



JBCOcoa

# JB COCOA


## SUPPLIER CODE OF CONDUCT

VER 3.0/2024



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**INTRODUCTION**

JB Cocoa (JBC) is committed to producing quality products, and strives to be a responsible, ethical and transparent corporation in the countries and regions that we operate. When we do this, workers are more productive, resources are utilized more efficiently, and the business thrives.

We therefore count on our suppliers and business partners around the world to commit to and uphold our high standards of integrity, values and operating principles.

**PURPOSE AND SCOPE**

This Supplier Code of Business Conduct (“Code”) articulates a minimum set of mandatory requirements which all our suppliers, their employees, personnel, agents, subcontractors, suppliers, including their parent organization, subsidiary or affiliate entities (collectively referred to as "Suppliers" or individual as “Supplier”) need to meet while conducting business with or on behalf of JBC.

It contains globally aligned standards and is rooted in international law. Where local laws or standards differ from this Code, we expect our Suppliers to comply with the more stringent standards and principles, or the standards and principles that favor workers.

We prioritize Suppliers who are committed to our universal principles of operating their business in a responsible and ethical manner, respecting the rights of individuals, and helping to protect the environment.

We encourage our Suppliers and business partners to adopt a continuous improvement mindset, and move beyond the mandatory requirements. Alignment to mandatory requirements will be verified through the use of our Supplier online self-assessment.

**EXPECTATIONS**

Suppliers are expected to self-monitor and demonstrate their compliance with this Code. JBC may also audit Suppliers or inspect Suppliers' facilities, announced or unannounced, to confirm compliance. Suppliers who behave in a manner that is unlawful or inconsistent with the Code, or any of JBC's policies, risk termination of their business relationship with JBC.

We expect our Suppliers and business partners to communicate the expectations under this Code throughout their business operations by adopting efficient management system, policies, procedures and training to uphold the standards and expectations set forth in this Code.

**1. LAWFUL BUSINESS CONDUCT WITH INTEGRITY**

**1.1. Legal and Regulatory Compliance**

Suppliers should comply with all laws and regulations in the countries where they operate. Suppliers should ensure that all other applicable international laws and regulations are complied with, including those relating to international trade (such as those relating to sanctions, export controls and reporting obligations), data protection and antitrust/competition laws.

**1.2. Bribery and Corruption**

Suppliers must fully comply with the requirements of all applicable anti-corruption laws and regulations of the countries in which it operates, and applicable international anti-corruption conventions. Adequate procedures should be in place to prevent bribery in all commercial dealings undertaken by the Supplier.


**1.3. Conflict of Interest**

Suppliers must avoid conflicts of interest. All and any conflict of interest in any business dealings with JBC, of which the Supplier is aware, will have to be declared to allow for JBC to manage the situation and resolve it appropriately. Any ownership or beneficial interest in a Supplier's business by a government official, representative of a political party or a JBC worker must be declared prior to entering any business relationship with JBC.

**1.4. Gifts and Hospitality**

While it may sometimes be appropriate to exchange business courtesies on certain occasions, it is never appropriate to give, receive a gift or offer hospitality that is extravagant, such as one that instils a sense of obligation, or one that is given to influence a business decision. Therefore, do not offer or accept any gift to obtain improper advantages or influence towards the Supplier, JBC (employees and family members and associates of JBC), or any third party. Gifts include benefits, fees, commissions, dividends, cash, gratuity, services, or any inducements.

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## 1.5. Confidential Information

Suppliers must take all reasonable and necessary precautions to safeguard JBC and its partners' information to which it has access, including not disclosing to anyone, inside or outside of JBC, unless disclosure is properly authorized, in connection with a clearly defined and legitimate business need (i.e., shared only on a need-to-know basis), and subject to a written confidentiality agreement. Suppliers must design and maintain processes to provide appropriate protection for this information.

