



# ETHICAL SOURCING POLICY

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Date: October 2020 Version: 1.1 Next review: October 2021

Authorised :CEO

## ETHICAL SOURCING POLICY

In2food's Ethical Sourcing Policy embraces and enacts UNGC's core values of human rights, labour standards, the environment and anti-corruption. We respect and incorporate all relevant conventions of the International Labour Organisation (ILO) and the principles of the United Nations Universal Declaration of Human Rights.

This Policy aims to communicate a clear set of requirements for our suppliers and work with them to:

- Improve working conditions for workers in our supply chain
- Protect our corporate reputation by doing the right thing

We expect all our suppliers to respect and comply with the criteria set out in this Policy and we will continue to work with and support those suppliers who demonstrate continual improvement. We encourage our suppliers to be open and honest about the challenges they face.

### Compliance with international labour standards and national legislation

This Policy sets minimum requirements. Suppliers are expected to implement and maintain systems to achieve compliance with this Policy as well as national laws. Where the provisions of the law and this Policy address the same subject, whichever affords greater protection applies. Suppliers should communicate this code to their own suppliers and, where reasonably practicable, extend the principles of this Policy through their supply chain.

### Ethical Sourcing Criteria

#### 1. Freedom of association and the effective recognition of the right to collective bargaining

1.1 Both employers and workers, without distinction, have the right to freedom of association, the right to establish and join organisations of their own choosing in order to promote and defend their respective interests

1.2 Workers' representatives of trade union members are not discriminated against

#### 2. Forced Labour (Labour Rights)

2.1 Employment is freely chosen. The use of forced, bonded or involuntary prison labour when not in accordance with Convention 29 is prohibited

2.2 Workers are free to leave the workplace after their shift

### **3. Minimum Age Convention – Child Labour**

3.1 If children are found to be working directly or indirectly for the supplier, the supplier shall seek a sensitive and satisfactory solution. The use of child labour is not in compliance with the Convention nor In2food's Human Rights & Sustainable Policy

3.2 Suppliers shall comply with the national minimum age for employment or the age of completion of compulsory education and shall not employ any person under that age

### **4. Bribery and Corruption**

4.1 Suppliers shall not engage in acts of bribery and corruption (see Definitions)

### **5. Employment Conditions and OHS**

5.1 Suppliers shall minimise worker exposure to potential safety hazards, which include a system of administrative controls, preventive maintenance, safe work procedures and safety training

5.2 Workers are not to be disciplined for raising safety concerns

5.3 Suppliers will provide clean toilet facilities and access to clean drinking water for workers

### **6.0 Discrimination**

6.1 Suppliers shall treat all workers with respect and dignity

6.2 Suppliers educate their workers on unlawful discrimination and have policies and preventative measures in place so as to provide a workplace free of unlawful discrimination and harassment

### **7.0 Equal Remuneration and Work Hours**

7.1 Wages and benefits paid for a standard working week shall meet or exceed, national legal standards or industry benchmark standards, whichever is higher

7.2 Workers are paid the legal wages for their role, regardless of gender

7.3 Workers shall receive written and understandable information about their employment conditions

7.4 Suppliers shall comply with national/local laws for workers' entitlements to public and/or annual holidays

7.5 Suppliers shall comply with all legal and regulatory requirements for minimum and maximum work hours

7.6 The practice work working overtime hours is offered on a voluntary basis

### **8.0 Environmental Compliance**

9.1 Suppliers shall comply with and work within the appropriate environmental permits, registrations, and local laws

9.2 The Suppliers facility will dispose of its waste in accordance with local environmental laws and regulations



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## In2food Supporting Documents and Policies

- Anti-Bribery Policy V.1
- Anti-Slavery Policy V.1
- Diversity Policy V.1
- Human Rights & Sustainable Policy V1.1

## Definitions

The following table contains relevant definitions

<b>Forced labour</b>	The Convention CO29 defines <b>forced labour</b> as "all work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily", with few exceptions like compulsory military service.
<b>Modern slavery</b>	At its broadest, the term ' <b>modern slavery</b> ' refers to any situations of exploitation where a person cannot refuse or leave work because of threats, violence, and coercion, abuse of power or deception.
<b>Child labour</b>	The term " <b>child labour</b> " is often defined as work that deprives children of their childhood, their potential and their dignity, and that is harmful to physical and mental development.
<b>Bribery</b>	Offering, promising, giving or accepting a benefit with the intention of influencing a person who is otherwise expected to act in good faith or in an impartial manner, to do or omit to do anything in the performance of their role or function, in order to provide the business a business advantage that is not legitimately due or to receive business.

## SUPPLIER ACKNOWLEDGEMENT

I acknowledge:

I have received, read and understood the policy;

To respect and comply with the criteria set out in this Policy;

To work with In2food on solutions and embrace principles of continued improvement.

Company: \_\_\_\_\_

State: \_\_\_\_\_

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

Signature: \_\_\_\_\_

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

In2food Contact: \_\_\_\_\_

Please send signed and dated Supplier acknowledgment of the Ethical Sourcing Policy to:  
[customer.service@In2food.com.au](mailto:customer.service@In2food.com.au)