.

1.02. Employees must not deposit deposits or identity papers for the employer and shall be free to terminate the employment relationship with reasonable notice.

#### 2. CONTRACT, TRADE UNIONS AND COLLECTIVE BARGAINING

2.01. All employees shall be entitled to a written employment contract indicating wage terms including payment methods and working conditions in a language they understand. This must be provided to the employee **before or on** first working day.

2.02. All employees shall have the right to form, join and organize trade unions of their choice and to bargain their rights as a collective. The interests of the employees shall be respected without the fear of harassment or threats. Employers must not interfere, prevent or counteract trade union or collective bargaining.

2.03. Trade union representatives shall not be discriminated against or impeded in carrying out their trade union work at the workplace.

2.04. If the right to collective bargaining and freely organizing is restricted by law, the employer must facilitate and not prevent alternative mechanisms for free and independent organization and negotiation.

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### 3. CHILD LABOUR

3.01. Minimum age for workers must not be less than 15 years and in line with (i) national minimum age for employment or (ii) minimum age for compulsory schooling with the highest age as applicable. If local minimum age is set at 14 years, in accordance with the exception in ILO Convention 138, this may be accepted.

3.02. If the supplier employs young workers, it shall demonstrate that the work is not socially, physically, mentally, or morally harmful to the children according to ILO Convention No. 138. Work at night for workers under 18 is prohibited.

3.03. The employer must have a confirmatory copy of an official document showing the worker's date of birth. In countries where this is not possible, the employer must establish an appropriate method for evaluating the worker's age.

3.04. Policies and procedures for remediation of child labour prohibited by ILO conventions no. 138 and 182, shall be established, documented, and communicated to personnel and other interested parties. Adequate support shall be provided to enable such children to attend and complete compulsory education until they are no longer of compulsory school age.

### 4. NON-REGULAR LABOUR

4.01. Commitments to workers in accordance with international conventions, national laws and regulations on regular employment shall not be circumvented using short-term employment (such as the use of contract workers, casual labour and daily workers), subcontractors or other employment relationships.

4.02. Apprenticeship courses must be clearly defined with regard to duration and content.

### 5. DISCRIMINATION

5.01. All employees shall be treated with dignity and respect. The individual ability and qualifications should be acknowledged.

5.02. The supplier shall be committed to refrain from all kinds of discrimination due to race/ethnicity, national or social origin, language, religion, age, gender, disability, civil status, sexual orientation, union work and political opinion. This includes discrimination in terms of employment, remuneration, access to education, promotion, resignation or retirement.

5.03. Employees shall not be subject to any kind of physical, sexual, psychological, or verbal harassment or inhuman treatment.

5.04. Employees shall not be subject to resignation based on unfair reasons such as marriage, pregnancy and/or parental status.

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## 6. WAGE

6.01. Wages and social benefits for workers for a normal working week must be at least in line with national minimum wage regulations or industry standards. The highest are valid. Salaries must always be sufficient to meet basic needs for the worker and his family.

6.02. Salary and salary payment must be agreed in writing before work commences. The agreement should be understandable to the employee.

## 7. WORKING HOURS

7.01. Working hours and breaks must be in accordance with national legislation or business settlement and may not exceed working hours in accordance with international conventions. Normal working hours should not normally exceed 48 hours.

7.02. Employees must have at least one day off per 7 working days.

7.03. Overtime must be limited. Recommended maximum overtime is 12 hours per week, i.e. a total working time of 60 hours per week. Exceptions to this may be accepted if it is regulated by a collective agreement or national law.

7.04. Workers must always receive overtime supplement/rate when working hours exceed normal working hours. The overtime rate shall at minimum be in accordance with applicable laws.

## 8. SAFETY & HEALTH

8.01. The employer shall provide its employees with healthy and safe working conditions. Hazardous chemicals and other substances must be handled properly according to instructions on safety sheet and/or law.

8.02. Necessary measures must be taken to prevent and minimize the number of accidents, injuries, fire and damage caused by or in connection with workplace conditions.

8.03. The employer shall establish and follow well-defined procedures on occupational safety and health.

8.04. The employer shall invite the employees to participate at regularly organized safety and health training. This applies especially for employees working in dangerous working areas.

8.05. Quick medical care in case of emergency and/or sickness shall be offered to all employees.

8.06. Free access to potable water, adequate lighting, temperature, ventilation and sanitation shall be offered to all employees.

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## Environment

### 9. ENVIROMENTAL PERFORMANCE

9.01. The supplier shall have procedures in place to secure compliance with the requirements of applicable environmental legislation and regulations and must demonstrate continual improvement of its environmental performance. Improvement should cover reduction of energy, water use, emissions and waste. This applies to the entire value chain inclusive sourcing, production, packaging and transport.

9.02. The local environment at the place of production shall not be affected or be destroyed by contamination or pollution.

9.03. Production and use of natural resources must not contribute to destroying or impairing resource and income base for marginalized populations, for example by seizing large land areas, irresponsible use of water or other natural resources to which the population groups depend.

### 10. QUALITY & TRACEABILITY

10.01 All products delivered to CFT shall meet the quality and safety standards required by applicable law.

10.02 Traceability shall be documented clearly, and all goods delivered to CFT must be traceable one step back to sub-suppliers and one step forward. Upon request from CFT, the supplier shall provide name and location of the sub-suppliers they use.

### 11. ANIMAL WELFARE

11.01. In the case where animals or part of animals are used as the raw product in the making of goods for CFT, the animals should, during their lifetime have been treated well and in an ethical way.

11.02. Suppliers to CFT, should take ethical aspects such as safety, animal welfare, traceability, sustainability, and labour and farm conditions into account when choosing providers of raw material from animals.

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## Anti-Corruption

### 12. BUSINESS PRACTICES

12.01 The supplier complies with all current laws and regulations of the code of business practices according to UNCAC principle 10, and the supplier shall work to prevent all forms of corruption including bribery and blackmail.

12.02 The supplier shall refuse any unfair advantage and shall not offer any improper advantage to obtain profit or personal gain to maintain or obtain any business public or private. This includes offerings to public servant, international organization or other third party.

12.03. The Supplier shall not, directly or indirectly, offer gifts to CFT employees or persons representing CFT or any of their close relatives unless the gift is of negligible value. Representation such as social events, meals and entertainment can be offered if there is a legitimate business purpose and the cost is kept within reasonable limits. Travel expenses for persons representing CFT must be paid by CFT. Representation, expense cover or gifts shall not be offered or received in situations of contract negotiations or assignments.

12.04. In no event shall the supplier cause or participate in any violation of general or separate competition law, such as illegal pricing or market sharing. The supplier's business practice shall always be within the national or international laws and regulations.

### 13. IMPLEMENTATION

13.01. The supplier is expected to implement the principles defined in this Code of Conduct within its own business and its sub-suppliers or as a minimum adopt corresponding standards.

13.02. By acceptance of the CFT Code of Conduct, the supplier confirms to accept all provisions mentioned in this Code of Conduct and to comply with them. Exceptions to any of the points are generally not possible. But if necessary justifications are made or due to other measures, then they must be passed on to CFT, who will take the matter into consideration. If deterioration occur to any of the points above, they must be communicated to CFT.

13.03. CFT reserves the right to unannounced audits conducted by its employees or a third party.

CFT reserves the right to terminate an agreement with any supplier who does not comply with this Code of Conduct.

Date: 19.05.2021 .....

Title: Member of the Management Board .....

Name: Stefan Skov Rasmussen .....

Signature: *Stefan Skov Rasmussen* .....