SONNENTOR

SONNENTOR
Code of Conduct

For suppliers

SUPPLIER CODE OF CONDUCT

2022





We at SONNENTOR firmly believe ...

... that **nature** has the best recipes for a long and beautiful life. That's what we work for and what we live on. We believe that **organic agriculture** is the only alternative to the consequences of monoculture and overproduction. The **recurring cycle** of nature and the constant renewal of **life** are our guiding principle. **Live and let live**, **mutual respect** and **appreciation** are essential for **long-term cooperation**. Everything needs to be in **balance** for everyone to be able to live **joyfully**.



This is what we stand for:

Since SONNENTOR was founded in 1988, we have been building a corporate culture based on trust, mutual respect, appreciation and dialogue. As a company we stand up for our principles and values and take our responsibility towards society and the environment very seriously. Apart from the quality of our products and profitability, social and ecological action are central to the integrity of our products. Our customers and we here at SONNENTOR expect our products to be of the highest quality. Our values apply to the entire supply chain. In order to guarantee the integrity of our products and our processes, we want to have as much product transparency as possible. This involves the supply chain as well as the people behind the products. The values listed in the SONNENTOR Code of Conduct are the basis of successful and long-term cooperation, which we strive for with all our partners. Since becoming a member of the "Economy for the Common Good" in 2010, SONNENTOR has regularly published a publicly accessible welfare report.[i]

The SONNENTOR Code of Conduct is based on the following international standards and globally valid guidelines that strive for a just and livable world for all:

- United Nations requirements: UN[ii] Declaration of Human Rights, UN Global Compact[iii], OECD Guidelines for Multinational Enterprises[iv]
- Core labour standards of the International Labour Organization (ILO[v])
- BSCI Code of Conduct[vi]
- Sustainable Development Goals (SDGs) of the UN[vii]

The implementation of human rights due diligence in the company are our contribution to future-proofing our world for next generations.

Every human counts!

This Code of Conduct applies to all companies delivering to SONNENTOR and includes seasonal workers, day labourers, casual workers, migrant workers, suppliers and subcontractors and employees of personnel service providers. SONNENTOR suppliers are encouraged to actively inform themselves about human rights guidelines and apply them to their direct or indirect relationships with people in their supply chain.

Let‘s communicate!

Our focus is on communication as well as cooperation and openness. These are crucial to a successful and long-term cooperation.

The supplying company agrees to provide SONNENTOR with information about relevant business relationships and production conditions. SONNENTOR obtains this confidential information by means of a written self-assessment and/or personal on-site audits. On-site supplier audits are carried out by internal SONNENTOR staff (CSR department) and/or with external auditors. Suppliers confirm that they will enable these audits and support them in an open and cooperative manner.

KEY POINTS OF THE SONNENTOR CODE OF CONDUCT		MARK WITH A CROSS
1	**The UN human rights are universal, apply everywhere and are fully complied with, for and by all people.**	☐
2	**Free expression of viewpoints and thus the right to freedom of expression is guaranteed for all employees.**	☐
3	**Diversity and equality are lived and promoted in the company. There is no place for discrimination of any kind!**	☐
4	**All employees benefit from clearly defined and fair working conditions and receive appropriate remuneration.**	☐
5	**A safe and healthy work environment for all employees is a top priority and guaranteed by the company to the best of its ability.**	☐
6	**Children experience a carefree childhood in which they can develop in the best possible way.**	☐
7	**All employees perform their service for this company at their own free will and are not subject to any reprisals.**	☐
8	**The company manages its resources in a sustainable manner and thus ensures an environment fit for future generations – for people and nature.**	☐
9	**Ethics is given a fundamental role by the corporate management in addition to an intelligent link between economy, ecology and social issues.**	☐

1 Compliance with UN human rights and the locally applicable laws[vii]

The UN human rights are applicable and relevant to all people everywhere in the world.

SONNENTOR expects that UN human rights are fully complied with by everyone in the entire product supply chain. All supplying companies and their supplying companies and subcontractors observe international UN human rights and adhere to them without exception. National and local laws of each country are also adhered to. National legal requirements are given preference if they exceed core labour standards of the International Labour Organization (ILO) of the UN Declaration of Human Rights.

2 Freedom of assembly and the right to collective bargaining[ix]

Free expression of viewpoints and thus the right to freedom of expression is guaranteed for all employees.

The supplying company guarantees its employees the right to freedom of assembly and collective bargaining. Employees must not fear reprisals or retaliation from the company. They may set up a works council or join an existing union. In countries where freedom of assembly is restricted or in development, employees must be permitted to discuss wages and working conditions in the company without fear of negative consequences from the management.

3 Exclusion of all kinds of discrimination[x]

Diversity and equality are apparent and promoted in the company. There is no place for any kind of discrimination!

Discrimination against employees in the supplying company due to the following criteria is neither supported nor tolerated:

- Ethnicity
- Gender
- Sexual orientation
- Religion
- Social background
- Physical or mental disability/limitation
- Age
- Political orientation
- Chosen union membership
- Type of employment

Furthermore, there are no discriminatory acts with regard to funding and training opportunities, salary, type of job or employment, termination of the employment relationship, retirement or similar. Access to religious institutions or religious practices are not hindered.