## 1.6. Safeguarding Assets

Suppliers are responsible for appropriately using and safeguarding JBC's assets. Assets include physical and non-physical properties, such as equipment, inventory, technology, money, intellectual property (I.P.) and Company's information and data. Competitively sensitive and proprietary information are also considered assets and include operational data, such as production and maintenance data, master data and data related to our equipment, process control systems, strategic and marketing plans, information used in trading activities, research and other technical data.

## 1.7. Privacy and Information Security

Suppliers are to comply with applicable privacy and information security laws and regulatory requirements when personal information is collected, stored, processed, transmitted, and shared. Suppliers are to commit to protecting the personal information and ensuring the confidentiality, privacy and security of everyone they do business with, including suppliers, customers, consumers, employees and contingent workers, and have appropriate policies and procedures in place to ensure they can comply with this requirement. Suppliers are encouraged to implement their own Data Protection Policy.

## 1.8. Fair Competition

The Suppliers are committed to conducting its business in full compliance with all applicable competition and antitrust laws. The Suppliers shall refrain from engaging in any unlawful practices that undermine fair competition and a free market, including, but not limited to price fixing, market sharing and splitting, sharing of confidential and commercially sensitive information and agreeing to limit sales or outputs with the intent to restrict or delay fair competition. The Supplier's adherence to these principles ensures a fair and competitive market environment, even when collaborating with third-party competitors.

## 1.9. Financial and Business Records

Suppliers are to commit to performing all business and commercial dealings transparently and recording them accurately. Business and financial records must be legible and reflect actual transactions and payments. All financial books and records should conform to generally accepted accounting principles. When a record is no longer needed to conduct the current business, records should still be retained according to applicable retention requirements.

## 1.10. Insider Trading

Suppliers are prohibited from trading directly or indirectly in JBC's securities while possessing "non-public information material" about the Company. Inside information is non-public information material about a company that is not generally available to the public. Whether the information is considered as such is generally judged by whether it would affect investors' decision-making.

## 1.11. Diverse Supplier Involvement / Sourcing

The Suppliers are committed to fostering an inclusive, sustainable, and ethical supply chain. The Suppliers are dedicated to providing equal opportunities and creating a level playing field for diverse suppliers. Moreover, the Suppliers are committed to sourcing products and services responsibly and sustainably. Suppliers shall adhere to fair labor practices, environmental stewardship, transparent business operations, comply with all relevant laws and regulations, uphold human rights, and prioritize sustainability in their practices.

## 1.12. Quality and Product Safety

Products, materials and services provided by the Supplier should comply with applicable laws and accepted industrial and governmental standards, and meet JBC's agreed requirements, specifications and safety criteria in the relevant contract documents. Any product safety or quality concerns must be reported to JBC immediately.

## 2. HUMAN RIGHTS AND FAIR LABOUR PRACTICES


### 2.1. Respect Internationally-Recognized Human Rights

Suppliers are to commit to respecting internationally-recognized human rights. This includes the rights of indigenous peoples, local communities, workers and others who may be affected by company activities. Suppliers are expected to operate in a manner consistent with the United Nations (U.N.) Universal Declaration of Human Rights, U.N. Guiding Principles on Business and Human Rights, International Bill of Human Rights, International Labor Organization (ILO) eight fundamental conventions and declaration on fundamental principles and rights at work. *Suppliers are encouraged to develop and implement their own Human Rights Policy.*

### 2.2. Child Labor and Young Workers

Suppliers have the duty of care to safeguard children from intentional or inadvertent harm caused by their activities, businesses, and programs, including ensuring that the behavior of their employees, contractors, and implementing partners within the operation and the local communities that they engage in are in adherence to that duty of care. Under no circumstances should a Supplier employ individuals under the age of 15 (or 14 years of age where the local law allows and such exception is consistent with ILO Convention No. 138 & 182), or under the legal minimum age for employment in the country, whichever stated age of the two is of a lower number. Suppliers should have documentation with the legal proof of the date of birth of all workers, and a labor force register should be maintained. In addition, Suppliers should do comprehensive background screening, apply thorough interviewing procedures, and conduct robust reference checks. We encourage our Suppliers to participate in industry efforts aimed at the elimination of child labor wherever they exist in the supply chain. Suppliers must prohibit young workers or vocational trainees under the age of 18 from performing work that is mentally, physically, socially,

