

Code of Sustainable Supply – V2.0 – February 2023

1. LABOUR

1.1 Voluntary employment

Forced labour, slavery or human trafficking is unacceptable to Unica. This includes the transportation, accommodation, solicitation, transfer or reception of people under threat, violence, coercion, kidnapping or fraud for labour or services. All work must be voluntary and employees must be free to leave the employment or terminate their contract at any time. Nor is it acceptable that employees have to make a down payment in order to be allowed to work or that employees are obliged to hand in their identity card to the employer upon entry into employment. Nor is it acceptable to keep or retain an employee's salary, other allowances, personal property or papers (with the exception of a sanctions policy that is acceptable to and determined in advance by the parties).

1.2 Child labour ban

Any stage of the value chain must be free from child labour. The term 'child' refers to the ILO-IPEC definition and Article 32 of the United Nations Convention on the Rights of the Child (UNCRC). Employees under 18 are not allowed to perform work that is harmful to the health and/or safety of young employees. A Supplier can offer valid internships, as long as they comply with the Convention on the Rights of the Child.

1.3 Working hours

The working week of Suppliers may not exceed the maximum set by law (Working Hours Act) (ILO standard). The supplier gives the employees the right to paid holidays according to the ILO standard. Employees may refuse to work overtime without the threat of fines, penalties or dismissal.

1.4 Wages and benefits

The remuneration paid to employees must comply with all applicable wage laws, including those relating to minimum wages, overtime and statutory benefits. Employees must, in compliance with local laws, be paid for overtime at wage rates over and above the regular hourly rates. For each wage period, employees must be provided with a timely and comprehensible wage statement, which contains sufficient information to verify the accurate payment for the work performed.

1.5 Human treatment

Employees may not be subjected to cruel and/or inhumane treatment, including sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse against employees. This also applies to threats of such treatment. Disciplinary policies and procedures in support of the above requirements must be clearly described and communicated to employees.

1.6 No discrimination

As demonstrably established in the Dutch constitution, people may not be subjected to discrimination on the basis of race, skin colour, age, gender, sexual orientation, ethnicity or national origin, disability, pregnancy, religion, political beliefs, union membership or marital status, in the course of hiring staff and/or employment law practices, such as access to training, promotion and the granting of bonuses. Unica expressly rejects these forms of discrimination. Disabled workers must be offered reasonable adaptations to enable them to do their jobs.



1.7 Freedom of association

The Supplier's employees are fully entitled to join a trade union of their choice or to set up a trade union and to negotiate a collective labour agreement on behalf of the trade union. Employee representatives must be given the opportunity to perform their representative role at work without fear of discrimination, retaliation, intimidation or harassment.

2. HEALTH AND SAFETY

2.1 Safety in the workplace

Preventing and identifying safety risks is a prime focus of Unica's policy, which is why Unica actively participates in the 'Safety in Construction' Governance Code.

Exposure of employees to potential hazards (e.g. hazards related to electrical and other energy sources, fire, vehicles and falling hazards) must be avoided. This must be checked by means of adequate supervision. Measures must be implemented through proper procedures and continuous training in safety. If these do not suffice to adequately mitigate the risks, employees must be provided with appropriate, well-maintained personal protective equipment, combined with educational materials about the risks associated with these hazards. Employees must be encouraged to raise any concerns about safety issues.

2.2 Emergency response plan

The Supplier establishes (and maintains) procedures for identifying possible accidents and responding to accidents and other emergencies, as well as for preventing and limiting the harmful consequences for the environment. If necessary, the Supplier assesses and improves its emergency response plan, in particular after accidents or other emergency situations have occurred. Where practical and possible, the organisation must also regularly test such plans. If so requested by Unica, access must be granted to established plans/procedures for inspection. Employees of Unica and third parties must comply with applicable safety agreements when on location at Unica's customers.

2.3 Work-related accidents and illnesses

Procedures and systems must be defined and recorded to prevent, manage, track and report accidents and (occupational) diseases, to ensure:

- employees are encouraged to report these;
- near misses, occupational diseases and accidents are classified and logged;
- the necessary medical treatment is offered;
- accidents are investigated and corrective measures taken to eliminate the causes;
- regular checks are carried out to verify whether the targets in terms of number of accidents and illnesses are achieved;
- and promote that employees are returning to work.

Reports of investigations into work-related accidents and/or illnesses must be made available to Unica upon request.

