



**Supplier Code of Conduct**  
**Crop Integration (Maize) Business Group**



## Contents

1. Preface	1
2. Supplier Ethics	1
2.1 Compliance with Laws and Regulations	1
2.2 Product Quality and Safety	1
2.3 Traceability	1
2.4 Personal Data, Confidentiality and Intellectual Property	2
2.5 Child Labor	2
2.6 Forced Labor and Abuse of Labor	2
2.7 Discrimination	2
2.8 Employment Arrangements, Remuneration and Benefits	3
2.9 Freedom of Association and Collective Bargaining	3
2.10 Occupational Health and Safety	4
2.11 Land Rights	4
2.12 Environmental Management	4
2.13 Responsible Sourcing	5
2.14 Business with Integrity	5
2.15 Conflicts of Interest	5
2.16 Anti-Bribery and Corruption	5
3. Promoting Ethical Conduct in Practice Effectively: Processes and Procedures	6
3.1 Communications and Training	6
3.2 Management of the Code	6
3.3 Reporting Concerns	7
3.4 Termination of Supplier Contract and Blacklisting	8



# Supplier Code of Conduct

## Crop Integration (Maize) Business Group

### 1. Preface

Crop Integration (Maize) Business Group is committed to sustainable business growth, in addition to being responsible for communities, societies and the environment. To achieve this, the organization places emphasis on bringing supply chain management and development into practice for all its supply chains. This Supplier Code of Conduct is in accordance with international standards, including the Principles of the United Nations Global Compact (UNGC), in order for suppliers to uphold Crop Integration (Maize) Business Group's social and environmental responsibilities. Therefore, the organization's current and prospective suppliers are obligated, in all of their activities, to operate in full compliance with all applicable laws; Business Ethics; Human Rights; Occupational Health and Safety; and Environment Management.

### 2. Supplier Ethics

#### 2.1 Compliance with Laws and Regulations

Suppliers shall conduct their businesses in compliance with all applicable laws and regulations and in accordance with ethical principles and fair business practices. Crop Integration (Maize) Business Group expects its suppliers to support and respect the protection of internationally proclaimed human rights and to ensure that they are not involved in human rights abuses.

#### 2.2 Product Quality and Safety

Suppliers shall provide high quality, safe and environmentally friendly products and services in accordance with Crop Integration (Maize) Business Group's requirements and specifications as agreed.

#### 2.3 Traceability

Suppliers shall develop the necessary procedures to provide evidence of product and service origin and an internationally recognized quality standard of production to Crop Integration (Maize) Business Group when requested.



## **2.4 Personal Data, Confidentiality and Intellectual Property**

- 2.4.1 Suppliers shall protect Crop Integration (Maize) Business Group -owned confidential information in accordance with any agreements entered with the organization, and must not disclose nor make independent use of said information, intentionally or not.
- 2.4.2 Suppliers shall comply with all applicable national laws and international treaties in force related to intellectual property. This includes respecting trademarks and patents, and refraining from any acts of counterfeiting.

## **2.5 Child Labor**

- 2.5.1 Suppliers must not employ:
- 1) Children under 14 years of age or the minimum age of employment permitted by the law of the country or countries where the contracted work takes place, or the age of the end of compulsory education in that country or countries, whichever is higher; or
  - 2) Persons under 18 years of age for work that, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of such persons.

## **2.6 Forced Labor and Abuse of Labor**

- 2.6.1 Suppliers shall not engage in any form of forced or compulsory labor. Human trafficking and exploitation are prohibited.
- 2.6.2 Suppliers shall prohibit physical, sexual and verbal abuse and all other forms of intimidation or harassment in the workplace.

## **2.7 Discrimination**

Suppliers shall ensure equality of opportunity and treatment in respect of employment and occupation, without discrimination on grounds of race, ethnicity, nationality, religion, age, disability, political views, union membership, gender, gender identity, sexual orientation, familial status or social class, and such other grounds recognized in the national laws of the country or countries where the performance, entirely or in part, of a contract takes place.



## **2.8 Employment Arrangements, Remuneration and Benefits**

- 2.8.1 Suppliers must ensure that each employment contract is recognized by applicable laws and practices. Suppliers shall provide workers with written and understandable information about their employment conditions and remuneration. This information shall be translated into the worker's native language.
- 2.8.2 The remuneration, hours of work and other conditions of work provided by suppliers should not be less than locally comparable conditions for work of the same character performed in the trade or industry concerned in the area where work is carried out. (i.e., as contained in: (i) Collective agreements – a contract between labor and management governing wages, benefits and working conditions or (ii) Applicable laws or regulations)
- 2.8.3 Crop Integration (Maize) Business Group expects its suppliers to ensure the payment of wages in legal tender, paid regularly no longer than one month, in full and directly to the workers. Suppliers should keep an appropriate record of such payments. Any deductions are allowed only under conditions and to the extent of applicable law, and suppliers must inform the workers of such deductions at the time of each payment. Wages should be high enough at least to meet workers' basic needs and to provide some discretionary income.
- 2.8.4 Suppliers shall comply with applicable laws on regular working hours and overtime hours, in addition to supervising the number of overtime hours accordingly. Suppliers shall permit workers at least one rest day for every seven-day period.

## **2.9 Freedom of Association and Collective Bargaining**

Suppliers shall respect the freely exercised right of employees/workers to join or form labor unions and to participate in any collective bargaining in accordance with legal procedures in the applicable jurisdiction. Suppliers shall not discriminate against



employees'/workers' representatives and shall allow representatives to carry out their representative functions in the workplace.