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morally dangerous or harmful, as well as those that interfere with their education by depriving them of the opportunity to attend school. JBC supports all forms of legal youth employment, including the development of legitimate workplace apprenticeship programs for the educational benefit of young people. In the absence of local law, the wage rate for student workers, interns and apprentices shall be at least the same wage rate as other entry-level workers performing equal or similar tasks.

**2.3. Forced Labor**

All Suppliers and their business partners, including recruiters, employment agencies and recruitment firms, are prohibited from using forced labor, whether in the form of indentured labor, compulsory or trafficked labor, bonded labor, or any other form. Suppliers shall ensure that the employer always covers the full cost of recruitment, so that no cost is paid by workers. Relevant costs include recruitment / agent fees, travel costs, health checks and visa costs. This requirement remains valid even in countries where local law allows for some recruitment fees to be paid by workers. In cases where workers have paid recruitment costs, these must be reimbursed by the employer. Employment decisions must be based on free choice with respect to legal and contractual rights. Workers are not charged or required to pay fees or deposits to obtain or maintain employment. Pay is not withheld, and no conditions should be made that constrain a worker's ability to freely choose employment. Workers are free to leave work and terminate their employment upon reasonable notice without penalty. Suppliers must not retain any personal identification, travel documents, or wages as conditions of employment.

**2.4. Documented Terms of Employment**

Suppliers are expected to provide all workers, both permanent and casual, with written contracts. This should contain accurate and understandable information regarding the nature of work, compensation, work hours, and benefits in writing, in a language understood by the worker and ahead of commencing employment. For workers recruited from other countries, such information containing the terms of employment should be received by the workers prior to their departure from their country of residence to the country of work.

**2.5. Treat Employees with Dignity and Respect**

Suppliers shall create a work environment where employees and business partners feel valued and respected for their contributions. There should be no harsh and inhumane treatment, including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion, verbal abuse of workers, or threats to their family, including threats of any such mistreatments. Disciplinary policies and procedures in support of these requirements shall be clearly defined and communicated to workers.

**2.6. Non-discrimination**

Suppliers are expected to support diversity and inclusion in the work environment. Therefore, they shall not engage in discrimination based on race, color, age, gender, sexual orientation, gender identity and expression, ethnicity or national origin, disability, pregnancy, religion, political affiliation, union membership, covered veteran status, protected genetic information or marital status in hiring and employment practices such as wages, promotions, rewards, and access to training. Workers shall be provided with reasonable accommodation for religious practices. In addition, workers or potential workers should not be subjected to medical tests or physical exams that could be used in a discriminatory way.

**2.7. Freedom of Association and Collective Bargaining**

Suppliers shall respect the right of workers to exercise their right to form and / or join trade unions, engage in peaceful assembly and bargain collectively. The rights of workers to freedom of association and collective bargaining are recognized and respected by the Supplier. Workers and / or their representatives shall be able to openly communicate and share ideas and concerns with management regarding working conditions and management practices without fear of discrimination, reprisal, intimidation or harassment.

**2.8. Wages and Benefits**


Compensation paid to workers by the Supplier shall comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits. Suppliers are encouraged to analyze the potential gap between current wages provided to workers and living wages and drive towards closing this gap when it has been identified. Wages and benefits should always be paid on time. In compliance with local laws, workers shall be compensated for overtime at pay rates greater than regular hourly rates (in the absence of local law, then the following rates apply: 125% for overtime on a regular working day and 150% for overtime on a rest day or public holiday). Deductions from wages as a disciplinary measure shall not 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. For each pay period, workers shall be provided with a timely and understandable wage statement that includes sufficient information to verify accurate compensation for work performed. All use of temporary, dispatch and outsourced labor will be within the limits of the local law. Pregnancy, maternity and lactation benefits are provided as per applicable law.