4 Adequate remuneration and reasonable working hours[xi]

All employees benefit from clearly defined and fair working conditions and receive adequate remuneration.

- All employees of the supplying company are in possession of a written employment contract with clearly defined employment relationships and working conditions. The employment contract specifically stipulates working hours, payment, overtime regulations, holiday annual leave entitlement, contributions to social and health insurance, maternity entitlements, continued payment of wages in the event of illness/accident. This written contract is a mutual consent between the company management and the employee and signed by both parties.
- Working conditions are in accordance with human dignity. There are no precarious employment relationships that put employees in a socially or economically problematic situation.
- Wages are paid in full directly to the working person. They are paid on an agreed date and are at least the national statutory minimum wage.
- The supplying company keeps records of the payroll.
- Working hours are reasonable and clearly regulated and don't exceed the legal maximum hour requirements. The maximum weekly work time of 48 hours is not exceeded. Overtime is done voluntarily and not on a regular basis. Overtime work is remunerated accordingly. Overtime is paid monthly unless otherwise regulated by law.
- Employees will be given advance notice for exceptions to work hours such as seasonal harvesting and processing.
- These regulations apply to the entire company (see scope).

5 Occupational safety: health and safety at work[xii]

A safe and healthy work environment for all employees is a top priority and guaranteed by the company to the best of its ability.

Your supplier's working environment corresponds with the international guidelines for occupational safety as summarized below:

- Health and safety of all employees have the highest priority in the supply company. A high level of security support measures is provided.
- If needed, the supply company will provide free occupational safety protection for employees who are exposed to potentially health-endangering environments (noise, dust, lighting, dangerous substances or other dangers). All employees concerned have access to and are expected to use relevant safety equipment.
- Machines and equipment are checked and safety-tested at regular intervals.
- Employees are informed about possible health hazards associated with their work as well as measures on how to avert health risks.
- Accidents in the workplace during working hours are documented and employees are provided with medical care with first-aid quipment being made available.
- Accident zones are appropriately marked and continuously reassessed and evaluated to ensure the highest possible safety standard.
- The company guarantees access to necessary medical care (e.g. dentist)
- Occupational safety training for employees is conducted regularly. There is at least one trained first aider in each company department.

- All employees have access to drinking water, sanitary infrastructure and a lounge area that can be used during breaks. Hygiene products such as toilet paper and soap are provided.

6 Prohibition of child labor[xiii]

Children should experience a carefree childhood where they can develop and grow in the best possible way.

Child labour, the organised employment of children under the age of 15, is not tolerated by the supplying company. Children must be protected from all forms of exploitation and dangerous work throughout the company (see Scope). SONNENTOR is aware of the considerable differences in the structures and relationships between early industrialized countries and countries in the global south. It is to some extent acceptable if children support their family in a limited capacity. This is different to organised child labour outside the family. Schooling as well as the physical, psychological, moral and social development of the children must not be hindered.



7 Prohibition of forced labour and disciplinary measures[xiv]

All employees perform their service for the company of their own free will and are not exposed to any reprisals.

Any type of forced labour or slavery within the scope of the supplying company is unacceptable. Mental and physical abuse of employees as well as disproportionate punishments will not be used or tolerated. Employees are not threatened, discriminated against, dismissed or subject to disciplinary punishment if they call attention to any malpractice. In the event of a culpable offence on the part of the employee that requires any disciplinary measures, these must be appropriate, comprehensible, transparent and fair. No pressure, coercion or threat is exerted on persons to force them to accept or keep a job. Furthermore, no personal documents or items are withheld from staff and used as leverage by management.

8 Environmentally oriented management practices to protect people and nature

The company manages its resources in a sustainable manner and thus ensures an environment fit for future generations – for people and nature.

All agricultural raw materials delivered to SONNENTOR meet at least the specifications of the EU organic regulation and are regularly checked by an EU-accredited organic inspection body. Additional organic certifications are advised. Environmentally-oriented corporate management is expected from all supplying companies. The following applications and measures for climate, environmental and resource protection are implemented or developed:

- Compliance with all required and additional environmental standards. The company is required to avoid or minimize emissions into the ground, air and water.
- Economical use of energy and resources in the process chain (e.g. raw materials, supplies). The use of renewable energy sources (operation, production, transport) is promoted and is preferable to fossil raw materials. Wherever possible, waste materials are avoided, recycled and properly disposed of.
- Water as a resource should be used sparingly to ensure the sustainable availability of clean water and no conflicts of resources occurs. Used water is purified and treated before it is put back into the natural cycle.
- In farming, it is essential to protect and preserve soil fertility (e.g. cultivation of humus, maintenance of nutrients in the soil, avoidance of soil erosion, soil compaction and sealing).
- Biodiversity and genetic diversity are actively promoted in all possible areas. This can happen during agricultural production on the fields (e.g. agroforestry) or through various measures at the location of the supplier company (e.g. green walls).
- Responsible use and conscientious disposal of environmentally harmful substances and chemicals are required to ensure safety for people and nature.
- Packaging materials are used sparingly, taking quality assurance into account, and as environmentally friendly as possible.
- Due to global warming and associated changes, the supplying company pursues strategies and considerations for various adjustments in the business.
- Forests and especially tropical forests serve to protect the world's climate and are not cleared for agricultural use by the company.

