



VICOLLECTIVE Supplier Code of Conduct 2023

Content

Introduction	1
Code of Conduct	1
Labour and Human Rights	2
Health and Safety	4
Environmental Impact	6
Ethics	7
Contact & Feedback	9
Signature	10

1. Introduction

ViCAFE & VIVI KOLA are growing dynamically. By adding new locations, developing new products and selling our beans in more retail shops, we generate a substantial social and environmental footprint. The coffee experience that we create first and foremost generates a beautiful memory in the minds of our customers. At the same time, it is our responsibility to build value chains that are sustainable. We want to have a positive impact not only with our customers but all partners and stakeholders in our value chains, including the environment.

We set the bar high for sustainable business practices. We would like to pass on the high standards we set ourselves to our suppliers and encourage them to take a critical look at their own structures.

Our Supplier Code of Conduct (following: “Code”) is, therefore, intended to provide a common and mandatory guideline that will take us into a future in which we can enjoy coffee sustainably together. We recognize that some values in our Code of Conduct are non-negotiable and may lead to direct termination of business relationships. On the other hand, there are values that apply as a guideline and allow room for improvement in the event of non-compliance. Here, the individual case must be considered. Please contact us pro-actively, if you believe that you do not meet one of the following points.

2. Code of Conduct

ViCAFE & VIVI KOLA are strongly committed to safe working conditions in its value chain. Farmers and workers are treated with respect and dignity. Production processes are environmentally responsible.

ViCAFE & VIVI KOLA suppliers (“Suppliers”) commit, in all of their activities, to operate in full compliance with the laws, rules, and regulations of the countries in which they operate. We are using the transformative power of good business and good governance to increase the social and environmental impact of our activities. ViCAFE & VIVI KOLA require that Suppliers implement this Code using the management systems described below. ViCAFE & VIVI KOLA will monitor the compliance to the Code of Conduct in annual feedback from the Suppliers via inquiries. ViCAFE & VIVI KOLA are aware of the potential insecurities connected to self-disclosure. Therefore, ViCAFE & VIVI KOLA may visit (and/or have external monitors visit) Supplier facilities, with or without notice, to assess compliance with this Code and to audit Supplier’s wage, hour, payroll, and other worker records and

practices. We take the responsibility to terminate cooperation in individual cases, as soon as our Code of Conduct is violated. In our Code of Conduct, we refer to international standards and documents established by institutions such as the ILO (International Labour Organisation), the United Nations and Responsible Business Alliance. The language in the Code is strongly inspired by these internationally acclaimed standards.

1.1. Labour and Human Rights

Suppliers must uphold the human rights of workers and treat them with dignity and respect as understood by the international community.

Anti Discrimination - Suppliers shall not discriminate against any worker based on race, colour, age, gender, sexual orientation, ethnicity, disability, religion, political affiliation, union membership, national origin, or marital status in hiring and employment practices such as applications for employment, promotions, rewards, access to training, job assignments, wages, benefits, discipline, and termination. Suppliers shall not require a pregnancy test or discriminate against pregnant workers except where required by applicable laws or regulations or prudent for workplace safety. In addition, Suppliers shall not require workers or potential workers to undergo medical tests that could be used in a discriminatory way except where required by applicable law or regulation or prudent for workplace safety.

Fair Treatment - Suppliers shall commit to a workplace free of harassment. Suppliers shall not threaten workers with or subject them to harsh or inhumane treatment, including sexual harassment, sexual abuse, corporal punishment, mental coercion, physical coercion, verbal abuse or unreasonable restrictions on entering or exiting company provided facilities. Suppliers shall prohibit harassment and unlawful discrimination in the workplace.