**2.9. Hours of Work and Rest Day Requirements**

Suppliers are prohibited from requiring workers to work more than the maximum hours as set by international labor standards, local and national labor laws, whichever is more restrictive. Suppliers must ensure that overtime is voluntary and paid according to local and national laws or regulations. A standard work week (excluding overtime) must not exceed 48 hours per week or the weekly limit set by local law. Including overtime, working hours may never exceed the maximum hours permissible under national law. If the national law does not specify this, it cannot exceed 60 hours a week. Workers must be allowed at least one day off for every seven day period, or two days off for every 14-day period where local law permits. Suppliers must keep employee working hours and pay records in accordance with local and national laws or regulations. Suppliers must maintain a transparent and reliable system for recording working hours and wages for all workers.

**2.10. Vulnerable Workers Focus**

Suppliers are committed to ensuring the health, safety, and well-being of all employees. Recognizing that some workers may

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be more sensitive or overexposed to potential health and safety risks, the Vulnerable Workers Focus initiative is encouraged to be established. This initiative aims to identify, support, and protect those who may face higher risks due to factors including age, health conditions, disabilities, pregnancy, language barriers, or the nature of their job roles.

**2.11. Grievance Procedures**

Suppliers must provide workers with transparent, fair and confidential procedures that result in the swift, unbiased and fair resolution of difficulties which may arise as part of their working relationship. Suppliers must review these reporting procedures periodically. The grievance procedures provided must be accessible, culturally appropriate, and include the option to report anonymously where appropriate. Workers who speak up in good faith are protected from retribution, retaliation and reprisal. JBC should be notified of any concerns or violations reported through the grievance mechanism.

**2.12. Worker Health and Safety**

Suppliers should provide their workers with a healthy and safe workplace to prevent accidents and injury arising out of, linked with, or occurring in the course of work or as a result of the Supplier's operations. Workers should be regularly trained on the appropriate occupational health and safety policies and procedures, including emergency evacuation procedures at the place of employment. These trainings should be conducted in the primary language(s) of the workers. Suppliers shall provide workers access to safe drinking water, adequate toilet facilities and access to emergency response services. Suppliers should protect employees from exposure to hazardous materials by ensuring personal protective equipment is available to employees. Worker dormitories and transportation, if provided, must meet applicable national and local housing and safety standards, and be maintained in a clean and safe manner. Workers have the right to refuse and denounce unsafe and / or unhealthy working conditions. Unreasonable limitations to workers' access to toilets, rest and lactation breaks are prohibited. Suppliers should implement controls to protect sensitive populations, including pregnant women / nursing mothers and workers under the age of 18, from workplace health and safety risks. Suppliers should prohibit the use, possession, distribution, or sale of illegal drugs.

**3. PROTECTION OF FORESTS AND OTHER NATURAL ECOSYSTEMS**

**3.1. Land Rights of Indigenous Peoples and Local Communities**

The rights and title to property and land of the individual, indigenous peoples and local communities affected by sourcing practices, operations and supply chains are respected. All negotiations with regard to their property or land, including the use of and transfers of it, adhere to the UN principles of free, prior and informed consent (FPIC), contract transparency and disclosure.

**3.2. Environmental Permits and Regulations**

Supplier operations should fully comply with all federal and local environmental laws and regulations when conducting business, including those related to waste disposal, hazardous waste, greenhouse gas emissions, wastewater and toxic substances. Suppliers are expected to obtain, keep, and update all required (for example, discharge monitoring) environmental approvals, permits and registrations.

