



## **Biona Ethical Trading Code of Conduct**

### **Overall Standard**

The business of Biona Ltd has been built upon the values of honesty, integrity and quality relationships with our suppliers and customers. To meet this standard, Biona requires each of its suppliers to operate and act in full compliance with this Biona Ethical Trading Code of Conduct ("this Code").

Suppliers will establish appropriate training measures to allow its employees to gain an appropriate level of knowledge and understanding of the contents of this Code. This Code is supplemental to the Biona terms and conditions of purchase.

### **Specific Requirements**

1. **Legal requirements:** Suppliers must comply with all Applicable Laws in the countries in which they operate. Biona requires its suppliers to undertake full due diligence on all its upstream suppliers, to ensure that they are fully compliant with all Applicable Laws, and to ensure its supply chain is free from any human rights concerns. Suppliers shall be required to share such diligence with Biona on request. But without limitation, Suppliers must comply with the following:
2. **Anti-bribery and corruption:** Not offer or pay bribes or kickbacks of any kind, whether in dealings with individuals in the private sector or public officials. Biona is committed to observing the standards of conduct set out in anti-corruption and anti-money laundering laws. Suppliers must comply with all applicable anti-corruption and anti-money





laundrying laws, as well as laws governing gifts, hospitality, payments to public officials and other related regulations. Suppliers must comply in all respects with Biona Anti-Bribery & Corruption Policy.

3. **Competition laws:** Conduct business in full compliance with anti-trust and competition laws in the UK and the jurisdiction in which Suppliers operate.
4. **Modern slavery laws:** Biona will not tolerate the practice by any Supplier of using forced, bonded, indentured, or slave labour nor will Biona tolerate the use of physical or mental coercion or corporal punishment. If foreign or migrant workers are engaged, they are to be employed in full compliance with the labour and immigration laws of the host country. Prior to hiring, the basic terms under which foreign contract or migrant workers are employed are to be provided to the workers and written in the language the workers understand. Passports and other forms of personal identification shall always remain in the workers' possession and never be withheld by the Suppliers or any third party.
5. **Trade:** Comply with all applicable trade controls, as well as all applicable export and import laws and regulations.
6. **Confidentiality:** Suppliers must keep all supply agreements and arrangements with Biona's information confidential, including pricing, terms, and marketing allowances.





## **Ethics Requirements**

**Limitations on Gifts and Gratuities:** To maintain high ethical standards and to avoid the appearance of impropriety, Biona director, officers and employees will not give or receive payments or gifts in exchange for business opportunities with customers, suppliers, governmental entities, in accordance with Biona Code of Conduct and the Biona Anti-Bribery & Corruption Policy. Suppliers will neither accept nor give payments or gifts to Biona director, officers, or employees or to third parties in exchange for business opportunities, in accordance with Biona Code of Conduct and the Biona Anti-Bribery & Corruption Policy.

**No Retaliation:** Suppliers will employ a no retaliation policy that permits workers to speak with any Biona employee without fear of retaliation by Supplier's management.

**Conflict of interest:** Suppliers will disclose all actual and potential conflicts of interest due to either business or personal relationships with customers, suppliers, business associates, employees, or competitors of Biona. If a Supplier discovers a potential conflict of interest involving any Biona employee or another third party, the Supplier must inform its Biona point of contact.





## Labour Requirements:

- a. **Human rights:** Biona will only initiate and renew contractual relationships with suppliers that do not violate basic human rights, as defined in the United Nation Declaration of Human Rights (“UNDHR”), the Core Conventions of the International Labour Organisation (“ILO”), and the ILO Declaration on Fundamental Principles and Rights at Work.
  
- b. **Child Labour:** The ILO Core Conventions do not permit children to work in any occupation. Biona requires its suppliers not to use child labour. All of Suppliers’ employees shall be of legal age established by local law. If the local law does not set a minimum age, such employees must be at least 14 years old. Supplier must maintain official and verifiable documentation of each of its employees’ dates of birth. The use of legitimate workplace apprenticeship programmes, which comply with all laws and regulations, are permitted. Except where local law provides otherwise, workers under the age of 18 should not perform hazardous work and may be restricted from night work, with consideration given to educational requirements.
  
- c. **Freedom of association:** biona will only work with Suppliers whose workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.
  
- d. **Forced labour:** Biona will not tolerate the practice by any Supplier of using forced, bonded, indentured or slave labour, nor will Biona tolerate the use of physical or mental coercion or corporal punishment.





- e. **Foreign or Migrant Workers:** If foreign or migrant workers are engaged, they are to be employed in full compliance with the labour and immigration laws of the host country. Prior to hiring, the basic terms under which foreign contract or migrant workers are employed are to be provided to the workers and written in the language the workers understand. Passports and other forms of personal identification shall always remain in the workers' possession and are never to be withheld by the Suppliers or any third party.
- f. **Wages and Benefits:** Suppliers will comply with all employment and labour legal requirements, including those relating to minimum wage and overtime. In countries that set a maximum working week, Suppliers will comply with such requirements.
- g. **Discrimination:** In accordance with the ILO Core Conventions, suppliers to Biona must not discriminate based on race, gender, religion, ethnicity, nationality, age, disability, gender, marital status, sexual orientation, union membership or political beliefs, or on any other basis prohibited by Applicable Law.

### **Health, Safety and Environmental:**

- a. **Health and Safety:** Biona requires that all facilities where goods are produced for Biona must provide a safe and healthy work environment for all employees or workers, in accordance with Applicable Laws, the prevailing industry standards and to take account of any specific hazards.
- b. **Environment:** Biona has a commitment to the communities in which it operates and a responsibility for the environments we impact. Biona expects to work with Suppliers that share this commitment.





- c. **Monitoring and Enforcement:** Biona commits to independent third-party monitoring of Suppliers. As a condition of doing business with Biona, Suppliers must always allow Biona and/or its representatives or agents unrestricted access to each of its facilities and to all relevant records, without advance notice, for the purpose of monitoring compliance with this Code. Biona and/or its representatives or agents will comply with Supplier's reasonable safety rules applicable at Supplier's facilities. If a Supplier violates this Code, either generally or with respect to a particular Supplier facility, Biona may (in its sole discretion) either terminate its business relationship, generally or with the affected facility, or may require the affected facility to implement a corrective action plan.

Biona will continue to develop its monitoring systems to assess and ensure compliance with this policy.

