

# Supplier Code of Conduct

Social, environmental and ethical requirements for suppliers, business partners and contractors



## Introduction

By living our values, respect, ambition, curiosity and smile & joy, we are building strong personal relations. These values are common denominators, they are anchored in the way we work and help us in reaching our goals and fulfilling our corporate purpose.

The purpose of our social, environmental and ethical requirements is to outline the standards we expect our business partners to adhere to throughout the supply chain.

We are committed to working with our business partners to promote responsible and sustainable practices throughout our supply chain around the world.

Our business follows the United Nations (UN) Global Compact by respecting its fundamental principles in the areas of human rights, labour standards, protection of the environment and the fight against bribery and corruption.

## Scope of this SCoC

Monjasa's Supplier Code of Conduct (SCoC) applies to all entities whom Monjasa does business with. These include, but are not limited to business partners, suppliers and contractors (hereinafter referred to as "Suppliers").

Monjasa reserves the right to reasonably change the contents of the SCoC in relation to changing our corporate policies. Monjasa expects its Suppliers to accept and adapt to such changes on an ongoing basis.

## Legal Compliance

As a part of Monjasa's SCoC, all Suppliers are expected to respect all applicable laws and regulations and prevailing industry standards. We expect Suppliers to ensure that their sub-suppliers are aware of and comply with the principles expressed in this SCoC.

Suppliers shall adhere to the SCoC at all times, except for when conflicts are identified between the SCoC and applicable laws and regulations which may otherwise influence the business being undertaken.

## Corruption and bribery

Monjasa endeavours to eliminate bribery and corruption in our business and we therefore expect our suppliers to do the same. Suppliers shall not at any given time, accept inducements or rewards offered (e.g. given, accepted, requested, promised or otherwise provided to gain an unfair commercial, contractual, regulatory or personal advantage) which could be financial or non-financial, directly or indirectly, regardless of the location.

Monjasa does not tolerate bribery and corruption in any part of its supply chain and are committed to acting

professionally, fairly and with integrity in our business dealings whenever and wherever we are operating. Monjasa is a member of the Maritime Anti-Corruption Network which further illustrates our commitment to ensuring good corporate practices within the maritime industry to tackle bribes, facilitation payments and other forms of corruption.

## Fair competition, anti-trust laws and intellectual property rights

Monjasa expects its suppliers to conduct business in accordance with applicable laws and competition laws and to respect intellectual property rights of others.

## Working end Employment Conditions

### Health and Safety

Monjasa is accredited to OHSAS 18001:2007 and our business takes occupational health and safety seriously, aiming for best practice of risk management at all times. We expect our Suppliers to do the same by providing a safe and healthy working environment for all employees and those who may be affected by what they do, whilst remaining in compliance with all applicable local, national and regional laws and regulations.

We expect our Suppliers to effectively manage health and safety issues and to ensure that all hazards and risks associated with its operations are identified, removed or as a minimum controlled at all times.

We expect our Suppliers to ensure the appropriate level of communication, information, instruction and training is provided, to allow their employees to perform their tasks in a safe manner whilst at work. This will allow employees to take responsibility for themselves and others whilst carrying out their role.

### Zero tolerance towards the use of drugs / alcohol at work

Monjasa has zero tolerance towards the use, transfer, manufacture, distribution and possession of drugs and alcohol in the workplace.

When under the influence of alcohol or drugs at work there is a risk posed on those under the influence as well as colleagues and other persons in the workplace. Drugs and alcohol can seriously impair an individual's judgement and reactions leading to increased risk of accidents and incidents occurring.

We expect all Suppliers, when working with or on our behalf to comply with this policy, enforcing a strict zero tolerance policy in the use of drugs and/or alcohol whilst at work.

## Environment

Monjasa aims to reduce its environmental impacts and aspects. As part of Monjasa's ongoing commitment to

ISO 14001:2015 environmental management, the company expects all of its interested parties, including suppliers to take reasonable and responsible steps to protect the environment. This includes Suppliers identifying their environmental impacts in all of their business activities, taking appropriate action to reduce those impacts, whilst also striving for continued improvement by minimising any adverse effects of its activities on the environment.

We expect our Suppliers to comply with all relevant local, national and regional environmental laws and regulations, as well as all requirements for environmental licenses and permits.

### **Animal rights and welfare**

Monjasa has zero tolerance towards the harm of wild animals, including the illegal transportation or trade in such wildlife or wildlife products, where trade in such wildlife is contrary to the Convention on International Trade in Endangered Species of Wildlife Fauna and Flora (CITES) and as such illegal under international and national laws.

We expect our Suppliers, when working on our behalf, to conduct ethical business, complying to the Convention on International Trade in Endangered Species of Wildlife Fauna and Flora (CITES) meeting international and national laws. In addition to this, we expect our Suppliers, who are moving animals (livestock/domestic), to transport them in a way which will not cause them injury or suffering whilst transporting these animals to their final destination.

### **Products liability**

As Monjasa is a ISO 9001:2015 Quality Management certified business, it is our aim to provide a first-class service to all our customers during every encounter. To achieve this goal, we endeavour to provide an excellent product and service, aiming for the highest standard and quality at all times. Monjasa Suppliers are expected to supply best product sources at all times, taking into consideration price, quality, and the environment and general performance. In addition, Suppliers should ensure sufficient and accurate information is provided in a timely manner to Monjasa. Suppliers are expected to comply with statutory classification rules, as well as any other applicable requirements, whilst applying recognised industry standards where applicable.

### **Equal opportunity rights (non-discrimination)**

Monjasa's Suppliers are expected to provide equal opportunities and ensure appropriate treatment of their employees, irrespective of personal characteristics including but not limited to race, nationality, religion, social background, disabilities or sexual orientation and to respect personal dignity, privacy and rights.

### **Forced labour**

We expect our Suppliers to not use or benefit from forced or involuntary labour. All employees shall enjoy freedom of movement during their employment. Personal and/or employment documents or payment of compensation must not be withheld, thereby preventing such an employee from terminating his/her employment.

### **Child Labour**

Suppliers are expected to adhere to the ILO Convention 138 by ensuring they do not employ below the age of 15 or, in countries subject to the developing country exception of the Convention, employ under the age of 14.

Monjasa's Suppliers shall protect the childhood and dignity of young workers ensuring they are of the legal working age. Where hazardous business activities are identified and may pose a risk on a young worker's health, safety or morals, the young person shall not be below the age of 18 years and shall be duly informed of the risks associated with their tasks.

If a Supplier employs a child, to carry out work or if a child is within its sphere of influence, the Supplier should, as far as possible, take measures to improve the child's situation, in particular, the Supplier should educate the child.

Monjasa's company values strive to offer an environment where everyone is treated with dignity and respect. We do not tolerate bullying or harassment. We have a duty of care to protect our employees – as do our Suppliers for their employees. We will not victimise, unfairly treat or discipline our employees for making a complaint regarding bullying or harassment and our Suppliers are expected to live up to these same values.

### **Freedom of association and collective bargaining**

It is expected that Suppliers respect, as far as legally possible, the right of free association of employees and for employees to join or not to join unions/workers councils/engage in collective bargaining.

### **Compensation**

We expect that Suppliers pay fair remuneration and guarantee the applicable national statutory minimum wage, including overtime hours and legally mandated benefits.

### **Working hours**

We expect Suppliers to comply with applicable laws on working hours and that Suppliers ensure that overtime is voluntary and compensated according to above section on compensation.