



HENRY LAMOTTE
OILS

**we create.
we trade.
we care.**



Code of Conduct
Value creation with appreciation

To suppliers and employees of Henry Lamotte Oils GmbH

Dear Business Partners and Colleagues,

Taking sustainability to heart and carrying corporate responsibility in a value-oriented manner is part of our self-image. This is inseparably linked to continuous success since our company's establishment in 1925.

As a leading quality supplier for natural oils and related products, we continuously align our management activities. **Quality includes our responsibility for the people and the environment**, but also reliability and orientation. In this regard, the safety of our products is our highest priority.

We want to meet this demand **together with you** as our relevant stakeholders, every day. In this context, our corporate culture is what motivates us. It is based on the best of Hanseatic tradition and on solidarity with others (see overview *Our values* on p. 2).

This Code of Conduct brings together our principles for responsible behavior inside and outside our company. It applies to the management, to the executives, to each individual employee and to suppliers of our products.

In the countries of origin of our products all over the world, agriculture is the basis of social peace and income of many people. Regular visits to our suppliers repeatedly remind us thereof.

We generate our products from agricultural raw materials. **Our value chains offer great opportunities and challenges at the same time. It is important to promote sustainability and the United Nations Sustainable Development Goals (SDGs).**

For us, compliance with human rights is a non-negotiable prerequisite for business relations. We pursue a “zero tolerance strategy” regarding violations of human rights and unethical business

behavior, such as (exploitative) child labor, corruption, antitrust agreements, serious violations of environmental standards, or land grabbing.

We pursue these and other sustainability aspects in our value chain in the context of on-site visits, audits, and inspections. We strive to support our suppliers in meeting their social responsibility.

We expect our suppliers to comply at least with the laws on working conditions applicable to them – including working hours and wages – and with the below criteria:

- ✔ **no forced work or slavery;**
- ✔ **general minimum age of 15 years;**
- ✔ **provision of safe working conditions;**
- ✔ **respect for and promotion of freedom of assembly;**
- ✔ **prevention of all forms of discrimination.**

In the event of intentional violations of these criteria by a supplier without his clear intention to immediately remedy the situation, we declare the cooperation to be terminated.

As a **member of amfori BSCI** (BSCI = Business Social Compliance Initiative), we base our below Code of Conduct on the *amfori BSCI Code of Conduct principles*. Other principles include the *UN Charter of Human Rights*, the *ETI Base Code* (ETI = Ethical Trading Initiative), the *UN Guiding Principles for Business and Human Rights*, the *OECD Guidelines for Multinational Enterprises* (Organization for Economic Cooperation and Development), the *UN Global*

Compact, and the *ILO Core Working Standards* (ILO = International Labor Organization). On this basis, we examine social risks in our value chains and work on improvements.

If audits at production sites reveal potential problems, we work together with our suppliers to develop an action plan, and we will monitor its implementation. In compliance with current data protection regulations, we ensure transparency of audit results and provide the audited company with our audit reports.

As a supplier, we ask you to truthfully sign and return to us a Code of Conduct copy. We use this as a confirmation of you having understood the Code of Conduct and agreeing to its compliance.

Yours sincerely,

Hermann Bosse
Managing Director

Sebastian Drewes
Managing Director

Albert Lamotte
Managing Director

Christian Siebrecht
Managing Director

Our values

The handshake counts.

Trust and reliability are key to our business activities – within the team and towards partners.

We rely on agility.

Agility characterizes how we work closely with our customers.

Curiosity drives us.

Pleasure in innovative products and technologies ensures the growth and success of our partners.

We are entrepreneurs.

Personal initiative and passion determine our work.

Teamwork takes us further.

Together, we are strong and successful. We think global and in networks.

We create security.

We stand for security in delivery capability and quality. Whatever the weather.

The following applies to Henry Lamotte Oils GmbH as well as to its direct suppliers and their direct upstream suppliers: They undertake to comply with all applicable laws and regulations and

with the guidelines regarding the following topics: *social responsibility, ethical business behavior, and environmental responsibility.*

1. Social responsibility

1.1 Exclusion of forced labor

- Any form of servitude, forced or compulsory labor, serfdom, human trafficking, involuntary labor, or a similar type of work is directly prohibited.
- Particular care must be taken when directly and indirectly using and recruiting migrant workers.

1.2 Ban on child labor

- Exploitative child labor must not be used at any production stage.
- We call for adherence to the recommendation of the ILO Conventions on the minimum age for employment of children. According to this, the minimum age should not be less than the age at which compulsory education ends and not be less than 15 years.

1.3 Special protection for young workers

- When young workers under the age of 18 are employed, it is necessary to ensure that they do not work at night.
- The working conditions must not endanger the health, safety, morality, or development.

1.4 No discrimination

- Personal dignity, privacy, and the rights of each individual shall be respected.
- The discrimination of employees because of gender, race, caste, color, disability, political belief, origin, religion, age, pregnancy, or sexual orientation is prohibited.
- Any kind of sexual harassment shall be avoided.