**3.3. Environmental Impact**

Suppliers are to demonstrate good stewardship of the environment while working to reduce the environmental impacts of their operations. Suppliers should strive to continuously promote efficient use of materials and resources throughout their facilities, including water, electricity, raw materials and other resources, particularly those that are non-renewable. Suppliers should avoid unnecessary use of hazardous materials and products, seek substitutions whenever and wherever feasible, and take all reasonable steps to protect human health and the environment when such materials must be used, stored and disposed. Where required by legislation or where significant health, safety or environmental hazards exist, Suppliers should develop and maintain appropriate emergency and spill response programs. Suppliers active in processing and manufacturing should apply independent environmental auditing, verification or certification of practices. Suppliers are encouraged to share and regularly communicate their environmental programs and best practices with their suppliers, clients, customers and the public.

**3.4. Water Resource Optimization**


Suppliers shall recognize the critical importance of water as a precious and finite resource. Their commitment to sustainability drives efforts in water resource optimization, ensuring the efficient and responsible use of water across all operations. Suppliers are encouraged to implement measures to regularly monitor and evaluate water usage to identify areas for improvement and ensure optimal efficiency, adopt measures to prevent pollution and safeguard the quality of local water sources, collaborate with local communities, governments, and other stakeholders to promote water conservation and sustainable practices, educate and involve employees and partners in water-saving initiatives and awareness programs.

**3.5. Wastewater Management**

Suppliers are expected to reduce, control and / or eliminate wastewater and solid waste generated from operations and treat as required prior to discharge or disposal. Suppliers are encouraged to actively measure, manage and disclose environmental impact from water and waste management, as well as to set targets and implement action plans for reducing their impact on the environment.

**3.6. Emissions Management**

Suppliers are expected to reduce, control and / or eliminate air emissions of volatile chemicals, corrosives, particulates, aerosols and combustion products, as well as Greenhouse Gas (GHG) emissions. Suppliers are encouraged to actively measure, manage and disclose their air and GHG emissions, as well as set targets and implement action plans for reducing their environmental impact.

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### 3.7. Deforestation and Biodiversity

Suppliers should ensure that their operations and work across supply chains do not contribute to deforestation or loss of biodiversity, and are aligned to JBC's Deforestation Free Statement. Suppliers should also raise awareness and communicate the concept of zero deforestation to their suppliers. *Suppliers are encouraged to implement their own No Deforestation Policy and establish commitments to protect High Conservation Value and High Carbon Stock areas to promote the effective restoration and long-term conservation of protected areas.*

## 4. MANAGEMENT SYSTEMS

### 4.1. Monitoring Compliance

Suppliers must be able to demonstrate compliance with this Code upon JBC's request. Suppliers will therefore keep all information necessary to document their compliance with this Code. JBC requires all its Suppliers to confirm their compliance with this Code on **every 2 years**, as well as acknowledge that they are complying with all applicable laws in the country or countries in which they do business. Processors are encouraged to undergo Sedex Members Ethical Trade Audit (SMETA) to assess the working conditions in their supply chain. Furthermore, JBC may, through itself or a third party, at JBC's cost, conduct announced and unannounced on-site audits or evaluations of Supplier's books, records and facilities to ensure Supplier's compliance with this Code. Suppliers are expected to promptly take corrective actions to address any non-conformances identified to ensure compliance with this Code. Suppliers agree that any workers supplied by subcontractors to work at the Supplier's facilities will be treated in a manner consistent with the principles set forth in this Code.

### 4.2. Supplier Management Systems

Suppliers are required to adopt and implement management systems and procedures to comply with the principles set forth in this Code. Management systems will vary from supplier to supplier, depending on business size, scope and risks. The management system should be designed to ensure compliance with applicable laws, regulations and customer requirements, including conformance with this Code, risk mitigation and processes to track, measure and drive improvements in the management system.

