



# Code of conduct for Suppliers

Patina Dakdenkers

Wij brengen  
het beste in elkaar  
naar boven



## Introduction

Here at Patina Dakdenkers, we strive for excellence in all our activities and have a strong commitment to a healthy planet, as well as professionalism, safety and honesty.

This code of conduct, the Code of Conduct for Suppliers, applies to all our suppliers and is based on the standards and values we adhere to at all times when serving our customers.

Our aim, in all our business activities, is to fully comply with all applicable laws, rules and regulations and we continuously strive to improve our social and environmental performance across the value chain. We take responsibility for our actions and expect the same from our suppliers.

This code of conduct sets out our basic requirements in respect of human rights and working conditions, the environment and business integrity and is based on the United Nations Global Compact. Patina Dakdenkers expects its suppliers to adhere to the principles described in this Code of Conduct for Suppliers in their own companies, or at least to maintain comparable standards and conduct their activities in accordance with them.

Patina Dakdenkers continuously monitors compliance with the standards set out in this document by asking suppliers to provide relevant information and also by carrying out checks and evaluations.

### 1. Human rights and working conditions

Patina Dakdenkers expects suppliers to support and protect human rights in all their business activities, both in the workplace and generally. All employees and workers must be treated fairly and with dignity and respect.

#### Freedom of association and collective bargaining

Suppliers must recognise and respect the right of employees to freedom of association and collective bargaining. In situations where the right to freedom of association and collective bargaining is restricted by law, suppliers must give their employees the freedom to appoint their own representatives.

#### Forced labour

Suppliers must avoid the use of any form of forced or captive labour. All work, including overtime, must be voluntary and employees must be free to leave their work or jobs subject to a reasonable notice period. Suppliers may not require employees to surrender government-issued identification documents, passports or work permits as a condition of employment, unless such permits are required by law.

#### Child labour and young employees

Suppliers must combat all forms of child labour. Suppliers may not employ children who have not reached the legal minimum age for employment or who are still required to attend school. Suppliers may not employ employees under the age of 18 for work that could be dangerous or harmful to their health and safety.

#### Anti-discrimination

In application and hiring processes, including access to training, promotions and remuneration, suppliers may not discriminate on the basis of race, skin colour, religion, gender, sexual orientation, age, physical ability, health, political beliefs, nationality, social or ethnic origin, union membership or marital status.

#### Health and safety

Suppliers must ensure that the workplace, or any other location where production or work is carried out, is healthy and safe. All employees must have access to relevant health and safety information, training and equipment.

### **Salary and fringe benefits**

Suppliers must pay all employees at least the minimum wage established by law and regulations and also provide all fringe benefits required by law. All working conditions, including remuneration, working hours, days off, leave and holidays, must reflect applicable laws and regulations, as well as collective agreement provisions or other applicable industry standards.

## **2. The environment**

Patina Dakdenkers expects its suppliers to carry out their activities responsibly in terms of environmental risks and impact and also to adopt a proactive approach in their business activities. Resources like water and energy must be used efficiently.

### **Environmental legislation**

Suppliers must have all the permits and licences required and comply with all corresponding operational and reporting requirements.

### **Waste management and pollution prevention**

Suppliers must strive to avoid or limit the waste and emissions that their business activities generate. Suppliers must use efficient technologies that are designed to keep environmental impact to a minimum.

### **Environmental management systems**

If the activities of any suppliers of Patina Dakdenkers impact the environment, they must adopt a structured and systematic approach to the environment. For example, they must set up appropriate environmental protection management systems, set objectives and carry out follow-ups.

## **3. Business integrity**

Patina Dakdenkers expects suppliers to conduct their activities in accordance with legal requirements and also to adhere to internationally-agreed standards of business ethics.

### **Legal compliance**

Suppliers must comply with all applicable laws, rules and regulations in the countries in which they conduct their business activities.

### **Anti-corruption**

Suppliers must not be involved in or tolerate any form of corruption, bribery, extortion or embezzlement. Suppliers must not make or accept any proposals that could lead to unfair or improper advantage. Inappropriate proposals may include cash, non-monetary gifts, pleasure trips or services and provisions of any other nature.

### **Conflicts of interest**

Suppliers must avoid conflicts of interest that could damage their credibility with Patina Dakdenkers or the confidence that third parties have in Patina Dakdenkers.

### **Protection of the rights and information of third parties**

Suppliers must respect intellectual property rights and safeguard confidential information by protecting it against misuse, theft, fraud or unauthorised disclosure.