1.5 Fair remuneration

- There is an obligation to comply, at least, with the higher of the statutory minimum wages or the approved industry standards based on collective agreements and to pay attention to statutory social benefits.
- Where there are no legal standards, minimum remuneration should be paid which enables the worker and his/her family to live in dignity. Statutory social benefits must be taken into account.

1.6 Fair working hours

- The working times must comply with all applicable laws or industry standards. Public holidays and leave shall be granted at least within the scope of legal regulations.

1.7 Freedom of association and collective bargaining

- Employees are to be allowed to express their concerns about the employment relationship individually or collectively within the framework of applicable legislation on collective representation and trade union membership and without the fear of discrimination, in whatever form.
- Employees may terminate their employment relationship within legally applicable time limits.

1.8 Occupational health and safety

- A safe and healthy work environment is to be ensured. Appropriate organizational and other measures to manage occupational safety and health risks are to be taken. As a minimum, compliance with the statutory regulations applicable to the workplaces is to be ensured.
- Individuals in need of protection are provided with special protection. This includes, without limitation, young workers, young mothers, pregnant women, and people with disabilities.

1.9. Complaint procedure

- At operating level, the establishment of an effective complaints procedure for individuals and groups of people is to be ensured.
- Employees who lodge a complaint based on this Code and/or applicable national/international law must not be subject to any form of disciplinary or retaliatory measures.

2.1 Fair competition

2.1 Fair competition

- In the interest of free competition, any anti-competitive behavior, such as price fixing, market segmentation or price maintenance, must be completely avoided. A zero-tolerance strategy regarding competition agreements is to be pursued, and employees are trained accordingly.

2.2 Confidentiality/data protection

- The principle of confidentiality and respective data protection regulations are adhered to.

2.3 Integrity/bribery, accepting benefits

- The highest standards of integrity shall be applied to all business activities.
- In the case of bribery, corruption, money laundering, extortion, and embezzlement, a zero-tolerance policy applies, which might entail

liability. All applicable national and international regulations, laws, and standards in this regard are complied with.

- Procedures for monitoring and enforcing the standards shall be applied to ensure compliance with anti-corruption laws.

2.4 Intellectual property

- Suppliers disclose potential conflicts of interest in relation to the business activities without the need for solicitation.
- Protection of trade secrets of Henry Lamotte Oils GmbH is a direct concern of suppliers.
- Intellectual property rights must be taken into account.

3. Ecological responsibility

3.1 Resource management

- Optimum environmental protection (soil, water, air, and genetic diversity) shall be ensured at all stages of the manufacturing process. This includes prevention of accidents which may have negative effects on the environment and, in general, reduction of emissions. Potential environmental hazards are systematically identified and eliminated.
- Suppliers are committed to careful and sustainable use of natural resources. They act forehandedly in the sense of increased responsibility for the environment and nature and in the sense of animal protection and welfare.
- Suppliers strive to use and promote environmentally friendly, in particular energy- and water-saving, technologies within the company. Appropriate and comprehensible measures and management systems (for example according to ISO 14001 or similar) shall be implemented for this.
- Suppliers follow a systematic approach to identify, manage, reduce, responsibly dispose of, recycle, or reuse waste.
- Separate hazardous substances management ensures that hazardous substances can be safely handled, transported, stored, reprocessed, reused, or disposed of.

- Measures to determine and reduce CO₂ emissions shall be taken.

3.2 Protection of biodiversity

- As a part of the business activities, appropriate efforts to protect biodiversity are undertaken. Nature is our basis of life and a type of life insurance for us and future generations.
- Good agricultural practice, including conservation of soil fertility and genetic diversity, is to be promoted.
- Endangered species are to be protected.
- Destruction of forests is one of the main causes of climate change. Suppliers should not be involved in deforestation of native vegetation for agricultural purposes. Clearing of any kind is unacceptable for us, particularly in the following areas: primary forests (e.g. rainforests); riparian vegetation; wetlands; marshes; river meadows; steep slopes; and above-ground carbon deposits at high altitudes.
- No land grabbing – instead, we expect to see measures to avoid illegal uses.

4. Audits

- Suppliers will allow us to check compliance with the Code of Conduct.
- In order to monitor compliance with our standards, Henry Lamotte Oils GmbH is entitled to carry out themselves or to have third parties carry out such audits while maintaining absolute confidentiality and transparency.
- If the audit at the production site reveals potential problems, we work together with our suppliers to develop an action plan. Serious violations detected during the audit may jeopardize our business relationships.

5. Fulfilling due diligence duties

We expect our suppliers and business partners to accept and integrate into the company management the above requirements, to identify the risks related to your supply chains, and to take appropriate measures. In the event of suspected

violations and to protect supply chains with higher risks, suppliers and business partners proactively, promptly, and, if necessary, regularly inform Henry Lamotte Oils GmbH about violations and risks identified and the measures taken.

6. Declaration of consent

By signing this document, suppliers reconfirm their commitment to comply with these standards and to ensure that their direct upstream suppliers adhere to them.

The Code of Conduct is valid as long as the business relationship exists.



The person in charge read and understood the above conditions and accepts them on behalf of his/her company.

Company:

Name:

Position:

Read and approved:

PLACE/DATE

SIGNATURE