

# Responsible Sourcing Agreement Letter

August, 18th 2017 #1

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This Code of Conduct defines *the principles of ethical, social and sustainable development* with which Diana Aqua and the Symrise group comply and with which Diana Aqua expects compliance from its suppliers and its suppliers' suppliers.

Diana Aqua therefore encourages its suppliers to set up a Corporate Social Responsibility initiative *to take account of the social, environmental and economic impacts* of their activities and in interactions with their stakeholders.

## Human / Social Rights

The supplier agrees to follow the strictest rules of ethical and social conduct and to comply with all laws and regulations pertaining to ethical and social conduct applicable in their country.

The supplier shall comply with United Nations Conventions on the Rights of the Child, the Universal Declaration of Human Rights and ETI code (Ethical Trading Initiative).

Consequently, the supplier bans all forms of exploitation, discrimination and disrespect towards people due to their age, gender, skin colour, nationality, religion, sexual orientation, disability, health or any other personal characteristic.

Likewise, the supplier shall in no case whatsoever encourage or support child labour. The supplier recognises the right of the child to protection against economic exploitation and from performing any work that is dangerous or could potentially compromise his/her education or harm his/her health or physical, mental, spiritual, moral or social development.

The supplier hereby undertakes not to use psychological or physical coercion, or verbal abuse in relation to its employees, agents, subcontractors and its own suppliers.

As such, the supplier shall ensure that national laws concerning working hours are applied, including rules about overtime.

The supplier guarantees its employees compensation that, at the very least, corresponds to the minimum standards set by current national regulations.

The supplier shall take all measures to ensure its employees have access to safe and healthy working conditions. At the very least, this means access to drinking water, sufficient light / heat / ventilation and clean toilets.

The supplier undertakes to provide ergonomic aids and adequate personal safety equipment.

The supplier must inform and train its employees on the main risks affecting health and safety in the workplace.

The supplier shall ensure that its employees comply with the safety rules and regulations applicable within their company.

The supplier must be prepared for any emergency situation. This includes evacuation procedures, regular staff training, fire alarms and fire detection equipment.

The supplier shall ensure that all its products are free from deficiencies or dangerous qualities that could potentially harm the health of its employees, customers or consumers.

The supplier's employees are free to join (or not) the trade union of their choice, in compliance with current regulations. The supplier's employees are represented by freely elected employees with the purpose of engaging in collective bargaining with management.

## Environment & Sustainability

The supplier agrees to comply with current local regulations.

The supplier shall identify environmental risks, implement actions to minimise their impact on the environment and take the necessary measures to reduce or eliminate these risks (control water and energy consumption, limit use of pollutants, reduce greenhouse gas emissions and reduce waste, etc.). The supplier also commits to informing Diana of any major environmental incident.

The supplier should promote development of agriculture and technology that are respectful of the environment, biodiversity and (where applicable) animal welfare.

## Business Integrity

The supplier commits to establishing transparent and well-balanced business relationships with the utmost respect for ethical and professional rules and thus avoids conflicts of interest. The supplier shall not offer or receive benefits with the purpose of promoting business relationships and thus remains impartial when selecting its suppliers, basing its decision on objective criteria. The supplier shall never provide financial contributions to government officials or public servants, even if they should request them. It thereby condemns every form of corruption.

The supplier identifies its business partners. The supplier shall only accept money from and pay money to business partners whose identity it can identify in a full and verifiable way.

The supplier shall make every effort to avoid economic dependency at the expense of one of the two parties.

## Transparency & Communication

The supplier commits to providing Diana Aqua with reliable, verified and up-to-date information.

The supplier must know the processing source of its products and the agricultural source of its raw materials (born, raised, slaughtered or grown, harvested). If Diana Aqua so requests, the supplier should be able to fully trace its entire supply chain (supplier, intermediary, subcontractor, etc.).

The supplier commits to reporting back to Diana Aqua if any of these points are not complied with. Furthermore, the supplier

The supplier shall support the development of the local economy as much as is possible.

The supplier should be a source of proposals and innovation, with the aim of improving its offer in terms of sustainability.

The supplier assumes responsibility for its products over their entire lifecycle and is a source of proposals about recycling of the waste generated by its products.

The supplier shall not discuss pricing or related information with competitors. It shall make no arrangements with them regarding pricing or production quantities.

The supplier is responsible for ensuring that it does not violate any applicable international or national embargo regulations or export control guidelines during its business activities.

The supplier shall undertake to respect the confidentiality of information provided by Diana Aqua.

The supplier shall respect industrial property rights and only use the rights of third parties with their prior approval.

also has the right to report any breach by Diana Aqua of this Code of Conduct via the Symrise website.

Diana Aqua has permission to audit its referenced suppliers regarding these topics.

By signing this Code of Conduct, the supplier agrees to comply with its content and to promote compliance among its stakeholders. It is the supplier's responsibility to circulate, inform and present this Code of Conduct to its employees, agents, subcontractors and suppliers.

Company name: .....

Signatory's name and position: .....

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Date & Signature

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