Prevention of Involuntary Labour - suppliers shall not use any form of forced, bonded, indentured, or prison labour. All work must be voluntary, and workers shall be free to leave work or terminate their employment with reasonable notice. Workers must not be required to surrender any government-issued identification, passports, or work permits as a condition of employment. Suppliers shall ensure that third party agencies providing workers to Supplier are compliant with the provisions of the Code and the laws of the sending and receiving countries, whichever is more stringent in its protection of workers. Suppliers shall ensure that contracts for both direct and contract workers clearly convey the conditions of employment in a language understood by the worker. Where workers are required

to pay a fee in connection with obtaining employment, Suppliers shall be responsible for payment of all fees and expenses in excess of the amount of one month of the worker's anticipated net wages. Such fees and expenses include, but are not limited to expenses associated with recruitment, processing or placement of both direct and contract Workers.

Additionally, ViCAFE & VIVI KOLA strictly prohibit and have zero tolerance for any affiliation with production and sourcing from the Xinjiang region of China. Suppliers must annually confirm in writing that they are not engaging in any business activities in this region or with business stakeholders from this region. In this way we want to prevent forced labour exercised on the Uyghur people.

Prevention of Underage Labor - Child labour is strictly prohibited. Suppliers shall not employ children. The minimum age for employment or work shall be 16 years of age, the minimum age for employment in that country, or the age for completing compulsory education in that country, whichever is higher.

Juvenile Worker Protections - Suppliers may employ juveniles who are older than the applicable legal minimum age for employment but are younger than 18 years of age, provided they do not perform work likely to jeopardise their health, safety, or morals.

Working Hours - Except in emergency or unusual situations, a workweek shall be restricted to 60 hours, including overtime, and workers shall take at least one day off every seven-days. All overtime shall be voluntary. Under no circumstances shall workweeks exceed the maximum permitted under applicable local laws and regulations.

Wages and Benefits - Suppliers shall pay all workers at least the minimum wage required by applicable laws and regulations and provide all legally mandated benefits. In addition to their compensation for regular hours of work, workers shall be compensated for overtime hours at the premium rate required by applicable laws and regulations. Suppliers shall not use deductions from wages as a disciplinary measure. Suppliers shall offer vacation time, leave periods, and holidays consistent with applicable laws and regulations. Suppliers shall pay workers in a timely manner and clearly convey the basis on which workers are being paid.

Freedom of Association - Suppliers must respect the right of workers to associate freely, form and join workers organisations of their own choosing, seek representation, and bargain collectively, as permitted by and in accordance with

applicable laws and regulations. Suppliers shall not discriminate with respect to employment based on union membership and, in particular, shall not make employment subject to the condition that the worker relinquish union membership or agree not to join a union or cause the dismissal of or otherwise prejudice a worker by reason of union membership or participation in union activities outside working hours (or within working hours if the Supplier has consented to such activities or if required by applicable law or regulation). Suppliers shall protect against acts of interference with the establishment, functioning, or administration of workers' organisations in accordance with applicable laws and regulations.

Animal Rights - ViCAFE & VIVI KOLA expect the suppliers that engage in livestock farming, dairy production and animal agriculture to provide safe and healthy environments for their animals. This includes the compliance with the regional animal protection laws. Animals shall be treated fairly. No person or machine may improperly subject an animal to pain, suffering, harm or fear, or otherwise violate its dignity. With some exceptions, painful procedures must be carried out under anaesthesia. When dealing with an animal, its dignity, i.e. its inherent worth, must be respected. Any strains to which an animal is exposed through its use must be justified by overriding interests as part of a weighing of interests.

1.2. Health and Safety

ViCAFE & VIVI KOLA recognize that integrating sound health and safety management practices into all aspects of business is essential to maintain high morale and produce innovative products. Suppliers shall commit to creating safe working conditions and a healthy work environment for all of their workers.

Occupational Injury Prevention - Suppliers shall eliminate physical hazards where possible. Where physical hazards cannot be eliminated, Suppliers shall provide appropriate engineering controls such as physical guards, interlocks, and barriers. Where appropriate engineering controls are not possible, Suppliers shall establish appropriate administrative controls such as safe work procedures. In all cases, Suppliers shall provide workers with appropriate personal protective equipment. Workers shall not be disciplined for raising safety concerns and shall have the right to refuse unsafe working conditions without fear of reprisal until management adequately addresses their concerns.

