



*Connected  
by Coffee*

## Code of Conduct

### Introduction

This Code of Conduct is an integral part of HACOFCO's company policy. It correlates with our values and our aim to continuously strive for the sustainable development of our supply chain. It also represents the minimum requirements that our business partners shall comply with.

We support the Universal Declaration of Human Rights, the UN Guiding Principles on Business and Human Rights, the OECD Guidelines and adhere to the principals of the International Labour Organization (ILO). In accordance with the Act on Corporate Due Diligence Obligations in Supply Chains from January 1<sup>st</sup> 2023, we are taking responsibility and are doing our utmost that human and environmental rights are being upheld and respected along the entire supply chain.

HACOFCO is certified/licensed under the following organizations and consequently adheres to their respective standards.

- Fairtrade
- Organic EU & NOP
- Rainforest Alliance
- IFS Broker
- Naturland
- ClimatePartner

We follow a strict quality assurance procedure, which defines our policies on sourcing, handling of goods and quality checks. We only work with reliable first-class and economically stable suppliers. Regular visits to our suppliers at origin are highly important to us as they enable us to build and sustain long-term business relationships. Together with our local agents this allows us to monitor the production conditions and to ensure a consistent quality.

### Human Rights

We invoke the Universal Declaration of Human Rights, which secures the universal and effective recognition and observance of the human rights in its thirty articles. We expect our business partners to act in accordance with these articles. These include, among others:

- Everyone has the right to life, liberty, and security of person.
- Discrimination and distinction of any kind, based on race, color, sex, sexual orientation, language, religion, caste, political or other opinion, national or social origin, property, birth, or other status is not allowed.
- No one shall be held in slavery or servitude.
- All are equal before the law and are entitled without any discrimination to equal protection of the law.
- Everyone has the right to freedom of peaceful assembly and association as well as the right to organize and to collective bargaining.

### No Child Labor

As per the International Labour Organization (ILO), child labor is a violation of fundamental human rights. The inherent Minimum Age Convention sets the general minimum age for admission to employment or work at 15 years (13 for

light work) and the minimum age for hazardous work at 18 (16 under certain strict conditions). The supplier shall comply with these regulations.

### **No Forced Labor and Modern Slavery**

In our commitment to ethical sourcing and social responsibility, we unequivocally denounce forced labor and modern slavery within our supply chain. Suppliers are strictly prohibited from engaging in any form of forced, bonded, or involuntary labor, and must ensure that their workers are employed willingly, free from coercion, and are provided with fair wages and working conditions. Suppliers are expected to comply with international standards, such as the International Labour Organization's (ILO) conventions and guidelines on forced labor. Upholding human rights and fostering a workplace free from exploitation are paramount values we insist upon in our pursuit of responsible and sustainable business practices.

### **Environment**

Our company cares about the environment and we expect our business partners to do the same. With the help of ClimatePartner our office in Hamburg has been operating carbon neutrally since 01.06.2022. We support various environmental projects in our coffee origins in an effort to make coffee production more sustainable. We encourage our suppliers to minimize their environmental impact and educate their sub-suppliers and employees accordingly.

Our suppliers must implement effective measures for proper waste-water management and prevention of harmful soil changes. It is imperative that they adhere to the Stockholm Convention's guidelines for the appropriate use of pesticides and fertilizers, while also practicing overall good agricultural methods. Priority must be given to the protection of native forests, with a strict prohibition on deforestation and forest degradation. Compliance with these environmental standards is crucial for sustaining responsible and ethical business practices in our supply chain.

### **Indigenous Peoples**

We strongly support the UN Declaration on the Rights of Indigenous Peoples. We are committed to upholding the rights, dignity, and cultural heritage of indigenous communities affected by our supply chain. Our suppliers are expected to respect and adhere to international standards and best practices, ensuring that their activities do not infringe upon the land, resources, or traditional knowledge of indigenous peoples. We promote transparency, fair compensation, and meaningful engagement with these communities, with the goal of fostering mutually beneficial relationships while safeguarding the rights and well-being of indigenous populations. Our suppliers must honor justified claims, supported by clear and verifiable information, from indigenous peoples about the use or ownership of land used for producing the relevant commodity.

### **Working Conditions**

Our business partners shall comply with the international labor standards set by the International Labor Organization, which is aimed at promoting opportunities for women and men to obtain decent and productive work, in conditions of freedom, equity, security and dignity.

Following fundamental principles and rights at work must be followed: freedom of association and the effective recognition of the right to collective bargaining; the elimination of all forms of forced or compulsory labor; the effective abolition of child labor; and the elimination of discrimination in respect of employment and occupation.

All employees shall receive a living wage and get paid in a timely manner. Decent working hours with adequate rest periods must be guaranteed as per the national laws and industry standards. Furthermore, the employer shall provide a safe and hygienic work environment which is conducive to good health. This includes access to sanitary facilities and clean drinking water.

### **Legal requirements**

All our business partners shall comply with laws and regulations in the countries in which they operate.

## **Bribery and Corruption**

Any type of bribery and corruption is not permitted. We promote transparency and integrity. We lie emphasis on responsible corporate management and expect our business partners to follow the same principles.

We expect our business partners to have a social and environmental management system in place in order to comply with above mentioned requirements. HACOFCO reserves the right to verify the compliance with the principles through personal visits. The supplier is responsible for communicating the principles of this Code of Conduct to its sub-suppliers.

Acknowledgement of the HACOFCO Code of Conduct by

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

Name & Position: \_\_\_\_\_

Date & Place: \_\_\_\_\_

Stamp & Signature: \_\_\_\_\_