



**RUITENBERG**  
INNOVATION AS MAIN INGREDIENT

# Ruitenberg Ingredients BV

# Code of Conduct

Griftstraat 8  
7391 TM Twello  
The Netherlands  
+ 31 (0) 571 270 000  
[info@ruitenberg.com](mailto:info@ruitenberg.com)

## Code of Conduct

Ruitenberg Ingredients is a family-owned business and pioneer in discovering creative and innovative solutions for the food industry. Here, ideas, ingredients and processes all come together. These three fundamentals form the basis for successful development of functional concepts and applications. Whenever possible, we work in close collaboration with our customers, and even go one step further. Our application technologists will supervise the implementation of the solutions we developed for you at your premises.

We highly value doing business in a fair, open-minded and reliable way. At the same time, we appreciate having a good personal connection with our business partners. In order to ensure a smooth way of interacting, we decided to draw up a Code of Conduct to live by and to help us comply with all legal requirements and ethical business practices. The purpose of this document is to set the standard for business practices throughout our value chain. Needless to say that apart from the rules of this code, we trust you to follow the national legislation in your country. Likewise, we comply with Dutch and EU-legislation.

Our Code of Conduct is composed of:

1. Our Values
2. Social Sustainability
  - Human Rights and Labour
  - Fair Treatment and Discrimination
  - Child Labour and Labour Workers
  - Freedom of Association and Collective Bargaining
  - Working Conditions and Wages
  - Health and Safety
3. Economic Sustainability
4. Environmental Sustainability
5. Business Ethics & Confidentiality
6. Monitoring & Documentation

We emphasize the importance of this Code and its key principles applying to all functions and to all our staff members who are responsible for business dealings with our business partners.

At Ruitenberg we do believe in the power of dialogue to achieve the desired goals. We expect suppliers and their suppliers throughout the chain to follow this Code of Conduct and get into dialogue with us when the Code is unclear or can no longer be met. Let's work together to make the world a better place.

Thank you for your partnership!

Yours sincerely,  
Ruitenberg Ingredients B.V.

W.W. van der Kaaij  
Managing Director

Date: 13 November, 2024

## 1. Our Values

### ***Our Vision***

We achieve a healthy balance between:

- **Growth**  
Our business grows by offering innovative solutions and reliable services, which help our customers to differentiate from competition.
- **Continuity**  
We lead our business in such a way that all stakeholders prosper in the long term.
- **Independence**  
As a family-owned business we keep the freedom needed to collaborate with our customers, suppliers and other partners.

### ***Our Mission***

Every day our passionate team is an inspiration to the food industry. We bring knowledge and ingredients together in creative solutions.

### ***The Pillars of our Corporate Philosophy***

#### ***Innovation***

Each day, we do our best to be a source of inspiration for our customers. They are always welcome in our tech centres in order to work with our product developers and application technologists on their desired product. They can also develop interesting concepts together with us, in which our functional ingredients solutions can make all the difference.

#### ***Quality***

At Ruitenbergh we work continuously on new approaches and solutions for achieving the highest quality in all areas, without compromise. For us, quality means premium and safe ingredients, training and development of our employees, and a sustainable business environment. We do not pretend to be perfect, but we realise that continuous improvement enables us to make progress.

#### ***Environmental Protection***

We routinely monitor the impacts of our activities on the ecosystem in order to minimize pollution. We use raw materials and energy sparingly, and we process and dispose of water in an eco-friendly manner. For us, recycling is a matter of course.

#### ***Safety***

Along with general product safety, traceability, allergen management, comprehensive documentation and the implementation of highest international food standards are a top priority for us.

#### ***For Future Generations***

As a family-owned company, we are used to keeping a keen eye on future generations. Therefore, we signed The Pledge, a joint initiative of the international Family Business Network and UNCTAD, a UN organization. With our signature, we emphasize our commitment to their main themes: environmental stewardship, sustainable growth, social inclusion and good governance.

The Pledge also fits in with our ambition to achieve a healthy balance between People, Planet and Prosperity in all our business practices.

