

Code of conduct Citribel nv

As an organization, it is of real importance that Citribel (CBT) draws up a general code of conduct with its stakeholders and employees, based on its organizational policies.

In essence, the following policy objectives are pursued by CBT:

- CBT strives to be a reliable partner to its customers, clients, suppliers, and stakeholders in producing non-GMO raw materials for its customers in a high-quality and sustainable manner, as an essential link to a circular economy.
- Through this partnership, we aspire to develop new products that respond to new food, cosmetic and pharmaceutical applications, on top of assuring a high availability of our already existing products.
- Being aware of the environment in which we develop our activities, we aim to maintain a good relationship with our stakeholders, whilst ever reducing our ecological footprint.
- All CBT employees have their own responsibility to ensure an ethical, safe and qualitative working environment, in which they can fully develop themselves in order to contribute to the achievement of our business objectives.

We have incorporated the Ten Principles of the UN Global Compact (UN GC) into our strategies, policies and procedures. These are all in alignment with our longstanding commitment to contributing to the United Nations' Sustainable Development Goals (UN SDGs) and to our Code of Conduct which are communicated to all our stakeholders.

We expect all our employees, clients and suppliers to respect and adhere to the following principles:

- **Human rights and labour:**
 - ETI Base code 1: Employment is at a voluntary basis
 - ETI Base code 2: Freedom of association and the right to collective bargaining are respected
 - ETI Base code 3: Working conditions are safe and hygienic
 - ETI Base code 4: Child labour shall not be used
 - ETI Base code 5: Living wages are paid
 - ETI Base code 6: Working hours are not excessive
 - ETI Base code 7: Equal opportunities and non-discrimination policies
 - ETI Base Code 8: Regular work is provided
 - ETI Base Code 9: Respect for people and no harsh or inhumane treatment
 - Respecting the community
- **Protection of the environment & biodiversity**
- **Deontological and ethical conduct**
- **Confidentiality & data protection**
- **Speak up (whistleblower)**

CBT monitor for compliance on a regular basis.

1. Human rights and labour

CBT supports and respect human rights by respecting the 9 ETI base codes (set of labour standards founded on the ILO conventions) and by respecting the community.

1.1. ETI Base code 1: Employment is on a voluntary basis

There is no forced, bonded or involuntary prison labor.

Employees are not obliged to submit deposits or their identity papers to their employer and are allowed to end their employment after a reasonable period of notice.

1.2. ETI Base code 2: Freedom of association and the right to collective bargaining are respected

Freedom of association and the right to collective bargaining are respected. In particular, all parties concerned shall respect and apply the legislation and collective agreements with regard to the association of workers (trade unions).

The employer shall maintain an open attitude towards the activities of trade unions and their organizational activities. In doing so, workers' representatives shall not be discriminated against and shall have access to performing their representative functions in the workplace.

1.3. ETI Base code 3: Working conditions are safe and hygienic

A safe and hygienic working environment must be ensured, taking into account the prevailing knowledge of the industry and its specific hazards. Appropriate measures are taken (combining technical solutions, training, LMRA's and each employee's attention to act safely) to prevent accidents and damage to health at work or related to work.

Employees receive regularly registered health and safety training, and this training is repeated for new or reassigned employees. All employees will comply with the safety and health procedures in place.

All employees must have access to hygienic and safe accommodation, such as clean sanitary facilities and social areas, and must have access to potable water at all times.

1.4. ETI Base code 4: Child labour shall not be used

There will be no child labor.

Children and young people under 18 shall not be employed (with the exception of specific requests such as job students and dual learning). Children and young people under the age of 18 may not be employed at night or in hazardous conditions.

1.5. ETI Base code 5: Living wage is paid

Wages and benefits paid for a standard working week comply at least with national legal standards and/or collective (sectoral) agreements, whichever is stricter. In any case, wages must always be sufficient to meet basic needs.

All employees must receive written and comprehensible information about their employment conditions and, in particular, the conditions of pay before they take up employment, including when and how they will be paid.

Deductions from wages as a disciplinary measure shall not be allowed, nor shall deductions from wages, not provided for under national law, be made without the express consent of the employee concerned. All disciplinary measures against employees must be recorded in advance.

1.6. ETI Base code 6: Working hours are not excessive

Working hours must comply with national law, collective agreements and the provisions below, whichever provides the greatest protection for employees. The sections are based on international labor standards.

Working hours, excluding overtime, shall be contractually agreed upon and may not exceed 48 hours per week on average.