## **4. Commitment**

Patina Dakdenkers expects suppliers to commit to the principles below, by establishing appropriate control systems and carrying out follow-ups if they become aware of any violations.

### **Control system**

Suppliers must have appropriate systems and controls in place to comply with the standards set out in this code of conduct, or similar standards. The systems and control provisions in place with suppliers will also apply to the subcontractors and suppliers they work with if they are directly or indirectly involved in the provision of goods and services to Patina Dakdenkers.

### **Consequences in the event of violations**

If suppliers become aware of violations of the standards in this code of conduct, or similar standards, they must take appropriate action. Depending on the severity of the violation, appropriate actions will include a request for measures and also the termination of collaboration with the employee, supplier or contractor that has introduced, enabled or applied unacceptable methods.



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## The UN Global Compact

"The Global Compact requires companies to accept universal principles and work with the United Nations. This has become a very important platform, via which the UN is able to effectively engage in progressive global business activities."

- Secretary-General of the UN, Ban Ki-moon

### Human Rights

Principle 1: businesses should support and respect the protection of internationally proclaimed human rights; and

Principle 2: make sure that they are not complicit in human rights abuses.

### Labour

Principle 3: businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 4: the elimination of all forms of forced and compulsory labour;

Principle 5: the effective abolition of child labour; and

Principle 6: the elimination of discrimination in respect of employment and occupation.

### Environment

Principle 7: businesses should support a precautionary approach to environmental challenges;

Principle 8: undertake initiatives to promote greater environmental responsibility; and

Principle 9: encourage the development and diffusion of environmentally friendly technologies.

### Anti-Corruption

Principle 10: businesses should work against corruption in all its forms, including extortion and bribery.

### References

The following references were used when preparing this Code of Conducts for Suppliers:

The UN Global Compact, [www.unglobalcompact.com](http://www.unglobalcompact.com)

1948 Universal Declaration of Human Rights (UDHR) [www.un.org/en/documents/udhr/index.shtml](http://www.un.org/en/documents/udhr/index.shtml)

International Labour Organization, the following documents in particular: [www.ilo.org](http://www.ilo.org)

- 1998 Declaration on Fundamental Principles and Rights at Work
- Forced Labour Convention (C.291930)
- Abolition of Forced Labour Convention (C.1051957)
- Minimum Age Convention (C.1381973)
- Worst Forms of Child Labour Convention (C.1821999)
- Equal Remuneration Convention (C.1001951)
- Discrimination (Employment and Occupation) Convention (C.1111958)
- Freedom of Association and Protection of the Right to Organise Convention (C. 871948)
- Right to Organise and Collective Bargaining Convention (C. 981949)
- Guidelines on Occupational Safety and Health Management Systems (ILOOSH2001)

Rio Declaration, Agenda 21: [www.unep.org](http://www.unep.org)

Children's Rights and Business Principles: [http://www.unglobalcompact.org/Issues/human\\_rights/childrens\\_principles.html](http://www.unglobalcompact.org/Issues/human_rights/childrens_principles.html)

ISO 26000:2010 Guidance on social responsibility: <http://www.iso.org/iso/home/standards/iso26000.htm>

Corporate social responsibility 8000: [www.saintl.org/](http://www.saintl.org/)

United Nations Convention Against Corruption: [www.unodc.org/unodc/en/treaties/CAC/index.html](http://www.unodc.org/unodc/en/treaties/CAC/index.html)

OECD Guidelines for Multinational Enterprises:

<http://www.oecd.org/daf/internationalinvestment/guidelinesformultinationalenterprises/49744860.pdf>

Guiding Principles on Business and Human Rights: Implementing the United Nations "Protect, Respect and Remedy" Framework:

[http://www.ohchr.org/Documents/Issues/Business/AHRC1731\\_AEV.pdf](http://www.ohchr.org/Documents/Issues/Business/AHRC1731_AEV.pdf)

# Supplier Declaration

## Code of conduct

### We hereby declare as follows

We have received a copy of the Patina Dakdenkers Code of Conduct for Suppliers and hereby commit ourselves to acting in accordance with the basic requirements stated in the code.

We will provide Patina Dakdenkers with written documents that prove our compliance with the basic requirements when it requests us to do so.

We agree to Patina Dakdenkers undertaking inspections of our company in order to verify our compliance with the Patina Dakdenkers Code of Conduct for Suppliers.

Signature

Town/city:

Date:

Signed by:

Position:

Company stamp