## 2. Fundamental Social Principles

The social principles below refer to the international labour standards. Moreover we should aim to comply with the following:

- The UN Guiding Principles on Business and Human Rights
- The UN Global Compact
- The OECD Guidelines for Multinational Enterprises
- The International Labour Organization's (ILO) Declaration on Fundamental Principles and Rights at Work and the ILO Eight fundamental labour convention
- The Universal Declaration of Human Rights
- Diversity Charter

### Human Rights and Labour

- We do not accept, use or benefit from any forms of modern slavery, involuntary or forced labour, including but not limited to bonded, prison or compulsory labour and human trafficking.
- We do not tolerate restrictions of movement, excessive recruitment fees for employees, confiscation of identity documents and/or passports, withholding of wages, abusive working conditions, debt bondage, violence or any other kind of exploitation or abuse.
- We permit any employee to resign after a reasonable and agreed or at least the legal period of notice.

### Fair Treatment and Discrimination

- We do not engage in nor support discrimination in hiring, remuneration, access to training, promotion, termination, or retirement based on race, national or social origin, caste, birth, religion, disability, gender, sexual orientation, family responsibilities, marital status, union membership, political opinions, age, or any other condition that could give rise to discrimination.
- We treat all staff members in a fair and equal manner and respect their dignity, privacy, and personal rights.
- We do not allow any behaviour that is threatening, abusive, exploitative, or sexually coercive, including gestures, language, and physical contact, in the workplace and, where applicable, in residences and other facilities provided by the company for use by our staff.

### Child Labour and Young Workers

- We do not tolerate child labour (children below 15 years of age).
- We may employ young workers (persons above 15 and below 18 years of age) but they may only do light work according to local law, in addition to their study, under parents or guardian's supervision and only during limited daily and weekly hours.
- We do not expose young workers to any situations – in or outside of the workplace – that are hazardous or unsafe to their physical and mental health and development.

### Freedom of Association and Collective Bargaining

- We respect the freedom of association and employees' right to collective bargaining.
- Employees can openly communicate and share ideas and concerns with management regarding working conditions and management practices without fear of discrimination, intimidation, or retaliation.

### Working Conditions and Wages

- We enter employment contracts with all employees and follow applicable legislation, regulations, and collective agreements (where applicable) regarding working hours and wages.
- We ensure that terms and conditions of employment are fully understood and freely agreed. All employees are entitled to their own copy of their employment contract and wage statement.
- Employees receive a fair remuneration that is sufficient to provide them with a decent living for themselves and their families, as well as social benefits legally granted to the employees.
- The level of wages shall, as a minimum, comply with wages mandated by government's minimum wage legislation, or approved industry standards based on collective bargaining, whichever is higher. Deduction from wages is permitted only if and to the extent prescribed by applicable law, regulations, or collective bargaining agreements. Wages shall always be sufficient to cover living expenses and provide some disposable income.
- We pay the statutory social security/insurance contributions for eligible employees as applicable by the law.
- We do not withhold any part of any employee's salary, benefits, property, or documents in order to force such employees to continue working for the company.
- The normal work week, not including overtime, does not exceed 40 hours.
- Whenever overtime work is needed in order to meet short-term business demand, we may require such overtime work in accordance with individual or collective bargaining agreements. Any such agreement shall comply with the requirements above as well as with local law.
- Overtime is strictly voluntary is meant to be exceptional and shall not represent a significantly higher likelihood of occupational hazards. Employees have the right to refuse overtime without any threat of punishment.
- All overtime shall be reimbursed at a premium rate as defined and to the extent required by national law or bargaining agreements.
- We grant our employees the right to resting breaks in every working day and the right to at least one day off in every seven-day period, unless exceptions stipulated in collective agreements or in applicable legislation apply.

#### Health and Safety

- We provide a safe and healthy workplace environment and take effective steps to prevent potential accidents and injury to employees' health arising of, associated with, or occurring in the course of work, by minimising, as far as is reasonably practicable, the causes of hazards inherent in the workplace environment, while bearing in mind the prevailing knowledge of the industry and of any specific hazards.
- We provide to employees on a regular basis, effective health and safety instructions, including on-site instruction and, if necessary, job-specific instructions. Such instructions are repeated for new and reassigned employees and in cases where accidents have occurred.
- We provide employees appropriate personal protective equipment according to the risk assessment (gloves, masks, goggles, earplugs, headgear and safety boots) free of cost.
- In the event of a work-related injury, we provide first aid and assists our employee in obtaining follow-up medical treatment.
- We provide, for use by all employees, access to clean toilet facilities, access to potable water, and, where applicable, hygienic facilities for food storage.