## **2.10 Occupational Health and Safety**

2.10.1 Suppliers shall provide their employees/workers with a safe, secure and hygienic working environment. Suppliers shall put in place procedures to minimize risks to employees/workers and to prevent accidents and injury, including providing employees/workers with appropriate safety equipment that is maintained in accordance with relevant standards and manufactures' recommendations.

2.10.2 Suppliers shall provide employees/workers with access to clean toilet, washing facilities, drinking water and sanitary facilities for food storage. Any accommodation provided shall be clean, safe and meet the employees'/workers' basic needs.

## **2.11 Land Rights**

Crop Integration (Maize) Business Group does not tolerate the forcible acquisition of land. Suppliers shall acquire land with the free, prior and informed consent of all communities. Suppliers shall respect the rights of communities and indigenous people to maintain traditional access to land and resources.

## **2.12 Environmental Management**

Suppliers should, wherever possible, support a precautionary approach to environmental matters, undertake initiatives to promote greater environmental responsibility and encourage use of environmentally friendly technologies implementing sound life-cycle practices. Suppliers should promote efficient water, energy and waste management within their facilities.



## **2.13 Responsible Sourcing**

Suppliers shall exercise due diligence in selecting their own suppliers and subcontractors to ensure responsible sourcing throughout the supply chain. In particular, suppliers shall not source raw materials or components from organizations or individuals linked with illegal activities, human rights abuses or terrorism.

## **2.14 Business with Integrity**

2.14.1 Suppliers shall disclose their financial performance clearly and verifiably in accordance with accounting principles appropriate to the supplier's size, nature and form of its business.

2.14.2 All business and commercial dealings are to be performed transparently and recorded accurately in the supplier's books and records. Neither supplier nor any of its employees shall participate in money laundering. Suppliers shall establish appropriate information security controls to ensure that no confidential information in the supplier's possession related to Crop Integration (Maize) Business Group is used to engage in or support insider trading.

2.14.3 Suppliers shall comply with all applicable economic sanctions and export controls.

## **2.15 Conflicts of Interest**

Suppliers are expected to disclose to Crop Integration (Maize) Business Group :

2.15.1 Any situation that appears as a conflict of interest; and

2.15.2 Any situation where any Crop Integration (Maize) Business Group employee may have an interest of any kind in the supplier's business or any kind of economic, familial or personal ties with the supplier.

## **2.16 Anti-Bribery and Corruption**

2.16.1 Crop Integration (Maize) Business Group expects its suppliers to follow the highest standards of moral and ethical conduct, to respect applicable laws and not engage in any form of corrupt practices, including but not limited to



extortion, fraud, or bribery. Crop Integration (Maize) Business Group does not tolerate any form of bribery or corruption in any of its business activities.

2.16.2 Any business entertainment carried out by suppliers must be reasonable and solely for the purpose of maintaining good business relations. Gifts, entertainment, hospitality and travelling expenses must be kept within reasonable limits and must never be given or taken in the expectation of exchanging any advantages in return.

2.16.3 Suppliers shall implement their own policies and procedures to prevent corruption among their employees. Suppliers shall regularly monitor and review the operation of these policies and procedures and provide anti-corruption training to their employees.

### **3. Promoting Ethical Conduct in Practice Effectively: Processes and Procedures**

#### **3.1 Communications and Training**

Suppliers shall communicate the contents of this Code to their employees, subcontractors and their own suppliers to enhance ethical and sustainable sourcing processes throughout the supply chain. Suppliers should provide training to their employees, subcontractors and their own suppliers on specific parts of this Code, as appropriate. Companies in Crop Integration (Maize) Business Group will supply translations of the Code, provide training and cascading on its contents insofar as possible, upon request.

#### **3.2 Management of the Code**

3.2.1 Crop Integration (Maize) Business Group expects that its suppliers will establish, implement and maintain appropriate management systems (including policies, procedures, communications, due diligence processes and control systems) to apply this Code of Conduct, and that they actively review, monitor and modify their management processes to ensure their business operations and supply chains align with the principles set out in this Code of Conduct.





3.2.2 Suppliers must be able to demonstrate compliance with this Code upon request of Crop Integration (Maize) Business Group. To review the progress of suppliers and subcontractors in implementing this Code of Conduct, Crop Integration (Maize) Business Group may take various supporting initiatives, for example:

- 1) Self-certify that they comply with the Code of Conduct; or
- 2) Conducting through internal departments or independent third parties, audits, on-site evaluations and inspections of supplier facilities and those of their subcontractors to ensure their compliance with this Code. Suppliers shall cooperate in all respects.

3.2.3 Suppliers are expected to comply with all applicable laws, regulations, contractual agreements and generally recognized standards.

3.2.4 Where deficiencies are identified, Crop Integration (Maize) Business Group may request suppliers to present improvements and corrective action plans.

### **3.3 Reporting Concerns**

3.3.1 Suppliers shall provide their staff/workers with a suitable procedure for raising any concerns they have regarding compliance with this Code, or with applicable laws and regulations. That procedure shall be transparent and easily understandable, and shall protect staff/workers from retaliation.

3.3.2 Suppliers must report to Crop Integration (Maize) Business Group any situations or incidents which may affect supplier's compliance with this Code, including dishonesty, fraud, corruption, human rights and labor concerns, environmental damages or any other unethical behavior. All reports will be dealt with by Crop Integration (Maize) Business Group confidentially.



### **3.4 Termination of Supplier Contract and Blacklisting**

Suppliers who fail to adhere to the Code, or who fail to adhere to a corrective action plan, risk termination of their supply agreement in accordance with its terms. If serious non-compliance with this Code is discovered, whether on the part of a current or prospective Supplier, Crop Integration (Maize) Business Group reserves the right to blacklist.