2.4 Occupational hygiene

The exposure of employees to chemical, biological and physical substances or processes must be determined, evaluated and managed in a timely manner. Appropriate measures must be taken to prevent exposure over too long a period and/or to too high concentrations. Where risks cannot be adequately controlled as a result, the health of employees must be protected by arrangements under which appropriate personal protective equipment is provided. The occupational hygiene strategy must be applied at all times:

- Source measures – An employer must first eliminate the cause of the problem.
- Collective measures – If source measures offer no possibilities, the employer must take collective measures to reduce the risks.
- Individual measures – If collective measures are not possible or do not (yet) provide an adequate solution either, the employer must take individual measures.
- Personal Protective Equipment – If the top three measures have no effect, the employer must provide the employee with personal protective equipment, free of charge.



2.5 Physically demanding work

The exposure of employees to the hazards of physically demanding work, including manual handling of materials and (repeated) lifting of heavy loads, prolonged standing and tasks that are straining or highly repetitive in nature must be identified, evaluated and managed.

2.6 Security of equipment

Production and other equipment of the Supplier must be inspected at least once a year with regard to safety risks. The Supplier must ensure the timely repair of any defects/shortcomings. The aim of any remedial measures to be taken is to solve the problem, after which their effectiveness is examined. Physical protection and safety devices must be enhanced and maintained when equipment poses a risk of injury to employees.

2.7 Sanitation, food and accommodation

Employees must have easy access to clean toilets, drinking water, safe food preparation, storage and eating facilities. If applicable, the sleeping quarters of employees to be provided by the Contractor must be kept clean and safe and have proper emergency exits, hot shower and bath water, appropriate ventilation and heating, reasonable personal space including reasonable access and departure rights (this also applies to temporary facilities in the workplace).

2.8 Health and safety communications

The Supplier must provide employees with appropriate health and safety information, in their native language, in the workplace. Health and safety-related information must be clearly marked with signs at the job site.

3. ENVIRONMENT

Unica has ambitious goals for “Sustainability” and encourages Suppliers to contribute to these goals. Supplier must have all necessary permits, permissions and registrations. To reduce the environmental footprint, the Supplier will have to continuously optimize the business, products and production processes in accordance with circular economy principles.

3.1 Environmental permits and reports

All required environmental permits (e.g. discharge control) approvals and registrations must be obtained, maintained and replaced in a timely manner. Its operational and reporting requirements must be adhered to. The reporting of the Unica organisation must be prepared according to the guidelines for sustainability reporting of the Global Reporting Initiative (GRI).

3.2 Preventing pollution and reducing the use of raw materials

The Supplier must be making continuous progress in the elimination and reduction of all forms of waste and pollution, including water pollution and the reduction of energy use, at the source or through practices such as modified production, maintenance and facility processes, replacement, preservation, recycling and the reuse of materials.



3.3 Hazardous substances

Chemicals and other materials that pose a hazard to the environment if released must be identified and managed, so that they can be handled, moved, stored, used, recycled or reused safely. CMR¹ substances must be avoided or alternatives must be used, unless there is really no other option.

3.4 Wastewater and other waste

Wastewater from operations, industrial processes and sanitation must be labelled, monitored, managed and treated in accordance with the statutory provisions before being discharged or discarded. Other waste (non-hazardous) must be identified, managed, reduced and treated and/or recycled in a responsible manner.

3.5 Carbon footprint

Unica pursues the goal of conducting socially responsible and environmentally conscious business practices, by means of reducing energy consumption and creating insight into its carbon footprint using, for example, the CO2 performance ladder.

Unica encourages its Contractor to aspire to the same goal. With this goal in mind, Unica may request its Suppliers to report on its developments by means of an annual carbon reduction plan.

3.6 Product content restrictions

The Supplier must comply with all applicable laws, regulations and customer requirements regarding the prohibition or restriction of specific substances in products and/or production processes, including the application of labels with possibilities for recycling and the proper presentation of these products in such a way that unnecessary waste is prevented.

4. ETHICS

4.1 Business integrity

All business transactions are expected to meet the highest standards of integrity. Unica has a zero-tolerance policy on integrity issues and does not accept any form of bribery, corruption, extortion or embezzlement. The Supplier hereby declares to fully comply with all applicable competition and anti-corruption laws and regulations and rejects, among other things, price fixing and market sharing agreements. Supplier shall not provide Unica personnel with any form of compensation, reward, gift or other benefits to gain improper advantage.