Prevention of Chemical Exposure - Suppliers shall identify, evaluate, and control worker exposure to hazardous chemical, biological, and physical agents. Suppliers must eliminate chemical hazards where possible. Where chemical hazards cannot be eliminated, Suppliers shall provide appropriate engineering controls such as

closed systems and ventilation. Where appropriate engineering controls are not possible, Suppliers shall establish appropriate administrative controls such as safe work procedures. In all cases, Suppliers shall provide workers with appropriate personal protective equipment.

Emergency Prevention, Preparedness, and Response - Suppliers shall anticipate, identify, and assess emergency situations and events and minimise their impact by implementing emergency plans and response procedures, including emergency reporting, worker notification and evacuation procedures, worker training and drills, appropriate first-aid supplies, appropriate fire detection and suppression equipment, adequate exit facilities, and recovery plans. Suppliers shall incorporate C-TPAT security criteria into their business processes as described in the U.S. Customs website.

Occupational Safety Procedures and Systems - Suppliers shall establish procedures and systems to manage, track, and report occupational injury and illness. Such procedures and systems shall encourage worker reporting, classify and record injury and illness cases, investigate cases and implement corrective actions to eliminate their causes, provide necessary medical treatment, and facilitate the workers' return to work.

Ergonomics - Suppliers shall identify, evaluate, and control worker exposure to physically demanding tasks, including manual material handling, heavy lifting, prolonged standing, and highly repetitive or forceful assembly tasks.

Dormitory and Dining - Suppliers shall provide workers with clean toilet facilities, access to potable water, and sanitary food preparation and storage facilities. Worker dormitories provided by the Supplier or a third-party agency shall be clean and safe and provide adequate emergency egress, adequate heat and ventilation, reasonable personal space, and reasonable entry and exit privileges.

Health and Safety Communication - In order to foster a safe work environment, Suppliers shall provide workers with appropriate workplace health and safety information and training, including written health and safety information and warnings, in the primary language of the workers. Suppliers shall post, in the primary language of its workers, Material Safety Data Sheets for any hazardous or toxic substances used in the workplace and properly train workers who will come into contact with such substances in the workplace.

Worker Health and Safety Committees - Suppliers are encouraged to initiate and support worker health and safety committees to enhance ongoing health and safety

education and to encourage worker input regarding health and safety issues in the workplace.

1.3. Environmental Impact

At ViCAFE & VIVI KOLA, environmental considerations are an integral part of our business practices. Suppliers shall commit to reducing the environmental impact of their designs, manufacturing processes, and waste emissions.

Hazardous Substance Management and Restrictions - Suppliers shall comply with any applicable laws and regulations prohibiting or restricting the use or handling of specific substances. To ensure safe handling, movement, storage, recycling, reuse, and disposal. Suppliers shall identify and manage substances that pose a hazard if released to the environment and comply with applicable labelling laws and regulations for recycling and disposal.

Solid Waste Management - Suppliers shall manage and dispose of non-hazardous solid waste generated from operations as required by applicable laws and regulations.

Wastewater and Stormwater Management - Suppliers shall monitor, control, and treat wastewater generated from operations before discharge as required by applicable laws and regulations. Suppliers shall take appropriate precautions to prevent contamination of stormwater runoff from its facilities.

Air Emissions Management - Supplier shall characterise, monitor, control and treat air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals, and combustion by-products generated from operations, as required by applicable laws and regulations, before discharge.

Environmental Permits and Reporting - Suppliers must obtain, maintain, and keep current all required environmental permits (e.g., discharge monitoring) and registrations and follow the operational and reporting requirements of such permits.

Pollution Prevention and Resource Reduction - Suppliers must endeavour to reduce or eliminate solid waste, wastewater and air emissions, including energy-related indirect air emissions, by implementing appropriate conservation measures in their production, maintenance and facilities processes, and by recycling, reusing, or substituting materials.

1.4. Ethics

Suppliers must be committed to the highest standards of ethical conduct when dealing with workers, suppliers, and customers.

Fair Competition - Suppliers shall conduct their business consistent with fair and vigorous competition and in compliance with applicable antitrust laws. Suppliers shall employ fair business practices, including accurate and truthful advertising.

