

Julius Meinl Industrieholding GmbH  
representing the full Julius Meinl Group  
and all its subsidiaries and here under  
referred to JM

**SUPPLIER CODE OF CONDUCT**  
**Of DATE**

**PREAMBLE**

Julius Meinl Group (or JM in the following), a leading international coffee roaster, is committed to conducting its business in an ethical, legal and socially responsible manner. Therefore, we are expecting similar principled conduct from everyone with whom we are commercially dealing.

Further, Julius Meinl Group, strives to continuously improve the sustainability of its operations and products and encourages its suppliers to participate in this effort by adopting sustainable practices in their operations.

We have the ambition to co-operate only with suppliers that produce under ethically and environmentally acceptable conditions.

This code of conduct is not a Julius Meinl creation, but anchored in internationally recognized standards.

The terms below are based upon the core conventions of the ILO's labor conditions and rights in working life and on the UN's convention on children's rights, as well as national labor law of the country where the production take place and international agreements.

By signing our Code of Conduct, suppliers of the Julius Meinl Group hold the responsibility to implement these standards and make sure that their production or their chosen production site, including subcontractors who provide work in connection with Julius Meinl products and services, follow it.

At any time, JM shall have the right to make inspections at the factory either by its own representatives or through third party audits by independent organizations.

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## LABOR

### Employment is freely chosen.

- 1.1 All workers, both permanent and casual, receive employment documents that are agreed freely and which respect their legal and contractual rights.
- 1.2 There is no forced, bonded or involuntary prison labor.
- 1.3 Workers are not required to lodge "deposits" or identity papers with their employer and are free to leave their employer after reasonable notice.

### Child labor is not accepted.

- 2.1 Under any circumstances suppliers must not use child labor as defined by ILO and UN Convention and/or national law, whichever is more stringent.
- 2.2 Only workers, above the age of 15 (or 14, according to exceptions in ILO Convention 138) years or above the compulsory school leaving age shall be engaged. The policies and procedures shall conform to the provisions of the ILO Convention 138 and 182.
- 2.3 Companies shall develop or participate in and contribute to policies and programs, which provide for the transition of any child found to be performing child labor to enable her or him to attend and remain in education until 15 (or 14) years old.
- 2.4 Persons under 18 shall not be employed in hazardous conditions or work at night.

## HUMAN TREATMENT

### No harsh or inhuman treatment is allowed

- 3.1. All workers are treated with respect and dignity. No worker is subject to any physical, sexual, psychological or verbal harassment, abuse or other form of intimidation
  - 3.2 There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.
- In particular, attention is paid to the rights of workers most vulnerable to discrimination.

## TERMS OF EMPLOYMENT

### Regular employment is provided

- 4.1 To every extent, possible work performed must be based on recognized employment relationship established through national law and practice.
- 4.2 Obligations to employees under labor or social security laws and regulations arising from the regular employment relationship shall not be avoided. Labor only-contracting, subcontracting, homeworking arrangements, apprenticeship schemes or fixed-term contracts of employment shall not be misused to avoid such obligations.

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## Freedom of association

4.3 Workers, without distinction, have the right to form work councils or join trade unions of their own choosing and to bargain collectively.

4.4 The employer shall show respect for the formation of work councils or trade unions, the trade union and their organizational activities.

4.5 Workers representatives are not discriminated and have access to carry out their representative functions in the workplace.

4.6 Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of independent and free association and bargaining.

## HEALTH AND SAFETY

### Working conditions are safe and hygienic.

5.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards.

5.2 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 minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

5.3 Workers shall have access to clean toilet facilities. Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.

5.4 Factories must have maintained firefighting equipment, as well as clearly marked fire exits. The exit doors need to be opened to outwards and shall not be blocked but always available to all staff at all time.

5.5 Workers shall receive on regular base recorded occupational health and safety trainings. For new or reassigned workers this trainings need to be repeated.

5.6 Workers have to have access to pure water, and, if appropriate, sanitary facilities for food storage shall be provided.

## COMPENSATION

### Minimum wages are paid.

6.1 All workers are provided with a total compensation package that includes wages, overtime pay, benefits and paid leave which meets or exceeds the legal minimum standards or appropriate prevailing industry standards, whichever is higher, and compensation terms established by legally binding collective bargaining agreements are implemented and adhered to.

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6.2 All workers shall be provided with written and easy-to-understand 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. 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.

## WORKING HOURS

7.1 Working hours shall comply with international norms and industry standards, whichever affords greater protection.

7.2 Due to production or business requirements, an employing unit may extend working hours, provided that the health of workers is ensured. If working time restrictions are missing, over time shall not exceed 12 hours per week.

7.3. Workers are not required to work more than the regular and overtime hours allowed by the law of the country where the workers are employed. All overtime work by workers is on a voluntary basis.

7.4 Overtime shall not be demanded on a regular basis and shall always be compensated at a premium rate.

7.5 Employees should have at least one day off per seven days a week.

7.6 Employees shall be permitted to refuse overtime without any threat of penalty, punishment or dismissal.

## LEGAL COMPLIANCE

8.1 Companies applying this code are expected to comply with national and other applicable law and, where the provisions of law and these criteria address the same subject, to apply that provision which affords the greater protection.

## EMPLOYEE AWARENESS

9.1 All employees shall receive a verbal orientation and information regarding this Code of Conduct in a language they understand. The Code of Conduct translated in its entirety into the appropriate local language(s) shall be displayed in a prominent position at its facility and other premises.

## SUBCONTRACTORS

10.1 All in JM production involved subcontractors shall be informed about the content of this Code of Conduct and assured that they comply with it also.

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## CORRUPTION & BRIBERY

11.1 JM has zero tolerance for any kind of bribery, kickback-payments, corruption, extortion, fraud, money laundering or deception etc. By signing this Code of Conduct the supplier confirms that they fully comply with our Zero- Tolerance policy. The supplier is confirming that there are adequate procedures in place to prevent bribery in all commercial dealings and is willing to provide detailed information on prevention measures taken to JMG upon request.

## ENVIRONMENT

12.1 Suppliers recognize that environmental responsibility is integral to producing high quality products.

12.2 Suppliers shall operate in full compliance with applicable environmental legislation. A management system shall be in place, aimed to continuously improve the Supplier's environmental standards and performance. Suppliers shall identify all relevant environmental aspects and take appropriate actions to address these, including resource consumption, emissions, chemicals and waste. Resources such as water and energy should be used efficiently and impacts on biodiversity as well as services provided by our ecosystems should be minimized. Detailed information on prevention measures taken can be provided to JM upon request.

## COMMUNICATIONS AND IMPLEMENTATION

13.1 Suppliers must effectively communicate to all their employees the content of this Code and undertake actions necessary and appropriate to assure its implementation.

13.2 By its acceptance of any purchase order from JM, the Supplier thereby acknowledges and certifies its compliance with the principles and requirements of the newest version of this Code of Conduct.

## CORRECTIVE ACTION

14.1 If JM determines that a production unit is violating this Code, the supplier shall take responsibility for the implementation of corrective actions immediately.

14.2 If corrective action is advised, but not taken, JM may cancel the placement of future orders or terminate the business relation. If evidence of failure to follow this Code of Conduct JM has the right to cancel also pending orders.

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We endorse the above-mentioned Code of Conduct and confirm that we will fully comply with this commitment.

Company name:

Address:

Country:

Tel:

Contact person:

Mobile phone:

Email:

Web:

Date: \_\_\_\_\_ Stamp:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

The Compliance Declaration must be signed by a duly authorized representative of the company and returned to the assigned JM contact within 15 working days of receipt.

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