All overtime is voluntary. Overtime must be used responsibly, taking into account the size, frequency and hours worked by individual employees and the workforce as a whole. They shall not be used to replace regular employment.

The total number of hours worked in any seven-day period shall not exceed 60 hours, except in exceptional circumstances where all the following conditions are met:

- It is permitted by national law;
- It is permitted by a collective agreement, freely negotiated with an employee's organization,
- Representing a significant proportion of the workforce;
- Appropriate safeguards are put in place to protect the health and safety of employees;
- The employer can demonstrate that exceptional circumstances apply, such as unexpected peaks in production, accidents or emergencies; and
- Employees must be given at least one day off after each seven-day period or, of permitted by national law, two days off in each 14-day period.

1.7. ETI Base code 7: Equal opportunities and non-discriminations policies

Any form of discrimination within the company is prohibited.

Staff-related decisions are based on competencies. There shall be no discrimination in recruitment, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political opinion.

1.8. ETI Base code 8: Regular work is provided

Each employment relationship has been agreed upon in a manner recognized and established by national law and practice.

The aim is to provide stable and regular employment for employees where specific employment systems such as internships, apprenticeships, homeworking, temporary work, fixed-term contracts, etc. are not used merely to restrict employee's social rights.

Employees use their working time to carry out contractually agreed tasks and responsibilities and not for matters unrelated to those tasks or for their own personal interests.

1.9. ETI Base code 9: Respect for people and no harsh or inhumane treatment

Violence, (the threat of) physical abuse, sexual or other intimidation, harassment, hostile or disrespectful behavior and all other forms of harassment are prohibited and will be appropriately sanctioned. Employees are expected to respect the equality of every person and to refrain from making hurtful or derogatory comments. The views of others are listened to, independently of own values and standards.

1.10. Respecting the community

We need to respect the community by:

- Preventing forcible displacement of individuals, groups or communities,
- By protecting the livelihood of local communities (minimize emissions, nuisance, waste,...),
- By contributing to the public debate: the right and responsibility to express our views on matters that affect our operations, employees, customers and the communities of which we are a part of.

2. Protection of the environment & biodiversity

CBT has a responsibility towards society and the planet to protect the environment, not only locally but throughout the entire supply chain. This includes (not limitative):

- Compliance with all applicable environmental laws and permits
- Continuously striving to reduce energy/water use/use of other primary resources
- Limiting emissions to the environment
- Minimizing waste
- Attention to circularity
- Adequate response to emergency situations
- Minimizing nuisance towards the local communities
- Working together with our suppliers to reduce their footprint when producing and/or delivering goods and/or services

Proper waste management (especially for hazardous substances) and water management are essential to protect biodiversity. We must minimize waste production, prioritize recycling, and have a circular approach to optimize the use of raw materials.

We must ensure that our operations and those of our suppliers do not have a negative impact on the environment.

Our own efforts, together with our suppliers, will enable us to decrease our overall environmental footprint step by step.

3. Deontological and ethical conduct

We all must adhere to the highest ethical standards to meet our business integrity by avoiding all forms of bribery, corruption, extortion or money laundering.

Any form of fraud, deception or extortion is not permitted and will be appropriately sanctioned.

CBT shall not offer or accept bribes or other unlawful inducements to or from their business partners. Gifts from suppliers and other relationships should be approached with caution.

Gifts shall not be offered to influence a business relationship and must not violate applicable legal or other requirements as defined in this Code of Conduct.

The necessary measures must be taken to prevent and avoid potential conflicts of interest. Any potential conflicts of interest, including those involving CBT's employees, must be reported to CBT. The reporting can be done anonymously via our whistleblower portal.

Only appropriate means should be used to compete with other companies and to build and maintain relationships with customers and suppliers.

We must not engage in any conduct which could undermine or distort fair competition. We must respect all applicable antitrust laws.

Employees of CBT will comply with these organizational laws, regulations and procedures towards each other, customers, suppliers and authorities.

Employees will never ask another party, such as a contractor, representative, supplier, to do something that an employee of CBT is not allowed to do.

Employees will not try to hide or cover up if someone is not following the organizational laws, regulations or procedures.

Employees are open to critique when agreements are not fully met or when they put themselves or others in danger.

Organizational equipment may only be used for authorized purposes. Stealing goods belonging to the company, another person or another company is not permitted and will be appropriately sanctioned.

