



THE BEKINA GROUP CODE OF CONDUCT

Introduction

This Code of Conduct forms the foundation of the ethical culture of the Bekina Group and defines the core of our business conduct.

All Bekina employees, including board members, must adhere to the principles and requirements in this Code of Conduct.

This code is based on international frameworks including the UN Global Compact, the Universal Declaration of Human Rights, the UN Convention on the Right of the Child and applicable ILO Conventions.

Human Rights

- **Prevention of Involuntary Labour and Human Trafficking**
The Bekina Group does not use forced labour, involuntary prison labour, slavery or trafficking of persons. This includes transporting, harbouring, recruiting, transferring or receiving vulnerable persons by means of threat, force, coercion, abduction or fraud for the purposes of exploitation. All work is voluntary, and workers are free to leave work at any time or terminate their employment. Workers are not required to surrender any government-issued identification, passports or work permits as a condition of employment.
- **Prevention of Underage Labour**
The Bekina Group does not use underage labour in any stage of manufacturing. The term "underage" refers to any person employed under the age of 15 or under the age for completing compulsory education. The use of legitimate workplace apprenticeship programs, which comply with all laws and regulations, is supported.
- **Freedom of Association and the Right to Collective Bargaining**
The Bekina Group respects the right of employees to form and join trade unions of their choice and to bargain collectively.



Labour standard

- **Anti-discrimination and anti-harassment**
The Bekina Group provides equal opportunities for its employees. No discrimination is practiced in hiring, compensation, access to training, promotion, termination or retirement based on race, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation. The Bekina Group also prohibits all practices of physical, sexual or psychological harassment.
- **Wages and Benefits**
The Bekina Group ensures that all workers receive at least the legally mandated minimum wages and benefits, offers vacation time, leave periods, and time off for legally recognized holidays, compensates workers for overtime hours at the legal premium rate, communicates pay structure and pay periods to all workers, pays accurate wages in a timely manner, and wage deductions are not used as a disciplinary measure.
- **Working hours**
The Bekina Group complies with applicable laws and industry standards concerning working hours. Overtime follow legislated maximum hours, is voluntary and fully compensated for.
- **Health and Safety**
The Bekina Group provides a safe work environment, abiding by local laws and regulations, and respecting the health and well-being of its workforce. Employees are informed of any risks associated with their work duties and the employees have access to personal protective equipment where required.
- **Juvenile Worker Protections**
The Bekina Group ensures that workers under the age of 18 do not perform work at night or in hazardous conditions.



Environmental conditions

- **Policy and programme**
The Bekina Group has a written environmental policy and an operational internal environmental programme in order to implement its environmental policy.
- **Legislation and regulations**
The Bekina Group abides by all legislation and regulations related to the protection of the environment and the handling and disposal of dangerous and hazardous materials.
- **Chemicals**
The Bekina Group keeps hazardous chemicals to a minimum and has Safety Data Sheets available for all chemicals used in production. Any waste and in particular hazardous waste is taken care of in a responsible manner and in accordance with local law. The Bekina Group ensures compliance with applicable laws and classification regulations relating to purchasing, storage, handling, use and transportations of chemicals. Chemical containers are properly labelled and safely stored.

Fair business

- **Competition principles**
The Bekina Group does not engage in illegal industrial co-operation or cartels. Instead we act in accordance with fair business competition principles, marketing and advertising practices and are committed to continuously developing safety and quality of our products that will stand a fair assessment from our customers and consumers.
- **International trade compliance**
The Bekina Group complies with national and international customs, import or export control regulations and processes.
- **Anti-corruption**
The Bekina Group does not engage in any form of corrupt practices including bribery, fraud, embezzlement, unlawful kickbacks, extortion and nepotism. This means that we never, directly or through intermediaries, offer or promise any personal or improper advantage in order to obtain or retain a business or other advantage from a third Party, whether public or private.



- Anti-money laundering
The Bekina Group is committed to complying with laws against money laundering and terrorism financing which are in place in most countries worldwide.
- Avoiding conflicts of interest
Bekina Group employees should never use their employment for personal gain, and should avoid engaging in external financial interests that might conflict with the Bekina Group's interests.
- Data privacy
The Bekina Group protects all confidential information provided by her suppliers, customers or other stakeholders. We have developed policies and procedures that must be consistently applied when processing personal data within the company.

Kluisbergen, 15th March 2022

A handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke.

Thomas Vanderbeke, Director NV Bekina

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