

# SUPPLIER CODE OF CONDUCT

DE RIJKE GROUP

## Together Everyone Achieves More



Dear suppliers,

*De Rijke Group aims to promote clear and definite standards of ethical behavior throughout all areas of the business.*

*We have defined our stakeholders, and their interests are embedded in the way we carry out activities. Our policies and codes are directly linked to the UN Global Compact Initiatives related to the areas of Human Rights, Labor, Environment, and Anti-Corruption. We also actively participate in ECTA's (European Chemical Transport Association) Responsible Care programs.*

Certifications & Sustainability Initiatives:



*Thank you for your continuous commitment to creating a safer, healthier, and more sustainable work environment. We would also like to thank you for your support over the years. Only together, we can make a difference and accelerate value!*

Kindest regards,

Kees de Rijke

# A MESSAGE FROM OUR CEO

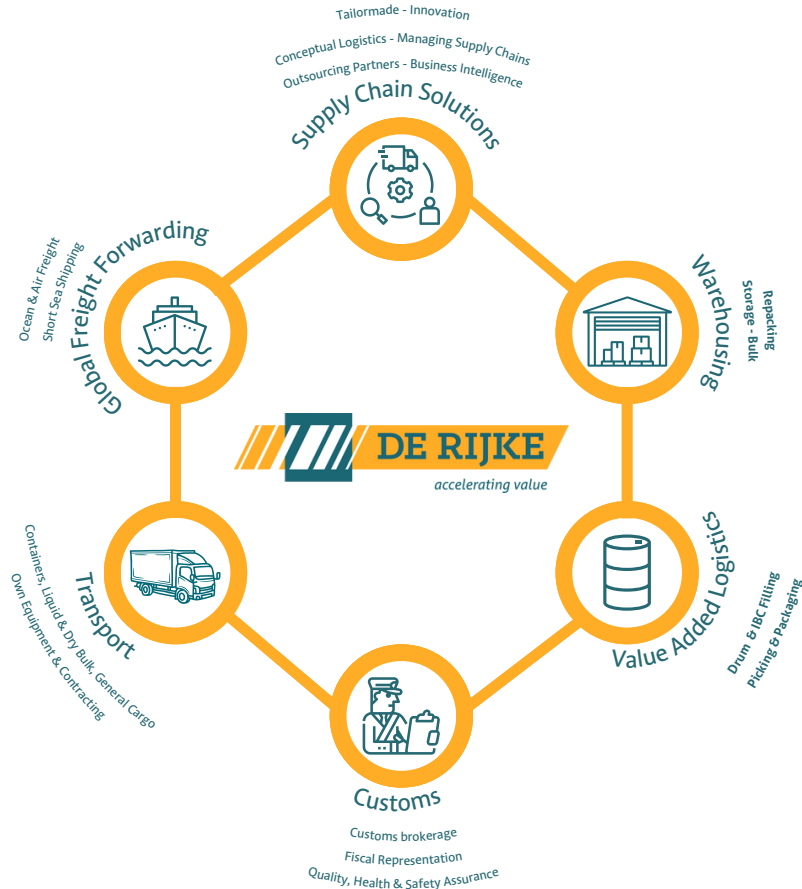
The foundation for the De Rijke Group was laid in 1945. In that year, the founder of the company bought the first truck from the American army. In the beginning, the activities were mainly focused on the transport of milk and cattle. The region around Spijkenisse and Rotterdam was the principal area of operations during those first years. In the following years, De Rijke and the Rotterdam port area saw strong growth, and the chemical industry, in particular, began to form a stronghold in the region.

During many years De Rijke has developed many activities and seen strong geographical growth. Over 75 years later, De Rijke Group is operating from offices all across Europe, with its head office still in Spijkenisse, The Netherlands. De Rijke is an autonomous family-owned company which evolved into a complete logistics service provider, offering supply chain solutions with the focus on Accelerating value for our customers and stakeholders.



# INTRODUCTION

## Our Service Portfolio



De Rijke Group's Supplier Code of Conduct outlines the requirements suppliers are expected to comply with in their business transactions with De Rijke. It is based on the United Nations Global Compact Initiative principles, the Responsible Care Program, and De Rijke's internal rules and regulations.

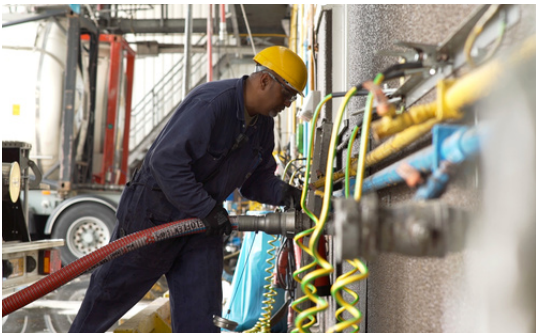
This code applies to all suppliers and their subsidiaries, affiliated companies, and sub-contractors involved in providing services and products to each De Rijke Group affiliated companies. Therefore, it is expected that suppliers assure notification of this code to all suppliers and business partners that participate in their delivery of goods and services to De Rijke and monitor that they act in accordance with the principles set out in this code.