Business Integrity - Corruption, extortion, and embezzlement, in any form, are strictly prohibited. Suppliers shall not violate the Foreign Corrupt Practices Act (FCPA), any international anti-corruption conventions, and applicable anti-corruption laws and regulations of the countries in which they operate, and shall not engage in corruption, extortion or embezzlement in any form. Suppliers shall not offer or accept bribes or other means to obtain an undue or improper advantage. Suppliers must uphold fair business standards in advertising, sales, and competition.

Disclosure of Information - Suppliers must accurately record and disclose information regarding their business activities, structure, financial situation, and performance in accordance with applicable laws and regulations and prevailing industry practices.

Whistleblower Protection and Anonymous Complaints - Suppliers shall create programs to ensure the protection of supplier and worker whistleblower confidentiality and prohibit retaliation against workers who participate in such programs in good faith or refuse an order that is in violation of the ViCOLLECTIVE Supplier Code of Conduct. Suppliers shall provide an anonymous complaint mechanism for workers to report workplace grievances in accordance with local laws and regulations.

Community Engagement - Suppliers are encouraged to engage the community to help foster social and economic development and to contribute to the sustainability of the communities in which they operate.

Protection of Intellectual Property - Suppliers must respect intellectual property rights; safeguard customer information; and transfer of technology and know-how must be done in a manner that protects intellectual property rights.

Management Commitment - Suppliers must adopt or establish a management system designed to ensure compliance with this Code and applicable laws and regulations, identify and mitigate related operational risks, and facilitate continuous improvement. The management commitment should contain the following elements:

Company Statement - A corporate social and environmental responsibility statement affirming the Supplier's commitment to compliance and continual improvement, to be posted in the primary local language at all of the Supplier's worksites.

Management Accountability and Responsibility - Clearly identified company representatives responsible for ensuring implementation and periodic review of the status of the Supplier's management systems.

Risk Assessment and Management - A process to identify environmental, health and safety, business ethics, labour, human rights, and legal compliance risks associated with their operations, determine the relative significance of each risk, and implement appropriate procedures and physical controls to ensure compliance and control the identified risks. Risk assessments for health and safety must include warehouse and storage facilities, plant and facility support equipment, laboratories and test areas, bathrooms, kitchens, cafeterias, and worker housing.

Performance Objectives with Implementation Plans and Measures - Written standards, performance objectives, targets, and implementation plans, including a periodic assessment of the Supplier's performance against those objectives.

Audits and Assessments - Periodic self-evaluations to ensure that the Supplier, its subcontractors and its next-tier Suppliers are complying with this Code and with applicable laws and regulations.

Documentation and Records - Supplier shall have processes to identify, monitor, and understand applicable laws and regulations and the additional requirements imposed by this Code. Supplier shall obtain, maintain and keep current a valid business licence as required by applicable laws and regulations. Creation of

documents and records to ensure regulatory compliance and conformity to this Code, with appropriate confidentiality measures to protect privacy.

Training and Communication - Programs for training managers and workers to implement the Supplier's policies and procedures and fulfil Supplier's improvement objectives. A process for communicating clear and accurate information about the Supplier's performance, practices, and expectations to its workers, suppliers, and customers.

Worker Feedback and Participation - An ongoing process to obtain feedback on processes and practices related to this Code and to foster continuous improvement.

Corrective Action Process - A process for timely correction of any deficiencies identified by an internal or external audit, assessment, inspection, investigation, or review.

This concludes the code of conduct. Suppliers and/or key strategic partners are required to sign and stamp this code of conduct confirming their agreement with the terms and conditions listed above.

3. Contact & Feedback

If you have any concerns or feedback regarding our Suppliers Code of Conduct please do not hesitate contacting us.

You can reach us anytime via email info@vicollective.ch or give us a call +41 43 960 38 20.

4. Signature

If you have read, understood and agree to our Suppliers Code of Conduct, then please sign here.

On behalf of company:

Your Name:

Thanks for being a responsible part of our value chain.