

# Supplier Code of Conduct

Code of Conduct for MAAS suppliers

January 2024

## General

Corporate Social Responsibility means to MAAS a way to conduct business whereby the company includes its impact on society in general and its stakeholders in particular in its considerations. In this respect, MAAS makes choices that contribute to the solution of a number of social issues.

MAAS imposes the same requirements upon its suppliers as upon themselves. In its business MAAS commits itself fully with applicable laws and regulations. Therefore, MAAS wants to conduct business with suppliers who act responsibly and with integrity. The supplier commits itself, with the signing of this Supplier Code of Conduct, to all applicable laws and regulations. This Supplier Code of Conduct is therefore an integral part of agreements between the supplier and MAAS. MAAS focuses on the following areas.

## UNITED NATIONS (UN)

### Sustainable Development Goals (SDG)

The SDGs (development goals) of the United Nations lay the foundation for a better and more sustainable world for all. These 17 goals strive to mitigate poverty, inequality and climate change by 2030.

MAAS contributes to the realization of these SDGs with its sustainability initiatives. MAAS focuses on four SDGs, namely:

- No poverty
- Fair work and economic growth
- Climate action
- Partnership to achieve goals

### Universal declaration of human rights (UDHR)

The SDGs are based on the Universal Declaration of Human Rights and other international human rights treaties. As explained in the advice of the Advisory Council on International Affairs (AIV) *Sustainable development and human rights: a necessary alliance*, the SDGs and human rights pursue the same goal: the realization of human dignity. The supplier recognizes and acts according to the Universal Declaration of Human Rights of the United Nations.

### International Labour Organisation (ILO)

The ILO is a United Nations organization for employment issues. Here governments, employers and trade unions jointly formulate international treaties and policies to protect workers' rights. The supplier must act in line with the international terms and conditions of employment, as formulated by the ILO. Specifically the ILO conventions, which have been ratified by the Netherlands, as a EU member state.

## **HUMAN RIGHTS - NO POVERTY**

### **Social Security**

The supplier complies with all (supra) national laws and regulations with regard to pension, survivor's pension, unemployment and disability (in particular ILO conventions 102, 121, 128, 130 and 168).

### **Work and illness**

The supplier complies with all applicable (supra) national laws and regulations regarding accidents at work and occupational diseases, medical care and sickness benefit (in particular ILO conventions 121 and 130).

### **Work and wages**

The supplier complies with (supra) national laws and regulations concerning minimum wages, regular payment and overtime compensation (in particular conventions 95, 106 and 131).

## **HUMAN RIGHTS - FAIR WORK AND ECONOMIC GROWTH**

### **Child labour**

The supplier complies with all (inter)national laws and regulations relating to child labour (in particular ILO Conventions 138 and 182).

### **School-aged children**

The supplier complies with all (supra) national laws and regulations regarding taking holidays during school holidays and combining work and family (in particular ILO convention 156).

### **Labour conditions**

The supplier meets all (inter)national laws and regulations relating to employment and labour conditions (in particular ILO convention 155) and has to comply with the applicable collective agreement(s).

### **Fair treatment at work & discrimination**

The supplier complies with all anti-discrimination provisions as stipulated in (inter)national laws and regulations (in particular ILO Conventions 100 and 111).

### **Forced labour**

The supplier complies with all (supra) national laws and regulations with regard to the prevention of forced labour (in particular ILO conventions 29 and 105).

### **Union rights**

The supplier complies with all applicable (supra) national environmental legislation and regulations for union rights (in particular ILO conventions 87 and 98).

### **Health and safety in the workplace**

The supplier complies with all (supra) national laws and regulations regarding occupational safety and health. Safety of work processes, insofar as this can reasonably be required, protective clothing and other safety measures, training in aspects of health and safety at work, knowing where the emergency exits are, follow-up complaint to inform the manager about an imminent risk or dangerous situation at work (in particular ILO convention 155).

### **Motherhood and work**

The supplier complies with all applicable (supra) national laws and regulations regarding pre- and postnatal care, no hazardous work, expensive maternity leave and income during maternity leave (in particular ILO convention 183).

### **Violence and harassment at work**

Supplier complies with all applicable (supra)national laws and regulations regarding the end of violence and harassment at work, including gender-based violence and harassment (in particular ILO Convention 190).

## **ENVIRONMENT - CLIMATE ACTION**

### **Environmental legislation and regulations**

The supplier complies with all applicable (inter)national environmental laws and regulations. He shows commitment, a proactive attitude and continuous improvement to improve the environment. The supplier focuses its business in such way that compliance is guaranteed.

### **Climate change**

The supplier complies with all (supra)national laws and regulations that apply to climate change. CO2 emissions are limited as much as possible. Where possible, solar or wind energy or other alternative energy sources are used.

### **Pollution**

The supplier complies with all (supra)national laws and regulations that apply to pollution. Waste is avoided as much as possible and otherwise separated and recycled where possible. Used packaging materials are reused as much as possible.

### **Water and marine resources**

The supplier complies with all (supra)national laws and regulations that apply to water and marine resources. The supplier's activity(ies) shall not hinder the achievement of good environmental status of water and marine resources or lead to the deterioration of water and marine resources already in good environmental status. Clean water is crucial for nature and for the health and well-being of people. It also provides a crucial resource for many economic sectors.