### **3. Economic Sustainability**

- We expect to have a corporate social responsibility representative with adequate authority, knowledge and presence to manage social, environmental compliance requirements for businesses.
- We shall endeavour to remedy any deficiencies or irregularities identified in the course of internal or external audits, evaluations, inspections, investigations or reviews.

- We expect that a system is going to be implemented that set challenging targets, take actions, monitors the effect and take additional actions to continuously improve sustainability as integrated part of the day-to-day business.
- We respect and promote fair trading practices at each stage of the value chain.
- We promote access to information, knowledge and skills for more sustainable food and agricultural systems along the entire value chain, while protecting Intellectual Property. We work on investments in developing more effective practices and new technologies.

#### **4. Environmental Sustainability**

- We engage in reducing the negative environmental impact by protecting the environment, conserving natural resources, and by continuously striving to reduce the environmental footprint of production, products, and services throughout their entire life cycle.
- We minimize waste and maximize recycling to protect and conserve the natural environment.
- We optimize the usage of raw materials and take into consideration material and resource efficiency aspects.
- We continuously increase energy efficiency in our own operations and reduce greenhouse gas emissions by aiming to select renewable or low carbon energy forms.
- We refrain from using materials from endangered trees, animals or plants listed in the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES).
- We secure that all chemicals are stored, handled, used, transported, labelled, and disposed of in a safe and responsible way. We ensure that employees handling chemicals have the right competence and, if needed, arrange training.
- We aim to monitor, track, and document our emissions to air, water and soil from our facilities and transports as well as the effluent and solid waste generated by our operations to be able to identify aspects that we can control and influence fostering opportunities for improvement.
- In terms of land management, we assure that before purchasing land there is an informed consent of all legal and/or customary owners. Furthermore, we ensure that we do not participate in or benefit from forced relocations, and adequately compensate inhabitants in legitimate relocations.
- We promote the use of an Environmental Management System (ISO 14001, 45001, Ecovadis, SEDEX, SMETA, or comparable system) or otherwise comply with as a minimum the domestic and/or EU environmental regulations and legislation and permits obtained.
- We have site specific procedures and plans how to prevent and respond to all environmental emergency situations (spills, leakages and releases/emissions and other risks) that have a potential to impact the environment.
- We closely monitor discussions and evaluations for food safety on European level. We take measures to eliminate or replace harmful substances or substances which are under suspicion to be harmful or unfit for human consumption.

#### **5. Business Ethics & Confidentiality**

- We dissociate ourselves from any form of bribery or corruption.
- We ensure that our employees or third parties acting on our behalf do not offer, promise, give, or accept any bribes, nor make or accept improper payments or anything of value to secure any improper advantage or otherwise improperly influence the outcome of its business dealings.
- We refrain from offering lavish gifts and extravagant entertainment or hospitality to any *employees* to influence their business decisions. We ensure that all gifts and entertainment offered to our employees are transparent and have a justifiable business rationale.

- We understand that trade secrets, recipes and formulations are essential for the success of a product. We respect the confidential nature of business information. We keep information confidential about raw materials and formulas of customers.
- We compete fairly and in compliance with all applicable competition and anti-trust laws and regulations.
- We avoid situations which conflict or could be perceived as conflicting business interests. We do not utilize our position or information to gain unfair or personal benefit.

## **6. Monitoring & Documentation**

- We closely monitor that the requirements in this code can be met.
- We expect that our suppliers and suppliers in the supply chain implement and enforce the requirements set out in this Code.
- We provide all necessary information that may be necessary for Ruitenberg and its customers to assess the observance of the provisions of this Code.
- We take immediately all necessary steps and measures to expeditiously eliminate any non-compliance with the requirements of this Code.
- We reserve the right to carry out an audit or have an audit carried out by an independent third party, whenever the need arises, to assess our business partners' compliance with the principles set forth in this Code of Conduct.
- The present Code of Conduct is drawn up in the English and Dutch language, these copies are equally effective. If discrepancies in interpretations should occur, the Dutch version shall prevail.