Furthermore, it should also include the following elements:

#### 4.2.1. Managing for Supply Chain Compliance

Suppliers are expected to manage their entire supply chain to proactively fulfil commitments, identify non-compliance and resolve any such issues swiftly and effectively. This means that Suppliers should conduct appropriate due diligence checks concerning third-party relationships, whether new or ongoing, to ensure that they meet equivalent standards and have appropriate protocols in place to manage non-compliances. Suppliers should promote this or similar Code with its suppliers. Suppliers are expected to assist their vendors in complying with these expectations where needed.

#### 4.2.2. Traceability

The origin of materials in the supply chain should be sufficiently known or controlled by the Suppliers and must therefore have a sufficient level of traceability. The Suppliers should minimally keep records on direct or first-tier suppliers and should be able to trace volume back to the supplying sites. As best practice, we expect Suppliers to be capable of disclosing potential sources of primary origin associated with the products or services provided to JBC. JBC reserves the right to ask Suppliers for information relating to the supply chain, such as supply chain mapping back to the origin to facilitate an assessment of upstream supply chain compliance and the origin of raw materials produced in the Supplier's facilities. If the Supplier does not have this existing capability, JBC expects the Supplier to share their future plans with them.

#### 4.2.3. Training and Guidelines

Clear and effective internal training and / or guidelines should be in place to communicate expectations, embed a culture of integrity and mitigate key risks, for example, gifts and hospitality, conflicts of interest, child protection, forced labor and environmental management. Sufficient training and guidelines should be readily available to the Supplier's employees, vendors and subcontractors.

#### 4.2.4. Risk Management

*Suppliers should have a robust Due Diligence system in place*, which includes identifying, assessing, and managing environmental, social, and legal risks (including the risk of the Supplier's inability to fulfil commitments). Risk management applies across the Supplier's entire supply base. It should be appropriate to the size, nature and context of the Supplier's operations, and the severity of risks of adverse impact. Suppliers should regularly verify the effectiveness of their risk management system.


#### 4.2.5. Access to Remedy and Environmental Restoration

An effective grievance mechanism should be in place to facilitate access to remedial action. Where Suppliers have not fulfilled their commitments, or where they have caused or contributed to adverse human impact or environmental impact, they should provide for or cooperate in the remediation of any associated harms.

#### 4.2.6. Reporting Concerns

Suppliers who become aware of a situation that may violate this Code should report the matter to JBC as soon as possible. JBC strongly advocates a culture of speaking up for both Suppliers and their workers without the fear of retaliation against those who report actual or suspected breaches. Please note that failure to comply with this Code of which the Supplier is aware, is considered a breach of business conduct and may result in the termination as a JBC Supplier, with the possibility of legal action.

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**Reports on breaches can be made via e-mail: [responsiblebusiness@jbcocoa.com](mailto:responsiblebusiness@jbcocoa.com).**

JBC will treat all reports confidentially to the highest extent possible, consistent with the law, Company policy and the Company's need to conduct a thorough investigation. All reports will be promptly and thoroughly investigated, consistent with applicable law and, upon legal counsel, may be reported to the appropriate authorities. If remediation is required, the Supplier would be required to devise and inform JBC of their corrective action, implementation plans, and timeline to effectively and promptly resolve the breach.



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**Appendix 1 – Definitions**

If the definitions under the applicable laws are less stringent than those provided below, the stricter definitions shall apply to ensure compliance with the Requirements.

**Biodiversity:** biological diversity, the variability among living organisms at the ecosystem, species, and genetic levels. It encompasses both aquatic and terrestrial ecosystems, including forests and soils, and provides a wide range of essential ecological services.

**Child labor:** work that deprives children of their childhood, potential, and dignity. It is harmful to their physical and mental development and includes any work that interferes with their education.

**Deforestation:** the loss of natural forest due to:

- i) Conversion to agriculture or other non-forest land use.
- ii) Conversion to a tree plantation.
- iii) Severe and sustained degradation

Severe degradation constitutes deforestation even if the land is not subsequently used for non-forest purposes. Any loss of natural forest meeting this definition is considered deforestation, regardless of compliance with local laws.