### **Biodiversity and ecosystems**

The supplier complies with all (supra)national laws and regulations that apply to biodiversity and ecosystems. Supplier should not wait until perfect data is available, but start integrating biodiversity into economic decision-making. Biodiversity loss is one of the greatest risks to our society and to the global economy, because it accelerates climate change and threatens the health of ecosystems that support the economy. While climate risks can be reduced to a single impact measure (greenhouse gas emissions) and one universal target (limiting temperature rise to 1.5 °C), this is not yet possible for biodiversity risks. It is important to view climate-related and biodiversity risks in conjunction. Biodiversity loss amplifies climate change through, for example, deforestation and the CO<sub>2</sub> released, while climate change is in turn one of the most important drivers of biodiversity loss. Conversely, good forest management can actually contribute to preventing further climate change.

### **Resource use and circular economy**

The supplier complies with all (supra)national laws and regulations that apply to resource use and the circular economy. Supplier strengthens the closing of cycles in which raw materials, parts and products lose their value as little as possible, renewable energy sources are used and systems thinking is central. Through the R ladder, the supplier contributes to a circular economy:

- R1: Refuse and rethink
- R2: Reduce
- R3: Reuse
- R4: Repair, refurbish, remanufacturing
- and repurposing
- R5: Recycling
- R6: Avoid emissions from waste

## **GOVERNANCE – BUSINESS CONDUCT**

### **Corporate culture/ Policy regarding business conduct and culture**

The supplier complies with all (supra)national laws and regulations that apply to the corporate culture. If requested, the Supplier will explain its policy regarding aspects of business conduct and how it intends to promote its corporate culture.

### **Procurement management / Management of relationships with suppliers**

The supplier complies with all (supra)national laws and regulations that apply to the management of relationships with suppliers. Upon request, the Supplier will provide information about the management of its relationships with its suppliers and its impacts on its supply chain.

### **Prevention and detection of corruption/bribery**

The supplier complies with all (supra)national laws and regulations that apply to the prevention and detection of corruption or bribery. Upon request, Supplier will provide information about its system for

preventing, detecting, investigating and responding to allegations or incidents of corruption and bribery, including training on that theme.

**Confirmed incidents of corruption or bribery**

The supplier complies with all (supra)national laws and regulations applicable to incidents of corruption or bribery. Upon request, the Supplier will provide information about incidents of corruption or bribery. Engagement to exert political influence and lobbying activities

The supplier complies with all (supra)national laws and regulations that apply to political influence and lobbying activities. Upon request, the Supplier will provide information about its activities and commitments in connection with its exercise of political influence, including its lobbying activities with regard to its material impacts, risks and opportunities.

**Payment practices / Payment practices**

The supplier complies with all (supra)national laws and regulations applicable to payment practices. Upon request, Supplier will provide information about its payment practices, in particular with regard to late payments to small and medium-sized enterprises (SMEs).

**PARTNERSHIP TO ACHIEVE GOALS**

**Business operations**

The supplier operates in such a way that the continuity of the company is guaranteed. It maintains fair business standards. Supplier avoids corruption, abuse of power and conflicts of interest. The supplier complies with the applicable (supra) national competition laws and regulations.

**Management systems (ISO and CO2)**

MAAS requires its suppliers to be certified CO2 Performance Ladder, ISO 9001, ISO 14001 and ISO45001 or equivalent and to comply with these standards. MAAS also accepts other equivalent means of proof of equivalent quality, environmental, health and safety management measures from suppliers.

**Legal and voluntary product quality marks**

If applicable to the product package, the supplier must, upon request, comply with the legal product quality marks such as Organic and the voluntary product top quality marks, such as Fairtrade and Rainforest Alliance.

**CSR Assurance (CSR)**

MAAS requires its critical suppliers to have a CSR register, Ecovadis or equivalent Corporate Social Responsibility (CSR) statements of assurance (CSR Assurance Statements). MAAS also accepts other equivalent means of proof of equivalent measures in the field of statements of assurance of suppliers.

### **ADDITIONAL POLICY DOCUMENTS**

Because MAAS imposes the same requirements on itself and on suppliers, the policy documents below also apply to the supplier in addition to this Supplier Code of Conduct. By signing this Supplier Code of Conduct, you confirm that you have taken note of the MAAS policy documents below and that you agree to cooperate in their implementation. The current version can be found on the MAAS website via link: <https://maas.nl/conflict-minerals-policy/>

It is:

- Conflict Minerals Policy
- Due Diligence Policy
- Modern Slavery Policy
- Anti-Corruption Policy

### **Conflict minerals**

Is (or could) there be conflict minerals when producing products or providing a service to MAAS?

Please tick what applies:

- Yes
- No

If so, please contact the relevant buyer within MAAS to look at a joint action plan to eliminate these minerals. If the answer is “NO” and this changes during the collaboration, the relevant buyer within MAAS must still be contacted proactively.

### **IMPLEMENTATION AND COMPLIANCE**

#### **Implementation**

The supplier makes this Supplier Code of Conduct known to the management and staff in his company and monitors compliance thereof. The staff are aware of and familiar with the quality, environmental, health and safety (QESH) policy and the related documents and apply them consistently. The staff are also aware of the need to work according to the demands and requirements of the customer and are aware of statutory and regulatory requirements. The management commits itself to comply with the rules and requirements of the quality, environmental, health and safety (QESH) policy and declares to do everything necessary to maintain and continually improve the effectiveness of the management system and to ensure that any future changes in the management system will be adequately safeguarded.

**Verification**

In order to verify compliance with this Supplier Code of Conduct, MAAS conducts periodic consultations with the supplier. If warranted, MAAS may request a designated third party to conduct an audit. The supplier agrees to grant full cooperation to an audit.

Hereby supplier declares to agree with the terms of this Supplier Code of Conduct, and he recognizes that discrepancies thereof may have a detrimental effect on the relationship with MAAS.

Company name : .....

Authorized representative : .....

Title : .....

Signature : .....

Date and place : .....