When we work with people, we adhere to the following principles:

- Information about customers, employees and suppliers will always be treated with discretion and respect and will only be disclosed to others who are permitted to receive it;
- The privacy of the person concerned is always respected; and
- Philosophical, gender and other cultural values and norms of third parties shall be taken into account.

At all times, a correct presentation of the facts is presented in communication, reports and documents within the company organization (contracts, company reports, work permits, LMRA's, lab reports, etc.). Only data and information approved internally in accordance with the agreements may be shared with third parties in the manner agreed upon.

4. Confidentiality & data protection

CBT must protect personal data by maintaining stringent confidentiality and security standards for both personal and business information. CBT shall process personal information in compliance with the applicable data privacy laws.

Any confidential information disclosed by business partners to CBT will be maintained strictly confidential and will be used solely for the purpose of fulfilling its obligations under the existing contract.

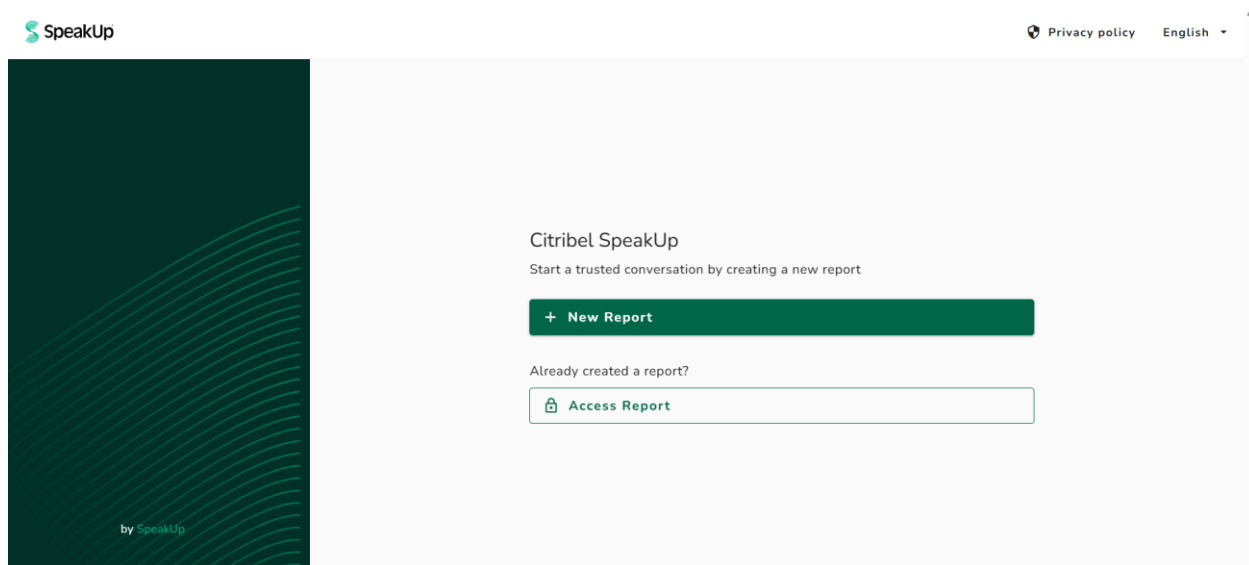
5. Speak up (whistleblower)

CBT takes responsibility to allow stakeholders to speak up on matters of concern across its value chain both inside and outside its organization. It therefore organized a whistleblowing portal where information, complaints and queries can be issued in a confidential and anonymous environment in order for these issues to be taken care of. Both employees and non-employees of CBT have access to this on-line portal.

Examples of issues that can be reported are problems with fraud, product- or food safety, environmental protection, public health, child or forced labor..., occurring within CBT or throughout its whole supply chain.

Any breach to the above-mentioned principles can be reported anonymously via our whistleblower portal:

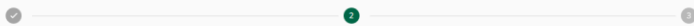
<https://citribel.speakup.report/whistleblowing>





Select the language in which you want to create your report

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Report credentials

Save the report number

You will need it later to access your report and see any replies from the organisation.

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Make sure to save this number securely. It can't be recovered.

Create a password

This password, together with your report number ensures that only you can access your report.

- To keep your report safe and secure
- Minimum 12 characters long
- Minimum one number (0-9)
- Minimum one uppercase letter (A-Z)
- Minimum one lowercase letter (a-z)
- Minimum one special character (@#%&*)

Next >



Your message

Please include as much detail as possible, such as who was involved, what happened, when and where. You can also attach images or documents to support your message.

You are writing in English

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 Add attachments **Send**