



Code of Conduct

The M Food Group® GmbH is in favour of high social standards within the company and pays special attention to the implementation of social minimum standards in business partnerships. With this Code of Conduct we pursue the objective to demand compliance with certain social and environmental standards from our business partners. This document is based on the conventions of the International Labor Organization (ILO), the UN Declaration of Human Rights, and the conventions of the UN on the Rights of the Childs as well as the elimination of all forms of discrimination against women, the UN Global Compact and the OECD Guidelines for Multinational Enterprises, which are also taken into account in the BSCI Code of Conduct.

Our business partners must guarantee that the requirements of this Code of Conduct are also be observed by their presuppliers. The manufacturing of goods or the process of providing services for the M Food Group® GmbH must be carried out under decent labor conditions and must be in compliance with the requirements mentioned below:

1. Compliance with laws

The following regulations must be complied with: International regulations and laws, the law applicable in each country of operation, industry minimum standards, ILO and UN conventions as well as other relevant legal regulations, with those regulations that represent the strictest requirements have to be applied.

2. Freedom of association and the right to negotiate collectively

The right of all employees to form and belong to trade unions as well as to hold collective negotiations is to be respected. In situations or countries where the right of assembly and collective negotiations is legally restricted, alternative possibilities of independent and free organization and conduct of negotiations have to be created. It is guaranteed that employee representatives get access to the workplaces of their members. Employees shall not be discriminated due to the exercise of these rights.

3. Prohibition of discrimination

Any discrimination is strictly prohibited in respect of: Recruitment, payment, access to further training, promotion, termination of employment or retirement, gender, age, religion, race, caste, social background, disabilities, ethnic or national backgrounds, nationality, membership in workers` organizations including trade unions, political opinion, sexual orientation or other personal characteristics.

4. Payment

Wages paid for regular working hours, overtime hours and overtime compensation shall meet or exceed legal minimum wages and industry standards, respectively. Illegal and unjustified wage deductions and wage deductions as disciplinary measures are prohibited. Deductions of allowances in kind are only allowed to a small extent and must be in appropriate relation to the value of the allowances in kind. In situations in which the legal minimum wage or industry standards do not cover living expenses and provide some additional disposable income, companies are further encouraged to provide their employees with adequate compensation to cover their basic needs. The business partners guarantee that the employees are clearly, detailed and regularly informed about the composition of their wages.

5. Working hours

The applicable national laws and industry standards on working hours must be complied with. The maximum admissible weekly working hours according to the national legislation apply; however, 48 hours must not be exceeded regularly. A maximum of 12 hours overtime per week shall not be exceeded. Additional overtime hours shall be permitted only if they are required for operational reasons and permitted by collective agreements. Overtime hours are to be worked solely on a voluntary basis and have to be paid separately. Every employee is entitled to at least one day off following six consecutive



working days. More successive working days shall be permitted only if this is in compliance with the national law and permitted by collective agreements.

6. Health and safety at work

A clear set of regulations and procedures must be established and followed regarding occupational health and safety, especially the provision and use of personal protective equipment, clean toilets and access to drinking water. If appropriate, sanitary facilities for food storage shall be provided. Any conditions or practices at the workplace or in dormitories which violate basic human rights are prohibited. Especially young employees shall not be exposed to dangerous, unsafe or health-damaging situations. It must be ensured that all employees obtain training in health and safety at work regularly. A commissioner must be appointed who is responsible for implementation and compliance with the standards at the workplace.

7. Ban on child employment

Child labor is illegal according to the regulations of the conventions of the ILO and the United Nations and/or the national legislation. Those standards that represent the strictest requirements have to be applied. Any form of child exploitation is prohibited. Working conditions resembling slavery or being harmful to the health of children are prohibited. The rights of young employees must be protected.

8. Prohibition on forced labor and disciplinary measures

Any form of forced labor, such as lodging deposits or the retention of identification papers from employees at the start of employment is prohibited. Prison labor violating fundamental human rights is also prohibited. The use of corporal punishment as well as mental or physical coercion and verbal abuse are prohibited.

9. Environmental- and safety questions

Procedures and standards for waste management, handling of chemicals and other hazardous sub-stances together with the disposal thereof, emissions and water waste treatment must meet or exceed minimum legal requirements. Employees must be trained in handling hazardous substances.

10. Corruption

Bribery, acceptance of bribes and other corruptions are strictly prohibited. Measures to prevent corrupt practices must be determined and ensured by control systems.

11. Operational implementation

The implementation of the rules of this Code of Conduct must be ensured by our business partners through a policy of social responsibility and must be guaranteed through verifiable measures. The company management is responsible for correct execution and regular examination in terms of compliance and continuous improvement. The employees must be informed about the requirements and rights arising from this Code of Conduct. Notifications from employees regarding non-compliance are dealt with by the management. The business partners agree that the implementation of the social standards can be controlled at any time by either the M Food Group® GmbH or by an authorized independent validator, commissioned by the M Food Group® GmbH.