**Discrimination:** any unjust distinction, exclusion, or preference based on race, color, sex, religion, political opinion, national origin, social origin, union affiliation, disability, or any other characteristic not related to job performance. This results in the nullification or impairment of equality of opportunity or treatment in employment or occupation.

**Forced labor:** any work that is performed involuntarily and under coercion. This includes all forms of debt bondage, human trafficking, and modern slavery.

**Forest:** land covering more than 0.5 hectares, with trees exceeding 5 meters in height and a canopy cover of more than 10 percent, or trees capable of reaching these thresholds in situ. It excludes land predominantly under agricultural or other non-forest land uses. This definition does not diminish or qualify any protections provided by national forestry laws, including situations where these laws apply to legally designated forests that may be tree plantations or areas presently lacking significant tree cover.

**Grievance mechanism:** any standardized process designed for the raising of concerns regarding business-related negative impacts on human rights or the environment, and for seeking redress. These mechanisms are easily accessible to individuals and communities who may be adversely affected by a business enterprise. They are usually managed by enterprises, either independently or in cooperation with other relevant stakeholders.

**Indigenous peoples:** while there is no formal definition of "indigenous peoples" under international law, largely due to the diversity across local contexts and the fundamental right of Indigenous peoples to self-identification and self-determination, common traits shared by Indigenous peoples typically include:

- i) Self-identification as Indigenous peoples.
- ii) Distinct social, economic, or political systems.
- iii) Distinct language, culture, and beliefs.
- iv) Strong connection to territories and surrounding natural resources status as non-dominant groups within society.
- v) Historical continuity with pre-colonial or pre-settler societies.
- vi) Commitment to maintaining and preserving their ancestral environments and systems as distinct peoples and communities.

**Living wages:** refer to the minimum income necessary for a worker to meet their basic needs. This includes food, housing, healthcare, education, transportation, and other essential expenses. Unlike minimum wages, which are often set by law and can be influenced by political and economic factors, living wages are calculated based on the actual cost of living in a specific area. The goal of a living wage is to ensure that workers can achieve a decent standard of living, maintain their health, and participate fully in society.


**Local communities:** refer to groups, whether traditional or otherwise, residing in proximity to, or potentially impacted by, operations and business relationships.

**Natural ecosystem:** a natural ecosystem is one that closely resembles, in terms of species composition, structure, and ecological function, what would be found in a given area in the absence of significant human impacts. This can include:

- i) Largely Pristine Natural Ecosystems: These are ecosystems that have not been subject to major human impacts in recent history.
- ii) Partially Degraded Natural Ecosystems: These are ecosystems that have been partially degraded by human or natural causes such as harvesting, fire, climate change, invasive species, or others. However, the land has not been converted to another use, and much of the ecosystem's composition, structure, and ecological function remain intact or are expected to regenerate naturally or through management practices aimed at ecological restoration.

**Personal Protective Equipment (PPE):** essential items designed to safeguard individuals from various workplace hazards. This includes safety helmets, gloves, eye protection, high-visibility clothing, safety footwear, safety harnesses, and respiratory protective equipment (RPE).

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	<i>Department: Sustainability Department</i>	Eff. Date : 18/11/2024
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**Raw materials:** the ingredients and materials utilized in the manufacturing process of our company's food products or paper-based packaging.

**Recruitment fee:** any cost incurred during the recruitment process for workers to secure employment or placement, irrespective of when, where, or how it is imposed or collected. These fees include payments for recruitment services provided by labor recruiters, payments made when recruiting workers for third-party employment, payments in cases of direct recruitment by the employer, or payments necessary to recover recruitment fees from workers. Related costs may include medical expenses, insurance premiums, expenses for skills and qualification assessments, training and orientation fees, equipment expenses, travel and accommodation expenses, as well as administrative costs.

**Worker:** individuals employed by the company, whether they are directly hired or engaged through recruitment agencies, labor brokers, intermediaries, or service provider.