

## Guideline

### *On sustainable procurement*

For Suppliers of Molkerei Söbbeke GmbH

#### **Preamble**

Sustainable management is a long-term strategic success factor. As a company, we are committed to the idea of sustainability. We express this in our daily actions and thinking – as well as in our mission statement. In doing so, we are guided by the ten principles of the UN Global Compact.

We want to live this within our company and also in our business relationships with our suppliers.

The Guideline *on sustainable procurement* for Suppliers therefore formulates minimum standards and defines the minimum requirements for our suppliers: compliance with internationally recognized human and employee rights, the ban of child labor and forced labor, compliance with legal standards and environmental guidelines (as well as precautionary environmental protection) and the observance and promotion of business ethical behaviour. We also expect our direct suppliers to ensure compliance with this policy by their subcontractors and suppliers. They are required to communicate the contents of this policy to all parties in their supply chain and actively promote compliance.

Furthermore, all business activities within the supply chain must comply with local laws. If national legal regulations, international legal regulations, industry standards and this guideline deal with the same subject, the stricter regulations in each case must always be applied.

*Should there be verifiable violations, the management reserves the right to impose disciplinary measures.*

*The update of this guideline is the responsibility of the management and is carried out annually.*

#### **I. Working conditions / staff**

##### **A) Avoidance of child labor**

Child labor must not be used at any stage of production. Companies are required to comply with the recommendation from the ILO conventions on the minimum age for the employment or use of children for work. This minimum age should not be less than the age at which compulsory education ends, and in any case not less than 15 years. The minimum age for hazardous work is 18 years.

##### **B) Wages and social benefits, working hours**

Compensation and benefits must comply with the basic principles regarding minimum wages, overtime and legally required social benefits. Working hours must at least comply with applicable laws, industry standards or relevant ILO conventions, whichever is more stringent. Overtime should only have to be spent voluntarily, and employees must be given at least one day off after six consecutive days of work. Undeclared work is prohibited.

##### **C) Free choice of employment**



Forced or compulsory labor is not permitted. Employees must have the freedom to terminate the employment relationship with reasonable notice. Employees may not be required to hand over their identity card, passport or work permit as a precondition for employment.

#### D) Health and safety

The employer ensures occupational safety and health protection at the workplace at least within the framework of national regulations and supports continuous development to improve the working environment.

#### E) Freedom of association and collective bargaining

The right of employees to freedom of association and collective bargaining shall be respected. The employer shall allow independent and free association of employees for this purpose.

### II. Environmental standards

#### A) Environmental responsibility

Companies must adopt a precautionary approach to environmental issues, take initiatives to promote greater environmental responsibility, and encourage the development and diffusion of environmentally friendly technologies. They should always consider reducing their direct and indirect environmental impacts.

#### B) Environmentally friendly production

Optimum environmental protection must be ensured in all phases of production. This includes a proactive approach to avoid or minimize the consequences of accidents that can have a negative impact on the environment. Particular importance is attached to the application and further development of energy, water and resource-saving technologies - characterized by the use of strategies to reduce emission and waste and support reuse and recycling.

#### C) Environmentally friendly products

All products manufactured along the supply chain must meet the environmental protection standards of their respective market segment. This includes all materials and substances used in production. Chemicals and other substances that pose a hazard if released into the environment must be identified. Hazardous substance management must be established for them so that they can be safely handled, transported, stored, reprocessed or reused and disposed of through appropriate procedures. The entire product life cycle should always be considered.

### III. Ethics

#### A) Anti-corruption / Fraud

The highest level of integrity is expected in all business activities and business relationships. Any form of corruption, bribery, extortion, embezzlement, *fraud*, and *money laundering* is strictly prohibited *and will not be tolerated*.

#### B) Non-discrimination

Discrimination against employees in any form is not permitted. This applies to discrimination based on, for example, gender, race, caste, skin color, disability, political opinion, origin, religion, age, pregnancy or sexual orientation.

#### C) Food Safety & Food Quality



All products and services must meet the contractually specified quality and safety criteria upon delivery and be safe to use for their intended purpose.

**D) Fair competition**

The company conducts its business activities, advertising and competition fairly. Standards applicable as well as applicable antitrust laws are complied with.

**E) Intellectual property**

Intellectual property rights are respected.

**G) Supporting the local community**

Companies should, wherever possible, involve the local economy and consider their interactions with the various communities. This is done with regard to the potential impact of their investment decisions as well as their outsourcing decisions, and with regard to their hiring policies.

**H) Privacy / Data Protection and Information Security**

*We respect and protect the privacy of every individual and comply with the laws. We handle situations involving personal data with the utmost care and ensure that our suppliers also adhere to data protection. Information security is guaranteed.*

**I) Positive Error Culture**

*We approach errors openly and expect the same from our suppliers. We do not view mistakes as failures but as opportunities to learn and improve.*

**IV. Information / Communication / Continuity / Social Dialogue**

This policy must be posted in the local language at business partner facilities or otherwise made available to employees. Business partners shall - independent of this guideline – aim at continuous improvement of their sustainability commitment.

*A social dialogue between employers, in the form of management or supervisors, and employees is expressly desired. The right to freedom of association is granted.*

Molkerei Söbbeke GmbH  
31.07.2025



Markus Hedderich  
Managing Director

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For Suppliers of Molkerei Söbbeke GmbH

As a supplier of the Molkerei Söbbeke GmbH, the company

undertakes to comply with the terms of this Sustainability Guideline, to disseminate them and to ensure that the company's employees comply with them.

Representative of the company

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature and company stamp: \_\_\_\_\_