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SELECTA SUPPLIER CODE OF CONDUCT



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This Supplier Code of Conduct provides ethical behaviour guidelines to Selecta suppliers, their subsidiaries, affiliates, agents, distributors, sub-suppliers and subcontractors worldwide who provide goods or services to Selecta and what they can expect from Selecta.

INTRODUCTION

Selecta Group (including Selecta AG and its subsidiaries and affiliates) is a foodtech company with a leading self-served distribution network in Europe, offering innovative catering services and international quality coffee brands in the workplace and public spaces. Selecta aims to conduct all its businesses with honesty and integrity and in accordance with the highest standards of ethics, equity and fair dealing. This Supplier Code of Conduct (“Code”) provides ethical behaviour guidelines to every Selecta supplier and their subsidiaries, affiliates, agents, distributors, sub-suppliers and subcontractors (“Suppliers”) worldwide providing goods or services to Selecta and what our stakeholders can expect from Selecta. In addition, Selecta also expects its Suppliers employees, whether permanent or temporary directors, consultants or contract staff (“Employees/Workers”) to comply with the rules set in this Code.

In order to ensure these standards are cascaded throughout our supply chain, we expect Selecta suppliers to regularly monitor and enforce these standards in their own operations and supply chain, identify and address risks, as well as make improvements to meet or exceed our expectations. And we expect Selecta supplier to hold their own subsidiaries, affiliates, agents, distributors, sub-suppliers, and subcontractors to the standards covered by our Supplier Code.

This Code reflects Selecta’s ambition to establish partnerships with its Suppliers and define the minimum standards Suppliers should follow utilizing the lawful, professional and fair practices outlined in the 10 principles of the UN Global Compact (“UNGC”) and its underlying conventions and declarations. Selecta expects its Suppliers to respect several areas, included but not limited to human rights, labour rights, environment, anti-bribery/corruption and underlying topics such as child labour and forced labour.

If this Code sets out stricter requirements than national legislation, this Code shall prevail. Exceptions are only accepted if the provisions in this Code are in direct conflict with national legislation.

Selecta will assess Suppliers compliance against our Code and reserves the right to, directly or through a third party, conduct audits of the Suppliers. Suppliers are required to co-operate. Violations of our Code may result in a corrective action plan (CAP). Any improvements identified are to be made and enforced immediately after given process approval by Selecta. In case repeated, intended or withheld breaches against the Code, Selecta reserves the right to terminate the business relationship.

Selecta’s internal control systems and procedures are also subject to regular reviews.

1. LEGISLATION COMPLIANCE, BUSINESS INTEGRITY AND ETHICAL BEHAVIOUR

At Selecta, we are committed to doing business with integrity and fairness, and in compliance with applicable laws and regulations. Our Suppliers play a vital role in ensuring we uphold our standards.

Suppliers must comply with and provide accurate information regarding all relevant applicable laws and regulations of their country, including but not limited to corporate governance, occupational health, safety, labour standards, environmental management, employment and discrimination. Selecta expects its Suppliers to meet the minimum standards indicated below.

Suppliers must comply with all applicable European Economic Area (EEA including the European Union, Iceland, Liechtenstein and Norway), Switzerland laws relating to the import of products, including but not limited to country of origin, labelling, product labelling, fabric and product testing. If local or industry practices exceed local legal requirements, the higher standard applies.

When applicable, Suppliers shall follow legislation with a wide territorial scope, including but not limited to the UK Modern Slavery Act, the UK Bribery Act and the Foreign Corrupt Practices Act.

Selecta expects Suppliers to disclose such information, when requested, without falsification or misrepresentation.



1.1 Anti-corruption practices

Suppliers are required to act in an ethical, fair and professional manner in all engagements with Selecta and its stakeholders, and report instances where these standards are breached or are likely to be breached.

Suppliers shall have an anti-corruption policy, program and training schedule in place. Anti-corruption training shall be provided to managers and employees working in positions prone to corruption, such as but not limited to, purchasing, sales and financial transactions. Internal control measures are to be carried out and reported to prevent corruption and accusations of corruption.

Suppliers must comply with not only the UNGC principles but also Selecta's Anti-Bribery and Corruption Policy. Should there be a conflict between the Suppliers Policy on Anti Bribery and Corruption and Selecta's, Selecta's policy shall prevail.

Suppliers shall have a zero-tolerance policy to prohibit any and all forms of corruption, extortion and embezzlement (covering promising, offering, giving or accepting any bribes). All business dealings should be transparently performed and accurately reflected on the business book and records. Monitoring and enforcement procedures shall be implemented to ensure compliance with anti-corruption laws.

1.2 Bribery and fraud

Selecta has zero tolerance towards bribery. With bribery we mean giving or receiving anything of value to or from any person, to obtain or retain business, influence decisions, or secure an improper advantage.

Selecta does not promise, offer, give or authorise, directly or indirectly, a bribe or anything of value to anyone (including public officials and private persons) to attempt to improperly influence any act or decision to obtain or retain business, or to secure any improper advantage for Selecta. Suppliers shall never accept, ask for, engage in, make, offer, promise or authorize any bribes. We expect the Supplier to report relevant concerns immediately - either to their Selecta contact or through Selecta's confidential Speak Up service.

Selecta expects Suppliers to prevent direct or indirect financial crime such as but not limited to, money laundering, fraud or embezzlement, by having processes in place for identifying and handling such incidents.

Suppliers shall not pay or accept any kick-backs or facilitation payments.

1.3 Competition

Selecta expects Suppliers to follow the EU Competition rules on free market regulations and support an open, fair, and competitive business environment.

It is strictly forbidden for Suppliers to partake in cartels for price adjustments, beneficiary services or market distortion. Suppliers shall ensure that all taxes are paid in local countries of operation and that transfer pricing manipulation or abusive trans

1.4 Protection of Intellectual Property and Confidential Information

Suppliers shall protect and prevent unauthorised disclosure of intellectual property and confidential business information of Selecta.

Suppliers who have been given access to confidential information as part of the business relationship should not share this information with anyone unless authorized to do so by Selecta.

1.5 Conflict of interest

Selecta defines a conflict of interest as being involved in a relationship or activity that affects, or has the appearance of affecting, an employee's objectivity in making business decisions in the best interest of the company.

We require all our associates to make decisions in the best interest of Selecta. This includes avoiding situations in which a conflict could arise between the interest of Selecta and a direct or indirect personal interest. We expect the Supplier to respect this requirement and to cooperate with us to ensure it is upheld. The Supplier should immediately disclose to Selecta any situation in which they perceive a potential conflict of interest so that appropriate action can be taken.

1.6 Transparency and business integrity

We expect suppliers to keep and maintain complete and accurate records about business activities, structure, financial situation, performance, and working conditions (e.g., wage and working hour records). Selecta will not tolerate falsification of records or misrepresentation of conditions or practices in the supply chain.

Information regarding suppliers' labor, health and safety, environmental practices, where necessary to demonstrate suppliers' compliance with requirements of this Supplier Code must be disclosed in accordance with applicable regulations and upon Selecta's request.

1.7 Gifts and Entertainment

At Selecta we practice a strict "No Gift Policy". Our associates are prohibited from receiving or offering gifts (whether in cash or cash equivalent such as gift cards, credit notes) in any form, at any time, on or off the work premises. There may be times when our business partners send unsolicited gifts to our offices. If this happens, all gifts over EUR 25 must be returned in accordance with our Gifts and Entertainment Policy.

Our associates of Selecta are prohibited from accepting anything more than modest meals and entertainment from suppliers or other business partners. We expect our associates and Suppliers to follow the general principles for gifts and entertainment as outlined in our Group Gifts and Entertainment Policy.

1.8 Speak up mechanism and whistleblower protections

Suppliers must establish accessible channels for workers to report grievances safely. These mechanisms must ensure confidentiality and protection against retaliation for whistleblowers. Grievance mechanisms shall also be used for reporting Human Rights violations, ensuring that workers and stakeholders have a secure way to raise concerns about unfair treatment, forced labor, discrimination, or any other abuses.

If a supplier does not have a dedicated whistleblowing channel, workers and stakeholders may use Selecta's whistleblowing channel, available at <https://selecta.ethicspoint.com>.

2. EMPLOYEE COMPLIANCE AND WORKING PRACTICES

Selecta expects its Suppliers to respect all fundamental human/labour rights throughout their business activities and adopt respectful workplace practices.

Suppliers must conduct their activities in a manner that respects human/labour rights ensuring:

- no use of child labour;
- no use of forced labour;
- compliance with all applicable laws and regulations on freedom of association and collective bargaining;
- a safe, secure and healthy workplace and not tolerating discrimination, harassment or retaliation; and
- compliance with all applicable laws and regulations on working hours providing wages and benefits that meet or exceed the national legal standards.

The Supplier shall also ensure that all employees are aware of, understand and compliant of the following rights:

2.1 Human Rights

2.1.1 Freedom of Association

Suppliers shall respect the rights of their employees and freely allow their employees to associate with others, form and join organizations of their choice, and bargain collectively. Workers must not be penalized or subjected to harassment or intimidation for the non-violent exercise of their right to join or refrain from joining such legal organizations.



2.1.2 Fair and Equal Treatment

Selecta recognizes the value of diversity, and the benefits which diverse businesses can bring as suppliers to the business, our clients, and our communities. Selecta treats partners and associates fairly and does not discriminate.

Suppliers shall treat all employees with respect and dignity. Our Suppliers shall not engage in or permit physical, verbal, sexual or psychological harassment, bullying, abuse, threat, or other forms of intimidation.

The Supplier shall not discriminate on grounds such as race, religion, age, gender, national origin, citizenship status, marital status, sexual orientation, gender identity, disability, pregnancy, or other legally protected status, in hiring and working practices such as job applications, promotions, job assignments, training, wages, benefits, and termination.

Selecta is committed to supporting a culture in which supplier diversity is valued internally and externally. We support supplier diversity through engagement with local businesses and social enterprises with relevant business offerings, thus supporting local society in which we operate.

2.1.3 Fair and Equal Treatment

Selecta expects Suppliers providing products containing conflict resources to exercise due diligence to ensure that the extraction and trade of 3TG minerals (tin, tantalum, gold and/or cobalt) or conflict resources including not limited to petroleum, palm oil, cocoa, coffee, tea or genetically modified organism (GMO) do not directly or indirectly finance and/or contribute to human rights abuse including but not limited to land grabbing, war, and terrorist activities.

2.2 Labour Rights

2.2.1 Forced Labour, Human Trafficking, and Slavery

Child labour and young workers The UNGC defines forced and compulsory labour as “any work or service that is exacted from any person under the menace of any penalty, and for which that person has not offered himself or herself voluntarily”. Suppliers shall not use forced labour - slave, prison, indentured, bonded, or otherwise. Selecta does not tolerate Suppliers that traffic workers or in any other way exploit workers by means of threat, force, coercion, abduction, or fraud. All work must be voluntary, and workers must be free to leave work and terminate their employment or other work status with reasonable notice.

2.2.2 Child labour and young workers

Suppliers must comply with the highest applicable minimum working age standards. Young workers employment must not interfere with their education, health, or well-being. Suppliers must monitor and prevent child labor in their operations and supply chains, ensuring prompt remediation if violations occur.

2.2.3 Wages

Suppliers must ensure that all workers receive wages that meet or exceed the legal minimum wage or industry benchmark rates, whichever is higher. Wages must be paid in a timely, transparent and verifiable manner, with no unlawful deductions. Suppliers are encouraged to work towards providing a living wage that enables workers to meet their basic needs and those of their dependents.

2.2.4 Working Hours

Suppliers shall comply with local law requirements on working hours, overtime hours and payments, breaks, annual leaves and maternity and parental rights. Providing local laws do not subscribe to higher standards, employees should not work more than 48 hours in a regular work week and include a daily workday break of a minimum of 30 minutes. In addition, all employees shall be allowed at least one day off (24 hours) per week. In all circumstances, working hours must not exceed the maximum amount permitted by law.

Provided local laws do not subscribe to higher standards, overtime hours shall not exceed 12 hours per week, resulting in a work week of maximum 60 hours, unless stated otherwise by collective bargaining agreement. Employees are entitled to sick pay, at least three weeks of annual paid holiday and a minimum of 14 weeks of maternity leave.

The Supplier shall ensure that employees contracts are in accordance with stipulated working hours, overtime hours, breaks, rest periods, holidays and parental leave are included.

2.2.5 Employment terms

Workers must be given clear, understandable documentation that defines the terms and conditions of their engagement in a language and manner understood by the worker.

Employees of the Suppliers are entitled to written contracts and the contracts should at least state the hours of work, wage, overtime compensation rate at such premium rate as is legally required in the local country, pay date, holiday and notice period.

Suppliers should give employees a monthly pay slip with the payment date, amount, and hours worked including but not limited to overtime taxes and insurance paid by the employer. Employer responsibilities shall not be avoided by the Supplier through contracting or subcontracting workers or by organizing other arrangements.

Employees should be able to encourage Suppliers to grant wages that meet local industry standards.

Threats against the Suppliers employees, including but not limited to suspended salary and/or unlawful deductions are not allowed, neither by the employer or a recruitment company.

2.2.6 Work Health and Safety

Suppliers shall comply with all relevant work health and safety regulations and legislations. Suppliers shall provide and encourage a safe working environment for all their employees and treat occupational health and safety of employees as a priority throughout all significant aspects of the activities, including but not limited to following policies, standards, procedures, contingency measures and management systems to prevent occupational illnesses and work-related accidents. Suppliers are required to put procedures and systems in place to prevent, manage, and track occupational injury and illnesses, such as encouraging worker reporting, classifying and recording injury and illness cases, providing necessary medical treatment, investigating cases, and implementing corrective actions to eliminate their causes.

Suppliers shall monitor workers' potential for exposure to safety hazards (e.g., chemical, mechanical, electrical and other energy sources, fire, vehicles, and fall hazards) and identify, assess, and control these hazards through proper design, engineering and administrative controls, preventative maintenance and safe work procedures, and ongoing safety training.

Suppliers must provide their employees with:

- Safe and clean working facilities, environments and dormitories which are equipped with adequate lighting, pleasant temperature and well-functioning ventilation system;
- Dormitory facilities and other accommodations which are clearly segregated from the factories and the production areas;
- Safe drinking water and access to potable water;
- Gender separated lockable sanitation facilities that are always readily accessible at all the times;
- A sanitary food preparation area that is separate from sanitary facilities and storage facilities;
- Preventive risk assessments that are conducted regularly to identify occupational hazards and documented reviews of implemented measures to prevent hazards;
- Personal protective equipment (PPE), free of charge regardless of employment form, and in good working condition and the PPE should be replaceable as required by the employee;
- Machinery that is equipped with safeguards (production and other machinery must be routinely evaluated for safety hazards);
- First aid and emergency kits that are readily accessible, clearly marked and located near every workstation in the workplace;
- Emergency evacuation plans which are clearly indicating the nearest exit routes and clearly showing where the first aid kits are placed;
- Adequate amount of emergency exits that are clearly marked with exit signs;
- Facilities equipped with adequate fire detection, alarm, and fire extinguishers and/or hoses that are inspected regularly;
- Training in labour rights, health and safety including fire safety, first aid, machine safety, use of PPE, and worker notification and evacuation procedures, will be provided to employees on a regular basis. All training activities, participants and dates of the trainings shall be clearly registered;
- Reporting and investigation of all work-related accidents;
- The freedom to enter and leave the work accommodations at any hour

Suppliers are responsible for validating employees' eligibility to work through documentation such as identification, passport and work permits.

3. ENVIRONMENT AND SUSTAINABLE SUPPLY CHAIN

Selecta recognizes that the long-term success of our business, viability of our communities and biological systems on which we depend are threatened by a range of environmental issues – climate change, water scarcity, depletion of natural resources and associated biodiversity loss. We encourage our Suppliers to move beyond legal and compliance obligations, setting goals and showing progress towards integrating sustainable environmental practices into their operations and throughout their supply chain. Suppliers can minimize negative impacts on the environment by implementing systems in their facilities that:

- Understand and minimize energy and water consumption;
- Reduce greenhouse gas emissions;
- Improve energy efficiency and use cleaner sources of energy;
- Minimize waste;
- Track, document, and report impact.

We encourage our Suppliers to minimize their environmental impact during business and to meaningfully support and encourage others by ensuring that they are:

- Complying with applicable environmental laws, regulations and standards;
- Demonstrating commitment to minimize negative environmental impacts (including the use of energy, air emissions, greenhouse gas emissions, waste, water, pollution, hazardous materials, and recycling) through their entire operations;
- Demonstrating a clear understanding of the environmental risks, impacts and responsibilities associated with the products and services they provide (Especially in running operations with high environmental impact);
- Having effective environmental programs with measurable targets in place to mitigate risks, which improve environmental and public health and safety levels by leading prevention, reduction and control of serious harm to the environment - the implementation of which should be supported throughout all levels of the company;
- Complying with material restrictions and product safety requirements set by applicable regulations such as but not limited to REACH and RoHS;
- Identifying and managing the safe handling, movement, storage, and disposal of chemicals and hazardous substances that pose a threat to the environment;
- Clearly marking all hazardous materials with a Material Safety Data Sheet (MSDS) and ensuring all employees are trained in product safety and chemical handling practices;
- Optimizing consumption of natural resources, including water, fossil fuels, minerals, and virgin forest products, and applying a circular economy approach when handling excessive or residual material;
- Responsibly utilizing energy and water by measuring regularly and setting clear reduction targets;
- Monitoring, controlling and treating waste water and solid waste generated from operations before discharging or disposing;
- Responsibly disposing of or recycling solid waste;
- Striving, to the highest extent as possible, to reduce and recycle resources;
- Prioritizing renewable energy sources;
- Measuring and controlling greenhouse gas emissions generated from operations with high

- environmental impacts and intend to keep emissions to the lowest minimum possible;
- Evaluating and choosing the mode of transport that causes least harm to the environment;
 - Encouraging the development and use of environmentally friendly technologies and practices according to the principle of ALARA (As Low as Reasonably Achievable);
 - Conducting due diligence for products containing either palm oil, cocoa, coffee, tea or GMO;
 - Assuring that all products supplied to Selecta do not contain protected or endangered fish, plant or wildlife.

4. SUPPLIER COMPLIANCE AND ACCOUNTABILITY

Selecta may terminate its business relationship with a supplier if audits or reports confirm:

- Child labor.
- Forced or compulsory labor.
- Immediate safety risks to workers.

Selecta may also reassess its relationship if a supplier:

- Refuses full audit access.
- Provides false or misleading information.
- Fails to cooperate in the audit process.

Severe environmental violations, significant breaches of relevant laws, systemic discrimination, or persistent human rights breaches that are not addressed in due time may also lead to termination.

5. CONTACT DETAILS

Raise any concerns/remarks regarding the Supplier Code of Conduct to your Selecta Procurement contact in your country of operations.

6. ACCEPTANCE

By signing this Code, the Supplier acknowledges having read, understood and accepted the required principles of business conduct as described in the Code. Selecta expects its Suppliers to fulfil the key elements by incorporating them in their own business practice.

Supplier Legal Entity Name

Name & Title

Signature

Date

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