



Engelse Wandeling 2 - F3  
8500 Kortrijk  
Belgium

T +32 (0)56 23 37 20  
F +32 (0)56 23 37 29

BTW BE 0846 651 830  
RPR Gent (afdeling Kortrijk)  
BELFIUS BANK NV  
BE25 0688 9522 8282  
BIC GKCCBEBB

**briz coffee** wants to supply goods and services without compromising on quality, food safety, ethics, human rights, working conditions and environment.

The commitment of **briz coffee** to follow this code of conduct shall be reflected in the relationship with its suppliers and implies that suppliers shall respect it within their own operations and within their supply chain.

**briz coffee** acknowledges that reaching these standards is a dynamic process aiming at enhancing the global supply chain.

## CODE OF CONDUCT

### Legal compliance:

- Comply with all applicable national laws and regulations and industry minimum standards of the countries in which they operate.

### Child labour:

- Prohibit child labour under the term set by the International Labour Organisation and the national laws.

### Labour rights:

- Free choice of employment. There is no forced, bonded or involuntary prison labour. Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice.
- Respect the freedom of association and the right to collective bargaining.
- Respect the right of workers, without distinction, to join or form trade unions of their own choosing.
- Adopt an open attitude towards the activities of trade unions and their organisational activities.
- Protect workers representatives against discrimination and grant them access to carry out their representative functions in the workplace.

### Wages and working conditions:

- Pay wages and benefits for a standard working week that meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.
- Provide all workers with written and understandable information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.
- No deductions from wages as a disciplinary measure shall be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.
- Compliance of working hours with national laws and benchmark industry standards, whichever affords greater protection
- Provide a safe and hygienic working environment, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
- Provide regular and recorded health and safety training to workers, and such training shall be repeated for new or reassigned workers.
- Give access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.
- Provide accommodation, which shall be clean, safe, and meet the basic needs of the workers. Assign responsibility for health and safety to a senior management representative.

### Fair treatment:

- No discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status,

sexual orientation, union membership or political affiliation.

- A recognised employment relationship established through national law and practice.
- Prohibit harsh or inhumane treatment.
- Prohibit physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation.

### Environment:

- Be compliant with relevant environmental laws and regulations.
- Use resources in an efficient and sustainable way and strive to minimize their impact on biodiversity, climate change and water scarcity.
- Waste shall be managed and steps implemented to reduce or recycle waste as much as possible.
- Show responsibility towards the communities in which they operate, manage community impact resulting from company operations and implement procedures for impact control.

### Corruption and bribery:

- No involvement in any kind of corruption, extortion and bribery.

### Competition:

- Respect the principles of free enterprise and fair market competition.

### Supply chain responsibility:

- Encourage the entire supply chain to adhere with their suppliers to the principles of this Code of Conduct.
- The Code of Conduct shall be spread and communicated. Alternatively, suppliers may use their own policies or code of conduct towards their suppliers provided such code is equivalent to this one.

### Improvement and Monitoring:

- Endeavour towards a culture of continuous improvement.
- Monitor by open dialogue the observation of the criteria of this Code of Conduct and promote the willingness to mitigate non-conformities.

### For **briz coffee**

Pia De Baets  
for Pia De Baets bvba  
as Managing Director

Olivier Mordang  
for Loarto bvba  
as Managing Director

### Acceptance of the Supplier

Company Name:

Date:

Signature: