



CETES SUPPLIER CODE OF CONDUCT

We believe that corporations have the same social and ethical responsibilities as individuals.

Wherever we do business we comply with existing laws and regulations and the purpose of this Code recognised standards. This Code of Conduct is based on the general principles contained in the Universal Declaration of Human Rights (1948), the International Covenant on Civil and Political Rights (1966), the International Covenant on Economic, Social and Cultural Rights (1966), the Eight Fundamental ILO Conventions and other relevant international human rights and labour standards.

Collaborate, Create and Care are the three core values of Cetes. Trusting these values, we feel confident that we can succeed in a competitive business environment while at the same time helping to make the world a better place in which to live

1 COLLABORATE

How we work together with our employees, customers and business partners is our biggest asset. We value teamwork, cooperation and always respect each other.

2 CREATE

We are driven and open minded. We have the knowledge and confidence to bring creative solutions. We learn how to do things better. We change to new consumer demands.

3 CARE

We are professional and care about our work, our customers and the people who use our products. We follow global standards for manufacturing, environment, safety and governance.

4 LEGAL COMPLIANCE

In addition to meeting the terms of this Code of Conduct, our suppliers shall comply with all local and national laws and regulations, as with other applicable standards. Where there are differences between the terms of this Code and the local and national laws and regulations or other applicable with our suppliers and the relevant stakeholders, agree on the most appropriate course of action that will help to foster respect for fundamental human rights, labour standards and the environment.

5 CORRUPTION BRIBERY & INTELLECTUAL PROPERTY

A Cetes supplier shall not use bribes or any other method to unjustly influence public officials, the judiciary and/or private parties. Our supplier's contracts with agents, intermediaries and consultants must comply with all applicable laws and regulations and also include a section on anticorruption. Cetes respects intellectual property belonging to third parties, and will utilise it only after having properly secured the rights to its use. Cetes expects all suppliers to demonstrate the same level of respect.

6 WORKPLACE HEALTH AND SAFETY

Cetes suppliers must follow adequate health and safety policies and ensure that its workers are offered a safe and healthy working environment. Our suppliers shall provide their employees with the protective equipment and training necessary to perform their tasks safely. Our suppliers should maintain records of work incidents and accidents including corrective action. If required by law, the accidents should be reported to the authorities. Our suppliers must provide a suitable, clean and sanitary environment, including access to toilets and drinkable water, which conforms to the needs and number of its employees. Accommodation, if provided by our suppliers, shall conform to the same requirements and standards listed above.

7 CONDITIONS OF EMPLOYMENT AND WORK

Our suppliers must, as a minimum, comply with local legal standards regarding wages and benefits. If the industry benchmark standards are higher, then Cetes will insist that these standards are met. Our suppliers shall not rely on part-time, short-term or seasonal workers to pay lower wages and grant fewer benefits and all workers shall be given a written, understandable and legally binding labour contract. Our suppliers shall ensure that the working-week is limited to 48 hours and that the workers are entitled to at least one day off per week. Overtime shall be voluntary, infrequent, and must not exceed 12 hours per week. The workers shall be given reasonable breaks while working and sufficient rest periods between shifts. Our suppliers shall treat all personnel with dignity and respect and protect its workers from any acts of physical, verbal, sexual or psychological harassment, abuse or threats in the workplace, whether committed by managers or fellow workers

8 CHILD LABOUR AND YOUNG WORKERS

Cetes strictly opposes child labour and other forms of exploitation of children and minority groups. Our suppliers shall not engage in or benefit from the use of child labour, in accordance with the ILO convention 138. The minimum age of employment shall not be less than the age of completion of compulsory education and, in any case, not be less than 15 years of age. If our suppliers employ young workers (below 18 years), the tasks must be simple and of a limited nature and not jeopardise the workers health or safety. If our suppliers become aware that they are employing children, they shall ensure that the children are enrolled in a remediation programme, rather than being terminated from employment. Employment of underage workers by a supplier, either directly or as outworkers, constitutes grounds for the termination of Cetes' business relationship with that supplier.

9 FORCED LABOUR

Our suppliers must not participate in, or benefit from, any form of forced labour, including bonded labour, forced prison labour, slavery, servitude or human trafficking, in accordance with the ILO-conventions 29 and 105. Our suppliers must not withhold any part of any personnel's salary, benefits, property or documents (e.g. identity cards and travel documents) in order to force such personnel to continue working. Workers must have the freedom of movement during their employment and our suppliers shall not engage in or tolerate the use of corporal punishment, mental or physical coercion or verbal abuse of personnel.

10 FREEDOM OF ASSOCIATION

Cetes suppliers must not interfere with the workers' rights to form and join unions or other associations and to negotiate collectively. Nor shall our suppliers discourage membership of unions, in accordance with the ILO conventions 87 and 98. If trade unions are not allowed in the area of operation, our suppliers shall provide for alternatives to allow employees to gather independently to discuss work-related matters and to present work-related concerns to management.

11 DISCRIMINATION

Our suppliers shall not engage in or support discrimination on the basis of race, colour, sex, language, religion, political or other opinion, caste, national or social origin, property, birth, union affiliation, sexual orientation, health status, family responsibilities, age, disability or other distinguishing characteristics, in accordance with the ILO conventions 100 and 111. Hiring, remuneration, benefits, training, advancement, discipline, termination, retirement or any other employment-related decisions shall be based on relevant and objective criteria.

12 COMPANY PRODUCTS

When formulating our products, we strive to use ingredients which are in line with our strong environmental policies and are natural, renewable and not harmful to the environment. Our suppliers shall practice due diligence when designing, manufacturing and testing products. This is to protect against product defects which could endanger the life, health or safety of people likely to be affected by the products or have an adverse impact on the environment.

13 ENVIRONMENT AND SAFETY ISSUES

Cetes is committed to conducting business in a manner that demonstrates respect for the environment. Cetes is taking action to reduce the adverse environmental impacts of its activities, products and services and we expect the same of our suppliers. Our suppliers must have a proactive approach and practice responsible management of its environmental impacts, and comply with all applicable environmental regulations and laws. A Cetes supplier must have a written environmental policy appropriate to the size and nature of the supplier's operations, which, in its fullest form addresses CO2 emissions, waste, energy, and wood and paper management. Our suppliers must have established emergency procedures to effectively prevent and address health emergencies and industrial accidents that can affect the surrounding community or have an adverse impact on the environment. Our suppliers shall also demonstrate continuous improvements of their overall environmental performance.