4.2 Whistleblowers' protection

The Supplier has an arrangement under which the identity of whistleblowers remains anonymous and protected. A whistleblower is defined as anyone who exposes improper conduct by an employee or officer of a company or by an official or official body.

4.3 Grievance mechanism

Suppliers must implement an effective grievance mechanism to resolve internal industry disputes and complaints and collect suggestions from employees. Supplier's employees must have the option to submit their complaints anonymously.

¹ Substances may be classified as Carcinogenic (having the potential to cause cancer) and/or Mutagenic (inducing changes in hereditary properties) and/or Reproduction toxic (harmful to reproduction or posterity). Substances with one or more of these properties are called CMR substances.



4.4 Cross-border behavior

Cross-border behavior is not tolerated in any way by Unica. The Supplier applies the same zero tolerance policy against all forms of undesirable behavior and combats it when it occurs (Article 3 paragraph 2 Working Conditions Act).

5. MANAGEMENT SYSTEM

5.1 Company involvement

Unica strives for sustainable internal business operations and expects its Supplier to have or be demonstrably engaged in developing a policy for corporate social responsibility and environmental awareness, endorsed by its management board. Unica adheres to the Code of Sustainability and expects its Supplier to comply with it as well.

5.2 Risk assessment and risk management

The Supplier must have procedures in place for the timely identification and determination of risks and their evaluation. The Supplier must take appropriate measures in good time to control the risks and thus prevent or limit the consequences of possible accidents or incidents. If nevertheless something does go wrong, corrective measures must be taken. The effectiveness of the measure taken must also be assessed.

5.3 Objectives for improvement

The Supplier has set and defined performance goals, targets and implementation plans aimed at improving society and the environment. Part of these efforts is a periodic assessment of the results. Furthermore, the achievement of these improvement objectives must be guaranteed.

5.4 Training

The Supplier must provide its employees with the appropriate training and information on environmental issues related to its primary processes, its waste management systems and health and safety issues.

5.5 Communication

The Supplier is demonstrably responsible for communicating clear and correct information about its policy, working methods, expectations and results to its employees, as well as to its own Contractors and customers, with regard to the provisions contained in this code.

5.6 Controls and evaluations

The Supplier must conduct periodic self-assessments to ensure it complies with legal and regulatory requirements, the contents of this code of conduct and customer requirements pertaining to social and environmental responsibility. Supplier creates and maintains documents and records to ensure regulatory compliance and compliance with appropriate confidentiality to ensure privacy.

5.7 Information security

The Supplier must ensure that its information systems are secured, offering at least a level of security as recommended by its trade association. With regard to privacy-sensitive data of Unica employees known to the Supplier, the Supplier recognises the importance of protecting this data and therefore applies the applicable privacy legislation. The Supplier further organises periodic training for its employees with regard to information security. The supplier must be able to demonstrate all this by means of an audit/assessment. In the event of an impactful ICT-related hack, the Supplier must inform Unica of all hacked Unica-related data.



6. ADDITIONAL

Unica can reconsider the agreement with the Supplier if this code is not agreed upon. A supplier that does not (completely) comply with the code will inform Unica about the non-agreement and will indicate when an agreement will be reached.

Summarising, based on the foregoing, the following information can be requested by Unica:

- Health and Safety: Acting in emergency situations;
- The environment: Preventing pollution and reducing the use of raw materials;
- The environment: Carbon footprint, if applicable;
- Information security: IT-related hack.



SOURCE REFERENCE

The following norms/standards have been used in the preparation of this code:

General Purchase Conditions of Unica Groep B.V.

<https://www.unica.nl/sites/default/files/2022-05/Algemene%20Inkoopvoorwaarden%20Unica%20Groep%20BV%202022.pdf>

Responsible Business Alliance (RBA)

<http://www.responsiblebusiness.org>

ILO Conventions:

Minimum age work 15 years (ILO Convention No. 138, 1973)

https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C138

Fight against the worst forms of child labour (ILO Convention No. 182, 1999)

http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C182

Hours of work (ILO Conventions Nr. 01, 1919)

https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100::NO:12100:P12100_ILO_CODE:C001:NO

Convention on the Rights of the Child

www2.ohchr.org/english/law/pdf/crc.pdf

GRI guidelines

www.globalreporting.org/Pages/default.aspx

Techniek Nederland

<https://www.technieknederland.nl/>