Any violations of this code may jeopardize the business relationship between De Rijke and the supplier. De Rijke reserves the right to update or modify the content of this supplier code of conduct at any time, and any changes will be shared with the suppliers.

## INTRODUCTION



## EMPLOYEE & HUMAN RIGHTS & LABOR PRACTICES



*De Rijke Group believes that all employees in its supply chain deserve an ethical and fair work environment. De Rijke Group's suppliers shall uphold human rights standards and not be complicit in human rights abuses, as employees shall be treated with dignity and respect. It is seen as an essential requirement that the supplier upholds and complies with all applicable laws and regulations regarding working conditions and labor standards in the country of operation.*

### **No forced labor, Child labor & Human Trafficking:**

The supplier shall ensure that all work carried out is not forced and instead carried out voluntarily. All employees are not younger than the age of completion of compulsory schooling in their jurisdiction, along with the requirement that the supplier is not allowed to employ or recruit a person under the age of 18 to perform dangerous work.

The supplier shall and will not use any form of forced, bonded, compulsory labor or modern slavery. Nor have the intention and background of human trafficking.

### **Discrimination & (Sexual) Harassment:**

The supplier will not discriminate (in)directly on personal characteristics such as race, religion, sex, personal relationships, national origin, age, disability, medical condition, or any other characteristic protected by local law, regulation, or ordinance, against its employees. Alongside, the supplier shall not tolerate and prohibit any form of harassment by or towards its employees, suppliers, contractors, or customers. Therefore the supplier is committed to provide an inclusive working environment & equal opportunities for all employees.

### **Employee Privacy:**

The supplier shall ensure that they are committed to respecting the dignity, privacy, and rights of every individual in accordance with applicable laws. Parallel to this commitment; the supplier protects the privacy expectations of each individual he may do business with.

### **Working Conditions, Hours & Compensation:**

The supplier shall comply with the application of local laws and the provisions of applicable collective agreements, as well as industry standards to fair remuneration, the prevailing minimum wage, working hours (incl. overtime), break times, and paid holidays.

### **Freedom of Chosen Employment & Association:**

The supplier respects the right of workers, within the framework of the applicable regulations, to join or form groups freely and voluntarily and collective bargaining for the promotion and defense of their professional interest in an atmosphere free from pressure, violence, and threats.

## HEALTH & SAFETY



### Safe Working Environment:

The supplier ensures routine assessments and monitoring of its work environment for health and safety hazards. In case of an unsafe working environment, these risks will be identified and eliminated, controlled, or migrated. Regular risk assessment and implementing appropriate risk controls and measures include providing proper protective equipment and securing machinery. The supplier shall issue its employees with the necessary personal protective equipment and provide the appropriate workplace health & safety training in their primary language.

### Life Saving Rules:

De Rijke Group's Live Saving Rules (LSRs) will and shall be respected by the supplier when present at a De Rijke location or carrying out De Rijke operations, as they form the basis of safety for working with De Rijke Group. Our Life-Saving Rules can be found here below and are also displayed on De Rijke (un)loading sites.



*De Rijke Group expects its suppliers to comply and strive for a high level of implementation of occupational health and safety standards by applying a company- & industry-specific approach to health and safety management in all workspaces. Suppliers should acknowledge that all employees have the right to refuse unsafe work and to report hazardous working conditions. Please refer to De Rijke's LSR's.*

### Health & Safety Permits & Instructions:

The supplier shall obtain and comply with all required permits and laws regarding health, security, hygiene, and safety. In addition, the supplier shall pass on all safety instructions and ensure they are understood concerning the hazardous materials and products they supply to train the users at De Rijke's sites and prevent risks.

### Alcohol & Drugs Policy:

De Rijke has a strict zero-tolerance policy regarding the use and being under the influence of Alcohol or Drugs. The supplier shall put in place an appropriate alcohol, drug, or other substance policy, which entails the assurance of no abuse by employees such that it weakens their ability to perform their duties and/or have serious adverse effects on safety, productivity, and efficiency of others around them and the activities as a whole.





## ETHICAL BUSINESS CONDUCTS



*In conducting business, De Rijke Group acts with integrity and honesty and always maintains the highest standards for business responsibility in accordance with laws and ethical principles. Thus, De Rijke expects the same standard from all its suppliers. Suppliers must comply with all laws, rules, regulations, and treaties applicable to the products and/or services provided to De Rijke in all locations where its business operations are conducted.*

### Compliance:

The supplier shall comply with international laws and regulations on human rights, international trade, and data protection. This is required in order to conduct business with the De Rijke Group.

### Anti-Corruption & No Bribery Measures:

All forms of bribery, corruption, extortion, or embezzlement are prohibited in all commercial dealings. Therefore the supplier agrees to comply with all applicable anti-bribery laws and regulations and shall not take part in, or tolerate, any form of corruption, bribery, theft, embezzlement, or fraud.