9 Ethical and social company management practices

In addition to an intelligent combination of good practices regarding economic, ecological and social issues, ethics play an important role in the company's leadership.

Business conduct based on integrity and an appreciative cooperation between all those involved on the supply chain is crucial to SONNENTOR and its supplying companies.

- Corruption as well as illegal business practices such as price fixing, extortion and the granting of benefits are not tolerated.
- The local living, land and business legislation of the country of production are respected.
- Applicable land rights and the rights of indigenous peoples are not violated, an illegitimate appropriation of land for economic use is not tolerated. Supplying companies operating in countries with open land legislation issues are encouraged to actively find fair solutions with and for the local population.

SONNENTOR®

Recognition of SONNENTOR Code of Conduct for supplying companies

We hereby confirm compliance with the criteria of the SONNENTOR Code of Conduct.

The recognition and formal signing of this corporate standard and active communication with the SONNENTOR Kräuterhandelsgesellschaft m.b.H. are the foundation for a fair partnership and a successful and long-term cooperation.

.....

Supplying company: *please print or stamp*

.....

Authorized person: *please print*

.....

Name of CSR officer: *please print*

.....

Contact of CSR officer: *email address and telephone number*

....

Signature of CSR officer **Place, date**

[i] **SONNENTOR Welfare Report:** https://web.ecogood.org/media/filer_public/14/eb/14eba29d-3159-46d5-b988-00b3715f291c/gemeinwohlbericht_2019_sonnentor.pdf
[ii] **UN Human Rights Declaration**
https://www.un.org/en/universal-declaration-human-rights/index.html
[iii] **UN Global Compact**
https://www.unglobalcompact.org/what-is-gc/mission/principles
[iv] **OECD-Guideline for multinational Businesses**
https://www.oecd.org/daf/inv/mne/48004323.pdf
[v] **International Labour Organisations**
https://www.ilo.org/global/standards/lang--en/index.htm
[vi] **BSCI-Code of Conduct**
http://ethics.iit.edu/codes/BSCI%202014.pdf
[vii] **UNO Sustainability Goals**
https://sdgs.un.org/goals
[viii] **Universal Declaration of Human Rights** (UN 1948)
https://www.un.org/en/udhrbook/pdf/udhr_booklet_en_web.pdf
[ix] **ILO 87, 98, 135**

- **C 087** – Freedom of Association and Protection of the Right to Organise Convention
  https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_INSTRUMENT_ID:312232)
- **C 098** – Right to Organise and Collective Bargaining Convention
  https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C098)
- **C 135** –Workers' Representatives Convention
  https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C135)

[x] **ILO 100, 111, 158, 159, 169**

- **C 100** – Equal Remuneration Convention
  https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C100)
- **C 111** –Discrimination [Employment and Occupation] Convention
  https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C111)
- **C 158** –Termination of Employment Convention
  https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_INSTRUMENT_ID:312303)
- **C 159** –Vocational Rehabilitation and Employment [Disabled Persons] Convention
  https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:::NO:12100:P12100_ILO_CODE:C159:NO)
- **C 169** –Indigenous and Tribal Peoples Convention
  https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C169)

[xi] **ILO 1, 14, 97, 102, 103, 116, 132, 183**

- **C 001** –Hours of Work [Industry] Convention
  https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C001)
- **C 014** –Weekly Rest (Industry) Convention
  https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C014)
- **C 097** –Migration for Employment Convention
  https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_INSTRUMENT_ID:312242)
- **C 102** –Social Security [Minimum Standards] Convention
  https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C102)
- **C 103** –Maternity Protection Convention
  https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_INSTRUMENT_ID:312248:NO)
- **C 116** –Final Articles Revision Convention
  https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:::NO:12100:P12100_ILO_CODE:C116:NO)
- **C 132** –Holidays with Pay Convention
  https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C132)
- **C 183** –Maternity Protection Convention
  https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C183)

[xii] **ILO 32, 164**

- **C 032** – Protection against Accidents [Dockers] Convention
  https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C032)
- **C 164** –Health Protection and Medical Care
  [Seafarers] Convention https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C164)

[xiii] **ILO 138, 182**

- **ILO-Definition Child Labour:** http://www.ilo.org/ipec/facts/lang--en/index.htm
- **C138** –Minimum Age Convention
  https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C138)
- **C182** –Worst Forms of Child Labour
  Convention https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C182)

[xiv] **ILO 29, 105, 155**

- **C 029** –Forced Labour Convention
  https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C029)
- **C 105** –Abolition of Forced Labour Convention
  https://www.ilo.org/dyn/normlex/en/f?p=1000:12100:0::NO::P12100_ILO_CODE:C105)
- **C 155** –Occupational Safety and Health Convention
  https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C155)

Access to all the above links: November 2020