Any gift and/or hospitality offered to any De Rijke Group personnel by the supplier shall comply with De Rijke Group regulations. Please advise your main point of contact for more information on this.

### Whistle-Blower Protections:

The supplier shall protect whistle-blower confidentiality and prohibit vengeance against employees who report workplace abuses of law and non-compliance. The supplier shall create a mechanism for employees to submit their reports to be examined and addressed.

### Conflicts of Interest:

A conflict of interest is any personal or financial interest, business or personal activity or relationship, past or present employment, or obligation that may interfere with the ability to objectively carry out one's duties and responsibilities at work or impair independence and objectivity. The supplier shall avoid any situation where a conflict of interest between De Rijke Group and the supplier occurs.



# ETHICAL BUSINESS CONDUCTS



## Community Engagement:

The supplier is encouraged to implement procedures in their procurement policies that favor local suppliers wherever possible and reasonable in order to contribute to the economic and social development of the communities in which they operate. De Rijke also encourages the supplier to help their local communities and to engage in initiatives and activities that reflect the UN Sustainable Development Goals.

## Protection of Intellectual Property:

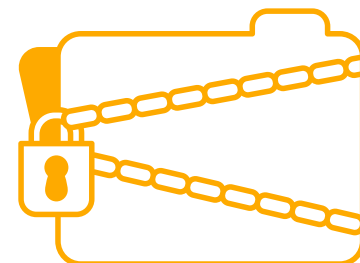
The supplier shall respect the intellectual property rights of third parties and safeguard customer confidential information as well as De Rijke Group's name, logo, trademarks, confidential data, and other intellectual property against unauthorized use, adjustment, and damage.

## Fair Competition:

The supplier shall compete in a fair manner in compliance with all applicable antitrust laws and guidelines, as this is of the highest importance to De Rijke Group. As such, De Rijke selects and fairly treats its various suppliers without discrimination. The supplier shall conduct their business according to the principles of fair business practices and free competition and shall have standards and procedures in place to ensure that its directors and employees do not engage in anti-competitive practices.

## Money Laundering & Terrorism:

The supplier shall not conduct any money-laundering activities and will have an internal control system where all profitable dealings shall be recorded transparently and precisely in its record-keeping arrangement.







*Our Suppliers are required to have an established information security system to protect De Rijke's information – and the information of its customers and employees – from being disclosed, changed, destroyed, or used for any purpose other than the purpose for which it was provided.*

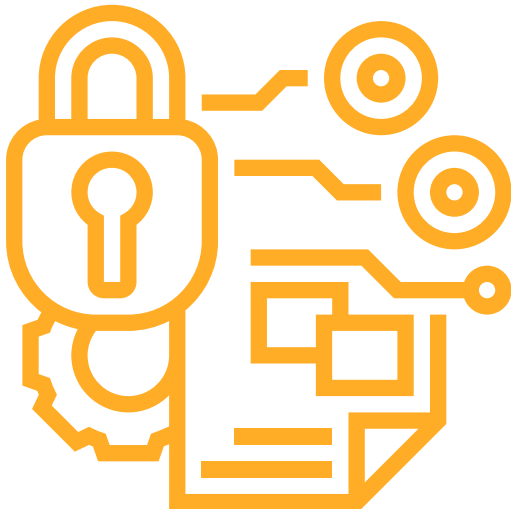


### Data Protection:

The supplier adheres to the General Data Protection Regulation (GDPR) and other applicable data protection and security laws and regulations when processing personal data. An adequate Data Processing Agreement shall be agreed between the supplier and De Rijke.

### Information Security:

The supplier shall take into account the need to protect the confidentiality, integrity, and availability of information. The required level of information security and control to be provided by the supplier shall always be proportionate to the sensitivity, value, and criticality of the information processed throughout its life cycle.



### Non-Disclosure:

The supplier shall ensure that any confidential information or trade secrets are kept in strict confidence and are not disclosed or misused.

## ENVIRONMENTAL RESPONSIBILITY & SUSTAINABILITY



*Suppliers shall comply with all applicable environmental laws, guidelines, and standards and shall implement an effective system to recognize and eliminate any potential environmental risks. In addition, the suppliers shall possess all certificates, environmental authorizations, and permits required by law to operate their business.*

It is expected from the supplier to support De Rijke's environmental and climate protection commitments through the products and services they provide. The supplier shall offer De Rijke products and services that reduce its direct impact on the environment - such as energy consumption & the reduction of greenhouse gas emissions -whether through product design, production, packaging, or transport.

De Rijke expects its suppliers to report relevant environmental and climate protection data upon request. Additionally, it is expected that the supplier takes environmental and climate protection into account in their business activities in an appropriate manner and shall continuously evaluate and improve their products, working methods, production processes, and services and ensure that these changes are executed in a controlled way.



*The signee has read and accepted De Rijke Group's Supplier Code of Conduct.  
This document shall be signed by the CEO or authorized signatory.*

FOR DE RIJKE



Kees de Rijke  
CEO De Rijke Group  
June 2023

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FOR THE SUPPLIER

Name:  
Company name:  
Date:

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**ACCORDANCE**